

**Glen Oaks Community College  
2017 Annual Security Report**

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The Annual Security Report is available online: <https://www.glenoaks.edu/about-us/public-safety/>

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## Preparing and Reporting the Annual Disclosure of Crime Statistics

In conjunction with the St. Joseph County 911 Dispatch Center and Campus Security Authorities (CSAs), statistics on all occurrences reported on Glen Oaks Community College's campus and their surrounding public areas are maintained. These statistics are published annually (by October of each year) by the College in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Campus Security Act of 1990).

The Student Right-to-Know and Campus Security Act was signed into law in November 1990. Title II of this Act is known as the Crime Awareness and Campus Security Act. It requires institutions participating in student financial aid programs under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures and to provide statistics concerning certain crimes that occurred on campus. In compliance with the Act, each year by October 1, institutions must publish and distribute to current and prospective students, faculty and staff, an annual security report that includes statistics concerning the occurrence on campus of certain criminal offenses reported to campus officials and statements about campus safety policies, campus security education and prevention programs, alcohol and drug policies, sexual assault education and prevention programs, procedures for reporting sexual assaults, and procedures for handling reports of sexual assault.

### Occurrence Statistics

Upon request, data is available in the Human Resources Office for the following criminal offenses which could be reported on the campus or to the St. Joseph County Sheriff's Office:

#### Criminal Offenses Reported

1. Criminal Homicide
2. Sexual Assault
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
8. Arson

#### VAWA Offenses:

1. Domestic Violence
2. Dating Violence
3. Stalking

#### Arrests

1. Liquor Law Violations
2. Drug Abuse Violations
3. Weapons Carrying/Possessing

#### Hate Crimes

1. Murder/Non-Negligent Homicide
2. Robbery
3. Aggravated Assault
4. Sexual Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson
8. Larceny- Theft
9. Simple Assault
10. Intimidation
11. Destruction/damage  
vandalism of property

The Human Resources Office will be responsible for monitoring crime statistics and submitting the annual crime report to the Department Of Education.

## Crime Definitions from the Uniform Crime Reporting Handbook

*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 and probably would result in serious personal injury if the crime was successfully completed.)

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

*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 felony; breaking and entering with

intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

*Criminal Homicide—Manslaughter by Negligence*—The killing of another person through gross negligence.

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

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

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

### **Incidents**

*Domestic Violence* – Felony or misdemeanor crime of violence by: a.) a current or former spouse or intimate partner of the victim; b.) a person with whom the victim shares a child in common; c.) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; d.) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA); or e.) 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* – Violence committed by a person, who is or has been, in a social relationship of a romantic or intimate nature with the victim; and 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; and c.) the frequency of interaction between the persons involved in the relationship.

*Stalking* – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Sex Offense Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program:

### **Sex Offenses—Forcible**

*Forcible Rape*—The carnal knowledge of a person, 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 or physical incapacity.

*Forcible Sodomy*—Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will, or not forcibly 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 or physical incapacity.

*Sexual Assault with an Object*—The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will, or not forcibly or against the person’s will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

*Forcible 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 or physical incapacity.

### **Sex Offenses—Non-forcible**

*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.

### **Hate Crimes—**

Any of the aforementioned offenses and any other crime involving bodily injury that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. The categories of bias are; race, gender, religion, sexual orientation, ethnicity/national origin and disability.

**Arrests-**

*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; and 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, methadone); and dangerous non-narcotic drugs (barbiturates, benzedrine).

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

Geographic location definitions from the U.S. Department of Education’s Handbook for Campus Crime and Reporting:

**Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the institution's educational purposes. These buildings include residential halls, any building or property that is owned by the institution but controlled by another person, those frequently used by students and those that support institutional purposes such as a food or retail vendor.

**Non-campus:** Includes any building (or property) owned or controlled by student organizations officially recognized by the school; or any building or property owned or controlled by the school that is used in direct support of, or in relation to, the college’s educational purposes, is frequently used by students, and is not within the same reasonable contiguous geographic area of the college.

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

The following statistics represent all official reports of these offenses on the Glen Oaks Community College campus and are reported in compliance with the Clery Act. They conform to the FBI Uniform Crime Reporting System.



Crime Statistics for 2014, 2015, and 2016

OFFENSE	LOCATION	2014	2015	2016
CRIMINAL HOMICIDE	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
NEGLIGENT MANSLAUGHTER	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
SEX OFFENSES, FORCIBLE	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
SEX OFFENSES, NON-FORCIBLE	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
ROBBERY	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
AGGRAVATED ASSAULT	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
BURGLARY	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
MOTOR VEHICLE THEFT	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
ARSON	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
LIQUOR LAW ARRESTS	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
DRUG LAW ARRESTS	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
WEAPONS ARRESTS	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
DOMESTIC VIOLENCE INCIDENTS	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
DATING VIOLENCE INCIDENTS	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
STALKING INCIDENTS	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0

### **Code of Conduct (Policy 3.42)**

The code of conduct as set forth below applies specifically to student and visitor behavior while at any College facility or while attending any College function. Rights are basic to the freedom to learn and must be based upon both mutual respect and responsibility.

When a student enrolls at Glen Oaks Community College, he/she agrees to abide by all College regulations. Therefore, violations of any rule of the following code of conduct will result in appropriate disciplinary action. Infractions of the code include, but are not limited to, the following:

1. Disrupting the rights or freedom of others in any manner or by physical or verbal abuse.
2. Failure to comply with directions of College officials who are acting in the performance of their duties.
3. Failure to show proper identification to requesting College officials who are acting in the performance of their duties.
4. Cheating, plagiarism or any other form of academic dishonesty.
5. Falsifying information, e.g., forgery, alteration, or intentional misuse of College documents, records or identification or failure to provide required records.
6. Theft of or damage to College property.
7. Violation of College policies or regulations.
8. Disorderly, lewd, indecent, or obscene conduct or expressions.
9. Attendance in class or at any College functions while under the influence of alcoholic beverages or narcotics or drugs.
10. Illegal possession, use, sale or exchange of narcotics or drugs.
11. Unauthorized possession, use, sale or exchange of alcoholic beverages.
12. Unwelcomed sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that unreasonably interferes with another and creates an intimidating, hostile or offensive environment.
13. Failure to adhere to rules and regulations governing the use of vehicles on campus.
14. Conduct in the classroom which precludes professors/instructors from performing their functions.
15. Unauthorized use of the name of the College or a College-related agency.
16. Use of tobacco products in College facilities.
17. Tampering with safety equipment, including but not limited to fire alarms, fire extinguishers, emergency exits.
18. Unauthorized possession of firearms or other weapons on campus.
19. Unauthorized presence on campus during non-instructional hours or failure to properly supervise his or her guests.
20. Violation of the College's Internet policy as set forth in the Internet Student Use Policy (Policy 3.60).
21. Any act of whatsoever nature that interferes with normal operation of the College or which adversely affects his or her suitability as a member of the College community.
22. Possession or attempted use of any weapon of terror or mass destruction.
23. Gambling by a student on college campus or while attending a college sponsored event.
24. Failure to pay fines, fees or other debt to the college.
25. Failure to return college property loaned to the student.

Students and visitors are subject to immediate removal from College property when, in the sole discretion of the President, or his/her representative, removal is necessary to protect the rights and safety of College students or employees.

Students shall have the right to be accorded due process in all disciplinary actions resulting in a change of their social and/or academic status at Glen Oaks Community College. It is with this spirit that procedures have been established. For a complete outline of the Due Process Procedure students are advised to contact the Dean responsible for the area of code of conduct violation. Responsibility for the disciplinary procedure shall rest with the Dean of the area affected. Students may be suspended from College classes and/or activities pending due process procedures by the

President or his/her representative when, in his or her sole discretion, such action is necessary to protect the rights and safety of College students or employees.

Visitors are subject to criminal charges or civil liability for improper conduct on College property.

#### **Campus Unrest, Dissent, and Protest (Policy 3.44)**

Glen Oaks Community College is categorically committed to the concept of individual and group freedom - so long as freedom of thought and/or action does not infringe upon or abuse the freedoms, rights and privileges of other individuals or groups. It is within the context of this commitment that the following statement is issued.

Campus violence already threatens some colleges and universities in a way that could cripple their freedom for many years. Even so we must be mindful of the dangers in laying out inflexible guidelines about unacceptable conduct or in specifying the precise moment when a hazard to the institution is such that civil authority must be called upon.

If one central theme or thread can be extracted from the fabric of campus and student unrest, it would reveal problems occur when communication breaks down or is lacking. Students should not only be given substantial autonomy, but also participate in matters of general educational policy, especially in curricular affairs. Since increased participation contributes to effective decision making, students should serve in a variety of roles on committees. Effective student representation will not only improve the quality of decisions, but also ensure their acceptability to the student body.

Every attempt must be made to establish effective communications so that policy questions, grievances and/or disciplinary problems can be aired by the college community. To this end, violations and/or violators of individual or group freedom will be referred to the President to hear, weigh, evaluate, and recommend as is necessary by the evidence at hand in solving the problem and attaining the objective.

Students must know that they cannot be shielded from the consequences of their behavior, especially when it violates the laws of society at large. They must recognize and respect the rights of other students as they seek rights and privileges for themselves. Threats, violence, coercive disruption of classes and events, and similar acts that tread on the rights of others are intolerable.

Mindful of the concerns of the general public as well as the state legislature the following information, entitled Act #26 of the Public Acts of 1970 of the State of Michigan, is reproduced herein.

#### ACT #26 OF THE PUBLIC ACTS OF 1970

AN ACT to provide penalties for certain conduct at public institutions of higher education.

The People of the State of Michigan enact:

Sec. 1. A person is guilty of a misdemeanor, punishable by a fine of not more than \$500.00, or by incarceration in the county jail for not more than 30 days, or both:

(a) When the chief administrative officer of a publicly owned and operated institution of higher education, or his designee, notifies the person that he is such officer or designee and the person is in violation of the properly promulgated rules of the institution; and

(b) When the person is in fact in violation of such rules; and

(c) When, thereafter, such officer or designee directs the person to vacate the premises, building or other structure of the institution; and

(d) When the person thereafter willfully remains in or on such premises, building or other structure; and



(e) When, in so remaining therein or thereon, the person constitutes (1) a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or (2) an unreasonable prevention or disruption of the customary and lawful functions of the institution, by occupying space necessary therefore or by use of force or by threat of force.

Sec. 2. A person is guilty of a misdemeanor, punishable by a fine of not less than \$200.00 and not more than \$1,000.00 or by incarceration in the county jail for not more than 90 days, or both, who enters on the premises, building or other structure of a publicly owned and operated institution of higher education, with the intention to, and therein or thereon does in fact, constitute (a) a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or (b) an unreasonable prevention or disruption of the customary and lawful function of the institution, by occupying space necessary therefore or by use of force or by threat of force.

Sec. 3. This act shall take effect August 1, 1970.

This act is ordered to take immediate effect.

The following act or acts could or might necessitate invoking the trespass law but not be necessarily limited to it:

Destruction of or willful damage to institutional property, grounds or facilities:

Where responsibility can be ascertained, resultant action should evolve through "due process" with local and/or state agencies. Restitution if and when practicable will be considered. Suspension and/or dismissal action may be instituted by proper authority.

Disruption of or undue distractive influences within an organized classroom situation:

Any person or persons when in the opinion of the instructor are not contributing to or are distracting from the educational atmosphere of the class or logical pursuit thereof shall be removed and/or denied access thereto with resultant notification to the Dean of the College and the Dean of Student Services.

Barricading or causing to prevent free access to or egress from any area of the campus including but not exclusive of classrooms, office areas, corridors, stairways, library areas, student center, maintenance and service areas, and roadways:

After ample opportunity and notification by proper authority has been afforded to and no response and/or action resulted there from, physical apprehension and eviction by proper authority shall be affected. Length of time interval from notification to desist from, to notification of proper authority not to exceed three (3) minutes duration. Suspension and/or dismissal action may be instituted by proper authority.

Disruptive action prior to, during or subsequent to an address, performance, event or ceremony:

Any person who interferes with access to or egress from a performance of an address, ceremony, athletic event, or any college sanctioned activity and/or interferes with the continuity of an address, performance or event shall be considered to be preventing or disrupting the customary and lawful function of the institution. Suspension and/or dismissal action may be instituted by proper authority.

Readmission to a class or function after having been removed or suspended there from:

Any student has the absolute right to attend a class in which he is duly enrolled unless he/she has abrogated that right. Final permission for readmission rests with the instructor and/or designated responsible person

involved acting in conjunction with the Dean handling the incident. Offenders in this regard should be handled in the same manner as a disruptive or distractive influence.

The right of student dissent or protest within the confines of a building or on the grounds of Glen Oaks Community College:

The right of peaceful dissent and protest should be and will be honored as long as it does not interfere in the rights of others to pursue an education, access to normal working stations, or bring discredit upon the institution and the customary and lawful functions of the institution.

The possession, use of, or causing to bring firearms, dangerous weapons, or explosive agents within the confines of a building or onto the grounds of Glen Oaks Community College is expressly prohibited:\*

Any person or persons who are in violation of the above shall, through due process, be subject to suspension and/or dismissal action and will necessitate immediate notification of violation and of proper legal authority of said violation.

Violations of Act #26 of the Public Acts of 1970; The Employees Trespass Law or any of the above rules and regulations of Glen Oaks Community College will result in immediate suspension of said employee and if substantiated through due process by duly constituted legal authority will be grounds for termination of said employment. Student violations will result in suspension and if substantiated, possible expulsion in the future from college classes and events.

\*See Resolution and Policy Amendment 3.32.

In the event that it is necessary to inform certain individuals they are in violation of Act #26 of 1970, the following format is to be used:

"My name is \_\_\_\_\_ and I am the designee of the President of Glen Oaks Community College and I am also the agent of the owner of the property upon which you are now standing. I hereby notify you, and each one of you individually, that all persons in this group are in violation of the properly promulgated rules of Glen Oaks Community College, specifically that \_\_\_\_\_. Any right that you have to use these premises is hereby suspended, whether you are a student or not, and acting on behalf of Glen Oaks Community College and on behalf of the owner of this property, I hereby instruct each and every one of you, whether or not you are a student, to immediately vacate and depart from this property. If you fail to do so, you will immediately be arrested and prosecuted for violating the laws of the State of Michigan relative to trespassing and to conduct upon the property of institutions of higher education."

### **Tornado / Severe Thunderstorms Incident Procedure**

**Purpose:** To protect the well-being of the campus community in the event of tornados / severe thunderstorms during operating hours.

#### **General Information:**

Some inclement weather events like strong winds, rainstorms or tornados will require employees and students to go to sheltered areas within the College. In these cases, employees and students should not evacuate the building, since this may cause injury. When strong winds, rain or a tornado are imminent, you have only a short amount of time to make life-or-death decisions. Advance planning and a quick response are the keys to surviving this type of inclement weather. The college values the safety of each individual and expects that people will take the responsibility for safeguarding their own welfare.

The switchboard operator will monitor inclement weather and will respond to all levels of notifications from the National Weather Service. The procedure will be to notify the College President, other administrators, faculty, and maintenance via local media which may include: phone system, television broadcast, website,

and texting. If a “take cover warning” is issued by the National Weather Service, building occupants will immediately be notified and should move to sheltered areas at that time.

**Tornado WATCH:** Weather conditions are favorable for a tornado to develop. In the event of a tornado WATCH, you should:

- Be alert for approaching storms.
- Listen for the phone paging system and other College media, which will indicate the weather situation worsening.
- Continue with classes, exams, and College business/operations in the absence of further instructions.
- The athletic department will alert any teams out on the athletic fields.

**Tornado WARNING:** A tornado or funnel cloud has been sighted, or is indicated on weather radar. In the event of a tornado WARNING, College policy requires the following:

- Instructors will stop any classes or exams that are taking place and will direct all students to the appropriate tornado safe waiting area as needed.
- A tornado WARNING will be passed on to building occupants via the Telephone Alert System, email, text message, etc.
- Building occupants will prepare to go to the tornado safe waiting area in whichever area they are in at the time of the Tornado WARNING being issued.
- Building occupants should remain in the protected area until the tornado or severe weather has passed and they have received an all clear. At that point, classes and College business/operations will resume as permitted by the impact of the severe weather.

## **Fire Incident Procedures**

### **Drills:**

Annually, fire drills will be conducted. The fire drills will occur both during the regular day time operating hours, and during the evening hours to ensure adequate training has been provided. Drills will be conducted at least once per semester with additional drills conducted at other periodic times.

### **Visual Sweeps:**

Certain employees will be assigned the responsibility of conducting a visual sweep of their respective area during a fire drill or fire emergency. Assignments will be by position with one position as primary sweeper for an area and two back-up sweepers. They are as follows:

Administration Area/Bathrooms: Dean of Finance and Administrative Services, Dean of Academics and Extended Learning

Bookstore: Bookstore manager and bookstore staff

Business Office: Controller, backup Sr. Accountant

Student Services: Assistant Dean of Students, Director of Financial Aid, backup Assistant Director of Financial Aid

Concourse Level: Maintenance/Custodial Staff; backup Fitness Center staff

Library: Library staff, backup Testing and Tutoring Staff

B/C Wing: Maintenance/Custodial Staff; backup Fitness Center staff

D Wing: Athletic Director, backup Director of Nursing

E Wing/Auto Shop: Website Administrator, backup Network Technician

F Wing: Professor of Business/Math, backup Instructional Designer

G Wing: Professor of Science, backup Professor of Science

***\*Night Custodians will serve as back-up to all areas as needed during the evening hours, as will maintenance staff during the day\****

**Fire Evacuation Procedures:**

- 1.) Secure your area (lock fire files, close windows and doors)
- 2.) While exiting your area (take personal belongings, i.e. coat, wallet/purse, car keys), conduct a visual sweep for anyone still in their office.
- 3.) Do not use elevators
- 4.) Evacuate the building at nearest exit
- 5.) Point out the nearest exits to students and visitors. Assist those with disabilities, if possible.
- 6.) Once outside, proceed to one of the parking lots (staying at least 300 feet from the building).
- 7.) Wait for the "all clear" before returning to the building.
- 8.) Never assume that the alarm is only a test or a false alarm.

**Fire Emergency:****If you discover a fire:**

Call 911 – regardless of the size of the fire.

Activate or have another person activate the fire alarm.

Call Switchboard at extension 0.

**Maintenance/Custodial Department:**

- 1.) Shut-off main electricity/gas
- 2.) Re-direct traffic at Sauger Lake Road and Shimmel Road entrances.
- 3.) Employee re-directing traffic at Shimmel Road entrance will also direct fire truck to the location of the fire.
- 4.) Designated maintenance/custodial employee will provide emergency crew with details on the fire emergency (i.e. location of fire, type of room involved, suspicion of injuries/people trapped persons, presence of flames, suspected cause, etc.).

**Assisting those with a disability:**

All staff/faculty will be charged with the duty of assisting anyone who may have a disability that is in their area during a fire emergency. Evac chairs are mounted on the D-wing 4th floor and Concourse Level.

Appropriate training will be provided to all faculty/staff at least annually.

**Incident command:**

The incident command base will be located at the baseball/softball barn as needed.

**Timely Warnings**

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the health or safety of students or employees (i.e. meningitis outbreak, approaching tornado, armed intruder, etc.), Glen Oaks will post timely warnings for any Clery Act crime, throughout the campus giving immediate attention to any precautions to be taken by the College community.

The Glen Oaks Community College Crisis Management Team shall make the initial determination as to whether a situation meets the threshold of a significant emergency or dangerous situation. This team consists of members of the Leadership Group (President, Dean of Finance and Administrative Services, Dean of Academics and Extended Learning, Assistant Dean of Students, Assistant Dean of Enrollment Services/Registrar, Executive Director of Communications and Marketing, and Business Services Director), Director of Buildings and Grounds, and HR Director. The Crisis Management Team shall meet in the Board Room, or other location if needed. The President, or designee, shall brief the team regarding details of the impending or actual critical incident.

A decision as to whether a timely notification is warranted, and appropriate actions in response to the incident, will be determined at this time based on information currently available. It is understood that not

all details may be available at the time a decision needs to be made. Information to be considered in determining the need of a timely warning may include: nature of the crime, continuing danger to the campus community, and possible risk of compromising law enforcement efforts.

Timing, Content, and Dissemination Methods for a Clery Timely Warning Notice:

- 1.) Glen Oaks will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or contain, respond to or otherwise mitigate the emergency. The Clery Act does not define what is timely. However, the warning should be issued as soon as pertinent information is available, because the intent of a Clery timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.
- 2.) Clery Act regulations do not specify what information should be included in a timely warning. However, the warning should include all information that would promote safety, because the intent of the warning is to enable members of the campus community to protect themselves. Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim.
- 3.) Glen Oaks will communicate timely warnings by the use of some or all of the following: college web site, phone speaker system, e-mail, voice mail, text message alerts, posted flyers and/or campus monitors.

Glen Oaks Community College will test their emergency response and evacuation procedures at least on an annual basis. These tests may or may not be announced.

### **Reporting of Criminal Actions and Emergencies (Policy 3.41 A)**

When criminal actions, other emergencies or substantial rumors occur on the Glen Oaks campus, contact the President's Office or designee at 467-9945, ext. 233 or 221. If additional assistance is needed, Glen Oaks will contact the St. Joseph County Sheriff's Office (467-9045).

Glen Oaks will take the necessary action to protect the safety of students and employees and to deal with the occurrence.

#### **For emergencies, dial 911.**

Glen Oaks will take the necessary action to protect the safety of students and employees and to deal with the occurrence.

### **Voluntary Confidential Report**

Glen Oaks Community College encourages all faculty, staff, students, and volunteers, acting in good faith, to report suspected or actual wrongful conduct. (Policy 6.16) Such reports may be made confidentially via the Ethical Advocate program at 877-743-4127.

In cases of sexual violence, if one desires that details of the incident be kept confidential, they should speak with a private counselor, members of the clergy and chaplains, or off-campus rape crisis resources who can maintain confidentiality. The college recommends contacting Domestic and Sexual Abuse Services at 1-800-828-2023 (crisis line).

### **Security and Access to Campus Facilities (Policy 3.41 B)**

The Glen Oaks building is open Monday through Thursday from 6:30 a.m. to 10:30 p.m.; Fridays (3<sup>rd</sup> week of August through April) from 6:30 a.m. to 4:00 p.m.; and Saturdays 7:30 a.m. to 12:00 p.m. The building is closed on Friday's between May and second week in August. When the building is closed and there is an event on campus, Maintenance will provide access to the appropriate area.

### **Authority of Maintenance/Campus Safety**

Glen Oaks Community College does not have an Office of Public Safety. The Deputized Maintenance Manager has the authority to confront the individual related to the occurrence, require identification. The Deputized Maintenance Manager is generally available Monday through Friday from 7 a.m. to 3 p.m., and can be reached by calling 269-467-9945 or 269-294-4312.

When incidents occur on campus, an Incident Report must be completed and forwarded to the Human Resources Office.

### **Policy Addressing On-Site Counselors**

It is the policy of the GOCC Counseling Department to maintain client confidentiality. The Clery Act **does not** require a counselor to breach confidentiality, but it is often beneficial to the greater campus population to compile statistics regarding criminal activity in a way that does not violate client confidentiality. As such, counseling staff will work with the Dean of Students by providing a report of non-identifying information, including:

- 1) where the crime occurred;
- 2) the type of crime;
- 3) to whom the crime was reported; and
- 4) when the crime was reported.

The Counseling Department will deliver this report to the Dean of Students and is responsible for doing so in a manner that protects client confidentiality. No clinical information will be disclosed, and only the items above may be shared.

### **Situations requiring more extensive reporting**

Situations do exist wherein the counselor is required to breach confidentiality, due to a situation that is beyond the protection of the Clery Act's protection of individual confidentiality, such as in the case of: If a patient communicates to a mental health professional who is treating the patient a threat of physical violence against a reasonably identifiable third person and the recipient has the apparent intent and ability to carry out that threat in the foreseeable future, the mental health professional has a duty to take action. The duty is discharged by hospitalization, communicating to the third person and notifying local law enforcement, warn social services or the custodial parent or guardian if the victim is a minor. Immunity from liability for disclosure. Michigan Statute 330.1946.

If a person is making homicidal threats or has direct plans of harming another person, counseling staff must collect as much information as possible about the person they intend on harming such as name, phone number, and address and the means of harm (weapon). If there is a serious and foreseeable risk, then by law, the counselor must warn the possible victim, the Dean of Students, the police department, and others who are deemed necessary to provide assistance and necessarily, the counselor will communicate more detailed information than the Clery Act requires, due to the greater threshold of risk.

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

Crime prevention at GOCC is based on minimizing or eliminating criminal opportunities and encouraging students and employees to be responsible for their own safety/security and the safety/security of others. The college conducts crime prevention programs upon request to educate the GOCC community on measures the community can take to reduce the chances of becoming a victim of crime. The St. Joseph County Sherriff's Department conducts periodic patrols of the campus.

If a patient communicates to a mental health professional who is treating the patient a threat of physical violence against a reasonably identifiable third person and the recipient has the apparent intent and ability to carry out that threat in the foreseeable future, the mental health professional has a duty to take action. The duty is discharged by hospitalization, communicating to the third person and notifying local law enforcement, warn social services or the custodial parent or guardian if the victim is a minor. Immunity from liability for disclosure.

## **Criminal Activity Off Campus**

Glen Oaks Community College does not currently have any officially recognized off-campus student organizations.

## **Weapons and Violence Policy**

### **Commitment to Safe Learning Environment**

The Board of Trustees recognizes and is committed to meet its responsibility to preserve and protect the physical assets of Glen Oaks Community College ("College") and to provide for the safety and welfare of its students, employees, visitors and other members of the general public on campuses and facilities owned and/or operated, or governed by the Board of Trustees of Glen Oaks Community College.

### **Applicability**

#### **To Persons**

This policy shall apply to all persons, including, but not limited to College employees, College students and visitors on any "College Property" regardless of whether or not they are licensed to carry a concealed weapon.

#### **To Locations**

This policy shall apply to:

1. All "College Property".
2. Off-campus activities such as field trips, extension courses; co-curricular events/activities; and extra-curricular activities sponsored by the College.
3. College owned, leased or rented vehicles at all times regardless of whether they are on College property

### **Definitions**

"College Property." As used in this policy, "College Property" includes land, buildings, parking lots, sidewalks and all other facilities, owned, leased, licensed, operated, managed, or otherwise controlled by the College.

"Explosive Device" as used herein shall mean and include any chemical element or any mixture or compound of any materials which is intended or commonly used for the purpose of producing explosion and which is contained or packaged in such proportions or quantities that an ignition by fire, friction, concussion, percussion, or detonation may cause an explosion injurious to persons or property.

"Firearm." As used in this policy, a "Firearm" is any weapon, whether or not operable, and whether or not loaded, from which a dangerous projectile, may be propelled by an explosive; by gas or air; or by means of

springs, levers or other mechanical device. Firearms include, but are not limited to rifles, pistols, shotguns, air rifles, paintball guns, air soft guns, and any other similar device that fires a projectile. "Firearm" also includes any toy or facsimile object designed, or reasonably perceived to appear as an actual "Firearm" as described herein.

"Weapon." As used in this policy a "Weapon" includes, but is not limited to:

1. A "Firearm";
2. An "Explosive Device";
3. Any bomb, grenade, rocket or other destructive device which includes explosives (including fireworks and firecrackers), poison gas, accelerants, incendiary materials;
4. Dangerous chemicals, substances or compounds intended to cause injury to a person, or possessed in negligent disregard for the safety of self and others;
5. Knives with blades longer than three (3) inches or with an open blade locking mechanism; swords;
6. Pneumatic devices, including any device that is designed to expel a projectile by the use of air, gas, or spring, including, but not limited to, BB guns, paintball guns, and Airsoft guns.
7. Striking instruments such as bludgeons, brass knuckles, blackjack, or club;
8. A portable device or weapon from which an electrical current, impulse, wave or beam may be directed, which current, impulse, wave or beam is designed to incapacitate temporarily, injure or kill,
9. Any Martial Arts weapons, to include nunchakus, tonfas, staffs, and throwing stars.
10. Any bow and arrow combination.
11. Any other device that could reasonably be considered to be a weapon.
12. An object or device that is likely to cause death or bodily injury when used as a weapon and that is used as a weapon or carried or possessed for use as a weapon

#### Policy Statement

No person shall possess (concealed or otherwise), transport and/or store (including in vehicles), discharge or otherwise use any "Firearm" or "Weapon" on "College Property" regardless of whether the individual has a concealed weapon permit or is otherwise authorized by law to possess, discharge or use any such device. Exceptions to this prohibition are listed below.

#### Exceptions

The above prohibitions shall not apply to:

1. When applicable, a peace officer who is a member of the College Police Department, whom the College regularly employs, and who has been authorized by the Chief of the College Police Department [or College President], to carry weapons as outlined by the College Police Department Safety policy, may carry a weapon as so outlined.
2. A qualified active duty law enforcement officer or other government agent authorized to carry a weapon during the course of his or her employment, may carry a weapon as so authorized.
3. A qualified retired law enforcement officer, as defined in Michigan law and/or federal code to possess a concealed handgun and is currently permitted to do so.
4. An employee may use or possess a weapon, as authorized by the College, during the time when the employee is engaged in work for the College requiring such a weapon;
5. To a person who possesses or uses such weapons, devices or substances in connection with a regularly scheduled educational, recreational or training program authorized by the College;
6. Upon obtaining prior approval of the College President, an individual may possess a weapon when the device is worn as part of a military or fraternal uniform in connection with a public ceremony, parade or theatrical performance.
7. When the College's President has waived the prohibition based on extraordinary circumstances. Any such waiver must be in writing and must define its scope and duration.
8. The carrying and use of oleoresin capsicum spray ("pepper spray"), so long as the pepper spray and its use conforms to Michigan law. (<http://legislature.mi.gov/doc.aspx?mcl-750-224d>)
9. When applicable, Residence Hall and College apartment residents may register and store hunting weapons at a designated location on campus, and may possess such weapons on property owned or



controlled by the College just long enough to deliver and retrieve the weapons from the designated College representative by the most direct route. The weapons are to be brought to the designated College representative, unloaded and securely enclosed in a gun or bow case.

10. When applicable, the College President, may waive the prohibitions based on extraordinary circumstances, and an individual may possess a weapon only within the scope and duration of the waiver. Any such waiver must be in writing, signed by the Director of Housing, and must define its scope and duration. With input from the Director of Housing and the Assistant Dean of Students, the College President is also authorized to make reasonable rules to effectively implement the Storage of Weapons policy for residence halls and apartments contained herein.
11. Theatrical props used in appropriate settings; or
12. Starter pistols used in appropriate sporting events.

The College will not tolerate any act or threat of violence committed by or against faculty, staff, students or visitors. Threats, threatening behavior, acts of violence, or any related conduct, which disrupts another's work performance or the College's ability to execute its mission, will not be tolerated. Faculty and staff are strictly prohibited from making threats or engaging in violent acts. Prohibited conduct includes, but is not limited to:

- a. Injuring another person physically;
- b. Engaging in behavior that creates a reasonable fear of injury in another person;
- c. Possessing, brandishing, or using a weapon while on College premises or engaged in College business;
- d. Damaging property intentionally;
- e. Verbal or non-verbal threats to injure an individual or damage property;
- f. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment;
- g. Arson.

Faculty and staff must immediately notify their immediate supervisor or the Public Safety Department of any threats which they have witnessed, received, or has been told that another person has witnessed or received. Employees must also promptly report to their immediate supervisor or the Public Safety Department any behavior they have witnessed which they regard as threatening or violent (when that behavior is related to College activities).

#### Consequences

Violators of this policy may face disciplinary action, up to and including termination of employment, dismissal from the College, expulsion from campus and/or referral for prosecution as provided for by law.

### **Substance Abuse Education/ Alcoholic Beverages/ Illegal Drugs (Policy 3.40)**

#### Philosophy

The Glen Oaks Community College Board of Trustees certifies and pledges that it will provide a drug-free workplace and learning environment for its employees and students. This pledge is in compliance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

Glen Oaks Community College recognizes that clear evidence exists that the misuse and abuse of alcohol and drugs can erode the foundation of the College's goals and objectives and can diminish the attainment of intellectual, social, physical and moral growth and development. Glen Oaks is committed to a healthy and productive college environment by providing free literature and abuse referral services.

Additional information about the physical and psychological consequences of substance abuse is available in the Glen Oaks Library and through the Glen Oaks Community College Substance Abuse Counselor in Student Services, as well as various substance abuse agencies in St. Joseph County.

### Standards of Conduct

The Glen Oaks Community College Board of Trustees prohibits the possession, use, distribution, dispensing and unlawful manufacturing of illegal drugs, narcotics or controlled substances on the College campus, in student housing, or at any College-approved student activity (i.e., College-approved student travel and for overnight stays).

Marijuana prescribed for medicinal purposes is also prohibited on the College campus, in student housing, or at any College-approved student activity. GOCC receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal research grants. As a condition of accepting these funds, the College is required to certify that it complies with the Drug-Free Schools and Communities Act (DFSCA) (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug Free School and Communities Act and to avoid losing federal funding, Glen Oaks Community College must prohibit all marijuana use, including medical marijuana.

No alcohol or other intoxicating liquors shall be kept, used or consumed on campus, in student housing, or at any College-approved student activity (i.e., College-approved student travel and/or overnight stays), except at approved functions at the Nora Hagen House and its adjacent yards.

Persons who are on the College campus and who appear to be under the influence of alcoholic beverages, narcotics or illegal drugs, will be removed from the College campus.

Any person taking prescription drugs or over-the-counter medication is individually responsible for ensuring that while taking the drug or medication, he/she is not a safety risk to themselves or others while on College property, at College-related events, while driving a College or privately owned vehicle while engaged in College business. It is illegal to misuse prescribed drugs contrary to the prescription or to give or sell the prescribed drug(s) to another person.

### Legal Sanctions

Glen Oaks Community College abides by all local, state and federal laws and may ask an appropriate law enforcement agency to impose appropriate sanctions if a violation of any local, state or federal law shall take place on the College campus or at any College function.

When there is probable cause, which is based upon credible information, Glen Oaks Community College may require that a student or employee be tested for alcohol or illegal drugs. The failure to submit to a breathalyzer test for alcohol or a urinalysis test for illegal drugs may result in disciplinary action. The words "probable cause" as used herein shall be defined as a reasonable basis for the formulation of a belief that an individual is using and/or abusing alcoholic beverages or illegal drugs. The words "credible information" is defines as including, but not limited to, the following "warning signs":

- (1) Excessive absenteeism or tardiness;
- (2) Excessive illness;
- (3) Deteriorating or inconsistent work performance;
- (4) Increased carelessness;
- (5) Decrease in attention span, especially after breaks or lunch;
- (6) Frequent brushing of the teeth or use of mouthwash, breath spray, breath mints or other breath fresheners, especially before conferences with instructors or administrators;
- (7) Substantial increase in use of the rest room or water cooler;

- (8) Avoidance of instructors, administrators or other students, especially if this is a recent change in behavior;
- (9) Deteriorating or inconsistent attention to personal grooming and neatness;
- (10) Financial problems, especially if the student has not previously had such problems;
- (11) Frequent licking of the lips;
- (12) Nervousness, especially when discussing work performance or personal life;
- (13) Gastric disturbances or change in appetite;
- (14) Insomnia;
- (15) Moody behavior or "mood swings";
- (16) Unexplainable bruised and/or puffy skin, especially in the face;
- (17) Dilated pupils;
- (18) Slurred or incoherent speech;
- (19) Lack of dexterity;
- (20) Uncontrollable crying or laughing.

Glen Oaks Community College students and employees can assist in the detection of the use and/or abuse of alcohol and drugs by looking for these "warning signs". Students or employees who use and/or abuse alcoholic beverages and/or drugs while on campus, in student housing, or while attending a College-approved student activity shall be subject to sanctions that may include any of the following: verbal warning, written letter of censure, suspension or immediate dismissal (should the behavior be both improper and a potential threat to the College or the College community). A student convicted of a drug-related offense under federal or state law may also become ineligible for federal student aid under federal law.

#### Pre-Employment Drug Testing

In order to strive toward a drug-free workplace, Glen Oaks Community College will require a pre-employment urinalysis for new employees. This applies to all full-time and part-time permanent positions at Glen Oaks Community College. The urinalysis will be performed by a reputable clinical laboratory, the expense of which will be assumed by Glen Oaks Community College. If the urinalysis registers a positive result (the presence of narcotics or illegal drugs), the candidate will not be hired.

#### Employee Alcohol and Drug Use

Any employee who consumes alcoholic beverages while actively engaged in carrying out the duties and responsibilities of their employment (excluding College-sponsored "entertainment" functions which employees may attend in connection with their employment), and any employee who uses illegal drugs while in the course of employment, shall be subject to sanctions as outlined in the appropriate Collective Bargaining Agreements and/or the Glen Oaks Community College Policy Manual. Violations by faculty or staff may result in disciplinary action up to, and including termination of employment. Employees who have CDL will be required to undergo mandatory random drug/alcohol testing as notified by the HR Department. If a Glen Oaks Community College employee is convicted of violating a criminal drug statute (non-alcohol related) on the College campus, or at a College function, that employee must notify Glen Oaks within five (5) days after such conviction. Within thirty (30) days after such conviction, Glen Oaks shall take one of the following actions: (1) take appropriate personnel action against the employee up to and including termination; and/or (2) require the employee to satisfactorily participate in an approved drug abuse assistance or rehabilitation program. Glen Oaks Community College shall also notify the appropriate agency of the Department of Education within ten (10) days after the conviction.

#### Alcohol and Drug Education, Prevention and Referral

Glen Oaks Community College is committed to addressing the problem of substance abuse through education, prevention and referral. The President of the College will designate a Glen Oaks Community College employee as the Substance Abuse Counselor. The Substance Abuse Counselor will annually coordinate/organize and make available free literature to students and employees. This information will include: (1) standards of conduct, (2) a description of the legal sanctions, (3) a description of the health risks, (4) a description of drug or alcohol programs available to students and employees, and (5) a clear statement of the Glen Oaks Community College sanctions it may impose on students and employees. The Substance Abuse Counselor will provide initial counseling and

limited supportive services. The primary goal of the Substance Abuse Counselor is to provide the student or the employee with a referral for treatment or rehabilitation. Once a referral is made, the Substance Abuse Counselor shall provide the appropriate follow up.

College employees or students who exhibit "warning signs" of drug/alcohol misuse or abuse in the workplace and who refer themselves for assistance will be supported, educated, and referred to appropriate agencies for treatment. Those employees or students who are diagnosed as drug or alcohol misusers or abusers shall receive the same consideration and opportunity for treatment that is extended to persons with any other type of illness. Confidentiality shall be maintained and no adverse effects to an employee or a student shall result based upon a request for treatment or a diagnosis of misuse or abuse.

If an employee has been referred to the Substance Abuse Counselor by a supervisor or if a student has been referred to the Substance Abuse Counselor by an instructor or a College administrator and if treatment is recommended and treatment is refused or terminated, the fact of such refusal or termination of treatment shall be made known to the individual who referred the employee or student to the Substance Abuse Counselor. If an employee or a student (1) refuses to accept diagnosis and treatment, or (2) fails to respond to treatment, and if the result of such refusal or failure is such that job performance, behavior on campus or learning ability is affected, that person shall be considered in violation of College policies and shall be subject to discipline.

Additional information about the physical and psychological consequences of substance abuse is available in the Glen Oaks Library and through the Glen Oaks Community College Substance Abuse Counselor in Student Services. Glen Oaks Community College also works closely with the Substance Abuse agencies in the area.

Glen Oaks Community College will review its Drug and Alcohol Prevention Program every two (2) years in an attempt to determine its effectiveness and to implement changes as needed.

### **Dating Violence, Domestic Violence, Sexual Assault, and Stalking Prevention and Awareness Program**

Members of the college community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Glen Oaks Community College adheres to a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

During orientation, required for all new students, Glen Oaks Community College shows a video covering our Sexual Misconduct Policy. In addition, pamphlets discussing dating violence, sexual assault, domestic violence, and stalking are available in the hallway to our employees. The College also requires all employees to review the following training videos: Campus Security Authority, Bystander Intervention, Domestic and Sexual Violence, and Sexual Harassment.

#### *Victims of Sexual Assault*

The College strongly recommends that victims of sexual assault:

- Seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection.
- Report such acts to the Human Resources Department, Evening Receptionist, the Dean of Students, and/or the St. Joseph County Sheriff's Department. Filing a report with the police shall not subject the victim to scrutiny or judgmental opinions from college officials. Filing a report ensures that: 1.) a victim

of sexual assault on college property or at any college function shall receive the necessary medical attention and tests, at no expense to the victim; 2.) there is an opportunity for collection of evidence helpful in prosecution, 3.) assure the victim has access to confidential professional counseling at no charge.

- Ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam and sexual crimes investigation kit administered by trained hospital personnel.
- At the victim's request, college administrators will assist in the notification of local law enforcement. The college's disciplinary system may proceed against any alleged violator of GOCC policy, whether or not state or federal criminal proceedings exist or are pending.
- Seek counseling and/or emotional assistance and support. The College can assist you with this. Speaking with a trained counselor can be critical to the emotional or mental well-being of the victim following a trauma.
- The College will consider requests for changes in academic accommodations and work with victims to reach a reasonable solution.

#### College Procedure on Sexual Assault

Any behavior that constitutes a sexual assault under this policy will subject the offender to disciplinary action, up to and including dismissal, whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus. In addition, sexual assault, rape and other sexual offenses are illegal under Michigan criminal statutes and may be separately prosecuted in a court of law.

Sexual assault occurs when a person performs or compels another person to perform any sexual act or to have any form of sexual contact without consent. Rape is a specific kind of sexual assault that involves any vaginal, oral, anal, or urethral penetration with any body part or object without consent. Consent requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in the proposed sexual act. Failure to object does not constitute consent. Consent does not exist where it is not expressly given. Consent cannot be given by a person with a mental impairment (ex. from alcohol or drug use), or when the victim is physically helpless (ex. when asleep or incapacitated). Consent can also not be given where there are threats or intimidation. Attempted sexual assault or rape occurs when a person intends to commit the offense and engages in conduct that could lead to it.

The College can refer victims of sexual offenses to counseling support and police assistance, if desired. Care and consideration of the victim's wishes will be taken into account throughout the intervention process. Individuals who feel that they are victims of any sexual offense are urged to file a complaint with the St. Joseph County Sheriff's Department (269-467-9045), the Human Resources Department (269-294-4232 or 269-294-4229) or the Assistant Dean of Students (269-294-4230). Reports made to the Human Resources Department are shared with the Dean of Students for disciplinary review and/or action.

The College strongly recommends that all victims seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection. Additionally, the College strongly recommends that all victims seek counseling and emotional assistance. A full range of support services can be initiated through the National Sexual Assault Hotline by calling 1-800-656-4673.

GOCC's standards of conduct and the student disciplinary process are outlined in the Student Code of Conduct, which is available online. The college's procedures for disciplinary action in cases that involve sexual offenses comply with the Higher Education Amendment (HEA) of 1992. In those cases required by the HEA, the accuser and the accused are entitled to the same opportunity to have others present during the investigative interview and/or during an Appeal Committee hearing and attendant proceedings. For further information about the disciplinary system, contact the Assistant Dean of Students at 269-294-4230.

## **Missing Student Policy**

It is the policy of Glen Oaks Community College to investigate any report of a missing student who is attending classes at GOCC and who resides in on-campus housing.

A student will be deemed missing when reported absent from the College and/or the student housing building without any known cause and/or for a reasonable period of time. A reasonable period of time may vary based upon student's routine and habits, punctuality, reliability, reports of suicidal thoughts, drug and alcohol use, or if the student might be in the company of individuals who could endanger the student's welfare or place the student in a life threatening situation.

All reports of missing students must be directed to the Campus Security Officer at 269-294-4312; in these instances, the Campus Security Officer will take the lead in investigating each report and make a determination whether the student is missing in accordance with this policy. At that time, the Campus Security Officer will contact local law enforcement within 24 hours after the College receives a report that a student is missing.

All students have the option to identify an emergency contact person or persons who will be notified within 24 hours in the event a determination is made by local law enforcement that the student is missing. This contact information may be added through the Student Housing Office. It is the student's responsibility to regularly update any changes to existing contact information through the Student Housing Office. This information will be registered confidentially. Only authorized campus officials and law enforcement officers may have access to this information.

If a missing student is under 18 years of age, and not an emancipated individual, the College will notify a custodial parent or guardian of the missing student no later than 24 hours after the determination by law enforcement that the student is missing.

The Devier Student Suites are configured for apartment-style living, and there is no formal procedure or prescribed timelines for monitoring whether students are present in their assigned student suites. Student welfare and safety is paramount to the College; however, the College recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students.

### **Procedures**

Any report of a missing student who reside in on-campus housing, from whatever source, must immediately be directed to the Campus Security Officer. When a student is reported missing, the Campus Security Officer will:

- Initiate an investigation to determine the validity of the missing person report, including gathering information such as a description, clothing, vehicle, physical and mental state, who the student may be with, and obtaining an up-to-date photograph.
- Inform the Dean of Student Services.
- Make a determination as to the status of the missing student.
- Notify local police or other appropriate law enforcement agencies within 24 hours after the College receives a report that the student is missing.

Upon determining the student is missing and upon notification by law enforcement, the Dean of Student Services will:

- Notify the person(s) identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing. If the missing student is under the age of 18, and is not an emancipated individual, the Dean will notify the student's custodial parent or guardian as contained in the records of the College within 24 hours of the determination that the student is missing.

- Initiate whatever other action is deemed appropriate under the circumstances to be in the best interest of the missing student.

In cases of a missing student, the law enforcement agency conducting the investigation will typically provide information to the media. Law enforcement personnel are best suited to provide information to the media that is designed to elicit public assistance for a missing person. Glen Oaks Community College is available to provide consultation on communication with the investigating law enforcement agencies. Any media requests should be directed to Glen Oaks Community College and the Executive Director of Communications and Marketing.

In the case a commuter student is believed to be missing, reports should be directed to the appropriate law enforcement agency. Glen Oaks Community College will work in conjunction with law enforcement as needed. If any provisions(s) of this policy or set of bylaws conflicts with laws applicable to Glen Oaks Community College, including the Community College Act of 1966, the Freedom of Information Act, or the Open Meetings Act, as each may be amended from time to time, such laws shall control and supersede such provisions(s) to the extent required by law.

### **Sex Offender Registration**

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. Under this act, sex offenders must register with the state in which an institution of higher education is located (even if they do not reside in that state) once they are enrolled or begin employment at that institution of higher education. Changes in enrollment or employment status also must be made known to the state.

The law requires institutions of higher education to issue a statement advising their campus community where to obtain law enforcement agency information provided by their state concerning registered sex offenders. Under the Michigan State Public Sex Offender Registry (PSOR), rules have been established regarding the dissemination of information on sex offenders. Complete information can be obtained at the PSOR website: <http://www.mipsor.state.mi.us/>.