MID MICHIGAN COLLEGE

SECURITY REPORT 2019


Submitted by Mid's Security Operations & Systems
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Mid Michigan College’s 2019 Annual Security Report

Document Accessibility Statement

Mid Michigan College’s furthering commitment is to provide equal accessibility of information. However, we acknowledge that barriers to access may occur. In viewing this document, if you encounter any accessibility barrier that inhibits your ability to garner the same meaningful information as those individuals without similar barriers, please contact: Martricia Farrell, Director of Security Operations and System, mfarrell@midmich.edu or by phone at (989) 386-6622, ext. 394.

Section I: Overview

Welcome

Welcome to Mid Michigan College’s 2019 Annual Security Report. Mid Michigan College’s Security Operations and Systems Office collects, compiles, and prepares the information contained within this yearly report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This information is gathered from law enforcement agencies, various college departments, officials and Campus Security Authorities (CSA). Mid’s 2019 Annual Security Report contains crime statistics that cover our prior three-year period along with current policies, procedures and measures that are implemented to create a learning environment that is engaging to students yet guarded and safe for the Campus community. Crime statistics contained within this Report cover the following areas: in/on campus property, on public property within or immediately adjacent to College owned buildings, and on any properties frequented by students that are owned or otherwise controlled by the College but not immediately adjacent to Campus property. College policies addressed within this Report include: Drug and Alcohol; Non-Discrimination, Harassment, and Sexual Misconduct; Smoke-Free Campus; Weapons; and various Campus Safety and Security policies such as Timely Warning, Emergency Notification, and Campus Evacuations and Modes. Statistics, policies, and procedures are reported and apply to both College campuses. This Report is designed to provide the campus community with timely, accurate and replete information about the safety of our campuses and any reported crime statistics. By October 1st, college employees and students are emailed a copy of the Annual Security Report and information about where they can access it online.

About Mid

Mid Michigan College (Mid) is a two-year public community college. The College has two primary campus locations. The Harrison Campus is located at 1375 S. Clare Avenue on the corner of Clare Avenue and Mannsiding Road. It sits on 560 acres in Harrison, Michigan which is the County Seat of Clare County. Mid Michigan College also operates a 44-acre campus in Mt. Pleasant, Michigan located at 2600 S. Summerton Road, on the corner of Summerton and Broadway Street. Mid offers classes at various off-campus sites in an effort to encompass our rural communities and accommodate high school students. For the 2019-20 academic year, Memorandums of Understanding are in place with Beaverton Rural Schools, Clare Public Schools, Big Rapids Public Schools, Marlette Community Schools, Sacred Heart Academy, Flex Tech High School-Shepherd, St. Louis Public Schools, Mecosta-Osceola Intermediate School District and Huron-Tuscola Intermediate School District. Agreements are also in place with Morey Courts and Riverwood Bowling and Golf in Mt. Pleasant, MI where the Mid Michigan College Laker Basketball and Bowling Teams practice and hold events. Our baseball and softball programs also operate at Morey Courts, along with Shepherd High School’s baseball and softball complex. No students reside on campus as the College does not have residential living locations.
Mid Michigan College’s Fall 2018 enrollment was 3842. The Employees composition is 178 full-time; 121 part-time, including student workers; 17 working retirees; and 206 EDUStaff.

The intent of this Report is to provide the campus community with current information about crime and campus safety so that individuals can make informed choices for themselves and be cognizant of the protocols that Mid has implemented to provide a safe environment. This Report will provide the reader with valuable safety and security information about Mid and we ask that it be reviewed carefully, especially the information about crime prevention tips, evacuation and safety modes, and reporting procedures.

As an institution of education, Mid has a responsibility to provide a learning environment for students, faculty, staff, and visitors that is welcoming and reliably safe and healthy. Our primary considerations are to provide an equitable and secure College environment. The success of such an endeavor does not rest solely with those individuals charged with enforcing laws, policies and rules but with the entire campus community. As such, we rely on all members of the Mid community to follow good safety practices and identify and report potential safety concerns. An important part of this process is through educating the community about guidelines for safety measures, reporting processes, potential hazards, available resources, and disclosed crime statistics that are reported to Campus Security, Campus Security Authorities, and local law enforcement serving our Harrison campus, Mt. Pleasant campus, and off-campus locations.

This Annual Security Report (ASR) is required in accordance with federal law, specifically the Student Right to Know and Campus Security Act of 1990, renamed The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of Jeanne Clery, a Lehigh University student who was slain in her dorm room in 1986. The Act is identified and referred to as the Clery Act. Several amendments have been made to the Act; the most significant amendment taking effect in 2013 when then President Obama signed the Violence Against Women Reauthorization Act (VAWA). VAWA amended the Clery Act and requires institutions to compile additional statistics on the number of incidents of dating violence, domestic violence, sexual assault and stalking; also to include certain policies, procedures, and programs pertaining to these types of incidents in the Report.

Campus Security Act Legal Requirements
The Higher Education Act and Campus Security Act requires colleges and universities to:

- Collect, classify and count crime reports and crime statistic for the campus, public areas immediately adjacent to the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from Campus Security, those individuals identified as Campus Security Authorities, local law enforcement agencies, and other college officials who have “significant responsibility for student and campus activities”
- Issue campus alerts through Timely Warnings and Emergency Notifications which provide the campus community with information necessary to make educated decisions about their health and safety
- Provide educational programs and campaigns to promote awareness about dating violence, domestic violence, sexual assault, and stalking
- Have procedures established for institutional disciplinary action in cases of dating violence, domestic violence, sexual assault and stalking
- Publish the Annual Security Report (ASR) by October 1 of each calendar year and include campus crime statistics for the previous three years in the Report; provide information on campus security policies and procedures
- Submit crime statistics reported in the ASR to the Department of Education
• Maintain a Daily Crime Log and disclose any criminal incident or alleged criminal incidents (not just Clery specific crimes) that are reported to Campus Security; or crimes that were initially reported to Campus Security Authorities or local law enforcement agencies who subsequently reported them to Campus Security
• Disclose any agreements with state and/or local law enforcement

Preparation and Distribution of the Annual Security Report
The Office of Security Operations and Systems’ Annual Security Report is prepared in cooperation with various Mid Departments, Campus Security, Campus Security Authorities, as well as from state and/or local law enforcement agencies who have jurisdiction over the College’s Clery geography. These entities comply with the Clery Act by providing crime statistical data as well as revised information on campus policies, educational efforts and programs. To produce this Report, Security Operations and Systems disseminates an annual written request for statistical information to Campus Security/Security Officials, all Campus Security Authorities and local law enforcement with proper jurisdiction. All reported statistics are collected, compiled and published in this Annual Security Report. Security Operation and Systems submits the annual crime statistics, published herein, to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED Website.

Students, faculty, staff and visitors are encouraged to use this Report as a reference for safe practices and procedures on and off campus. This Report, as well as various other College policies, procedures, and safety information is available on the College’s Campus Safety and Security webpage. Each member of the college community receives an e-mail notification that the current year’s Report has been published. The Report is attached to the email and the body of the email provides a link to access it online as well as information on obtaining a paper copy. Further, prospective students and employees, through the online application process, are provided with information about the Report and the address of the website for accessing it. Paper copies of the Report can be obtained by contacting Martricia M. Farrell, Director of Security Operations and Systems, 1375 S. Clare Ave., Harrison, Michigan 48625, (989) 386-6622, Ext. 394, or by emailing sos@midmich.edu.

Daily Crime Log
The College is required to maintain a Daily Crime Log for the purpose of recording any criminal incidents or alleged criminal incidents that are reported to or identified by Campus Security or Security Operations and Systems. The Daily Crime Log is housed with Security Operations and Systems and reflects all crimes reported (including Clery crimes) that occurred on campus-defined geography. The Daily Crime Log does not include violations of college policies unless those violations are also a violation of law. Reported crimes are placed into the Daily Crime Log within two business days after a crime has been reported to Campus Security or Security Operations and Systems. Reports received are cataloged with the date reported, date incident occurred, crime location, nature of incident, as well as the disposition of the incident. The most recent 60 days of the Daily Crime Log are available for immediate public inspection in the Office of Security Operations and Systems, 1375 S. Clare Avenue, Harrison, Michigan or 2600 S. Summerton Road, Mt. Pleasant, Michigan; Monday through Friday between 8:30 AM and 4:30 PM. Crime Logs older than 60 days will be made available, upon request and free of charge, within two business days. Requests for Logs older than 60 days can be made to the Office of Security Operations and Systems at either campus location by emailing sos@midmich.edu or by contacting (989) 386-6622, ext. 394. Students, faculty and staff are encouraged to periodically review these logs and become familiar with the types and locations of criminal incidents that may impact the College’s campus community.
Section II: Security of Campus

Campus Safety Oversight

Mid’s Safety and Security Policies are designed to ensure the protection of persons visiting or utilizing our campuses. College security concerns are coordinated through Security Operations and Systems with assistance from Campus Liaison and Security Officers and the Safety and Security Committee. The Committee is chaired by the Associate Vice President of Security Operations and Systems and is comprised of: the Vice President of Outreach & Advancement, Vice President of Student Services, Vice President of Finance & Administrative Services, Director of Information Technology, Director of Security Operations and Systems (Clery Compliance Officer), Administrative Assistant to the Vice President of Finance and Administrative Services, Dean of Health Sciences, Lab Science Coordinator, Representative from Campus Security, Representatives from the Physical Plant, three Faculty Representatives, and members from Homeland Security – Clare and Isabella County.

Security Operations and Systems has offices on both the Harrison and Mt. Pleasant Campuses, and all safety and security questions can be directed as follows:

Kim Barnes, Associate Vice President of Security Operations and Systems
Chief Title IX Coordinator
1375 S. Clare Ave, Harrison, MI 48625
2600 S. Summerton Rd., Mt. Pleasant, MI 48858
(989) 386-6622, Ext. 236
kbarnes@midmich.edu

Martricia Farrell, Director of Security Operations and Systems
Deputy Title IX Coordinator/Clery Compliance Officer
1375 S. Clare Ave, Harrison, MI 48625
2600 S. Summerton Rd., Mt. Pleasant, MI 48858
(989) 386-6622, Ext. 394
mfarrell@midmich.edu

Security Operations and Systems maintains and regularly updates a Campus Safety and Security webpage. The Webpage houses the vast majority of information contained within this Report such as safety policies and procedures, contact information for Campus Liaison & Security Officers, local law enforcement, various options for reporting crimes and incidents occurring on campus defined geography, emergency notification systems and protocols, links to the college’s Title IX webpage with information about the college’s Title IX Coordinators, policies relating to dating violence, domestic violence, sexual assault and stalking, as well as resources for survivors of crimes of violence.

Campus Security and Law Enforcement

Security Operations and Systems endeavors to provide a safe, secure educational environment for all students and employees and is responsible for oversight of campus security services. The Office is comprised of the AVP of Security Operations and Systems, Director of Security Operations and Systems, Liaison Officers from Clare and Isabella County Sheriff’s Department and STT contract Security Officers.

Liaison and Security Officers maintain a presence on both the Harrison and Mt. Pleasant campuses. Mid maintains a written agreement with both the Clare and Isabella County Sheriff’s Departments which assign sworn law enforcement officers to Mid’s Harrison and Mt. Pleasant Campuses. These uniformed liaison officers are armed and have full powers of arrest. Their role is to help create a secure campus environment.
by fulfilling the responsibilities of certified law enforcement officers including but not limited to, responding to reports of alleged criminal incidents, deterrence of criminal behavior, providing guidance to the campus community on safety and security issues, and upholding local, state and federal laws. Mid also has a written contract with STT Security to provide uniformed security officers for the Harrison and Mt. Pleasant Campuses. These officers are unarmed and do not have arrest powers. Both Liaison and Security Officers assist the AVP and Director of Security Operation and Systems with enforcement of College policies and investigation of incidents for administrative purposes as they relate to the College’s judicial process. Criminal incidents may be investigated by the Liaison Officers or entrusted to local law enforcement with proper jurisdiction for investigation and possible criminal prosecution.

Security coverage is generally provided from 7:00 AM to 10:00 PM Monday through Thursday and from 7:00 AM to 5:00 PM on Friday. Summer hours may vary but will be maintained for the duration of daily class times and while Mid buildings are open to students, staff, and visitors. Security Coverage will also be available for all on-campus events and activities when buildings are open and accessible to the campus community or when events occur outside normal operational hours. The only exception to this is our Outside Educational Center which is addressed in the Campus Facilities section. Requests for security coverage outside of normal operational hours should be coordinated through the office of Security Operations and Systems.

Liaison and Security Officers have the jurisdiction to operate on College owned property and conduct regular foot and vehicle patrols of the campus grounds and buildings. They may also patrol the public property adjacent to and accessible from on-campus property areas (street and sidewalks) bordering or connecting the campus. Certain areas of the campuses are monitored by use of security cameras.

Campus Security contact information is:

**Harrison Campus Security**
(989) 339-4204
security@midmich.edu

**Mt. Pleasant Campus Security**
(989) 339-7323
security@midmich.edu

Additional Campus Security services provided include escort service, campus surveillance, property patrol, parking enforcement, emergency assistance (first aid, auto-jump start), and general campus information and/or directions. Lost and found is also housed with Campus Security.

Liaison and Campus Security Officers are considered Campus Security Authorities and as such, report crime statistics to the Director of Security Operations and Systems for inclusion in the Daily Crime Log. Incidents of discrimination, harassment, or sexual misconduct are also reported to one of the College’s Title IX or Deputy Coordinators.

Although no formal Memorandum of Understanding is in place, Security Operations and Systems maintains a collaborative working relationship with all local, state, and federal law enforcement agencies (with responding jurisdiction). The AVP of Security Operations and Systems has periodic meetings with the Clare and Isabella County Sheriff’s Departments, as well as members of Homeland Security to discuss safety and security issues that may involve or impact the campus community. Additionally, these individuals sit on the College’s Safety and Security Committee and actively assist in the coordination and participation of various emergency testing drills.
The prosecution of all serious crimes is referred to the appropriate court venue and may also be addressed under the Code of Conduct or the College Disciplinary Procedure. Mid, in effort to keep the campus community apprised, will disseminate timely warnings or emergency notifications of incidents that may pose a serious or ongoing threat to students and employees.

Campus Security does not monitor off-campus locations and should an incident occur at an off-campus location during times when Mid-sponsored classes/events or activities are occurring, local law enforcement (with the proper jurisdiction) should be contacted and thereafter, reported to Campus Security or Security Operations and Systems. Crime statistics reported to local law enforcement that occur on Clery-defined campus geography will be requested, tallied, and included in the Annual Security Report.

**Campus Facilities**

Mid’s campuses are generally open to the public. During normal operation hours (generally Monday – Thursday 7am – 10pm, Friday 7am – 5pm, except holidays) most buildings are open to students, faculty, staff, contractors, guests, and invitees and are secured during the late evening hours. There may be restricted areas that are not open to the public or accessible without permission from a college official. On evenings and weekends, certain buildings may be open for scheduled classes, events, meetings or community usage. Mid recently opened an Outside Educational Center which houses a meeting/classroom, kitchen, and bathrooms. This building is available for public rental and since it is near our bike and walking trails, the bathrooms are open to the public on a 24-hour-a-day basis. This facility is under camera surveillance and is monitored by Campus Security. When buildings are closed, only individuals with specific authorization are provided access keys and permitted entrance. Emergencies may necessitate changes or alterations to any posted schedules. Buildings may be secured in the event of a serious threat or evacuation and restricted to appointed personnel only.

During non-operational hours, access to all College facilities is by an issued key or by admittance via Facility Services Staff. After-hour users of the campus facilities are reminded that Campus Security personnel are not on duty and are strongly encouraged to take special personal precautions such as locking the office doors where they are working. Individuals working alone and after hours should be attentive when using restrooms and break areas and should consider letting someone know where they are and when they plan to return.

Contractors may be provided temporary access to facilities to perform services or construction work during times when the College is closed.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Security regularly patrols both campus locations and reports malfunctioning lights and other unsafe physical conditions to Facilities Management for a problem resolution. Pedestrian walkways and parking lots have lighting and are routinely patrolled by Campus Security. It is advantageous to the College when other members of the campus community report equipment problems to Campus Security, Security Operations and Systems, the 411 helpdesk, Facilities Management or by logging into the portal and submitting a helpdesk ticket. Overall campus safety and security initiatives are supplemented by a variety of technological systems such as access controls, security cameras, alarms, fire detection, suppression and reporting systems.

**Section III: Incident Reporting and Response**

To facilitate the College’s commitment in maintaining a safe learning and work environment, the College offers robust reporting options including reporting to law enforcement, Campus Security, Security Operations and Systems, or our online reporting system. Students, staff, and visitors are encouraged to
promptly report any incidents, crimes, or emergencies occurring within the College’s Clery geography to Campus Security in an accurate, prompt and timely manner so that issues can be assessed and properly addressed. Campus Security/Security Operations and Systems has been designated by Mid as the official office for campus crime reporting. All reports received will be reviewed and appropriate action taken as deemed necessary. Members of Campus Security/Security Operations and Systems are trained to collect, document, investigate and determine how reported crimes need to be managed and processed. Further, all matters will be reviewed to determine if notification to the campus community is necessitated and evaluated for inclusion in the Annual Security Report.

**Reporting Options – Criminal Incidents and Emergencies**

*Law Enforcement/Emergency Reporting*

In an emergency, please contact 911.

For incidents occurring at off-campus events or activities, please contact 911 or the law enforcement agency with responding jurisdiction and follow through with Campus Security.

*Campus Security*

Information of any act (criminal or otherwise) that may have harmful implications, damage property, or threaten the safety of a person or the campus community should be reported immediately to Campus Security.

Harrison Campus Security  
(989) 339-4204  
security@midmich.edu

Mt. Pleasant Campus Security  
(989) 339-7323  
security@midmich.edu

The College encourages the reporting of all crimes to Campus Security/Security Operations and Systems and/or local law enforcement when the victim of a crime elects to or is unable to make such a report.

**Campus Security Response to Reports**

Campus Security is available to answer and respond to calls during the hours that our buildings are open and accessible to students, faculty, staff and visitors. Campus Security will respond immediately to emergency calls. Non-emergency calls will be handled in a timely manner with crimes against persons and personal injuries receiving priority assistance/response. Campus Security responds to all reports, crimes, injuries, and emergencies that occur on campus and the public property immediately adjacent and accessible from campus.

If the report is criminal in nature and directed to a Liaison Officer, the Officer may investigate and/or make an arrest or contact law enforcement with responding jurisdiction for assistance. The situation would be released to law enforcement for investigation, arrest, and possible criminal prosecution. Liaison Officers have the ability to respond to calls and notify central dispatch of any emergency situation occurring on campus via portable, two-way communication radios. Contract Security Officers carry College-issued cellphones and can contact 911 or central dispatch for matters that are criminal in nature or require response from emergency services (ambulance, fire, or law enforcement).

If the Liaison Officer is on duty and a reported situation does not pose an immediate risk to the campus community but is criminal in nature, Contract Security is instructed to transfer the matter over to the Liaison
Officer. If the incident poses an ongoing risk or requires immediate emergency assistance, Contract Security is to contact 911 or Central Dispatch initially and then communicate with the Liaison Officer.

All incidents (criminal or otherwise) are documented and processed for possible additional investigation and then turned over to the AVP or Director of Security Operations and Systems. These individuals review the incident and provide support to individuals that have become a victim to a crime and/or who report a crime. Further, depending on the nature, severity and individuals involved, they will forward the matter to the proper College Official with the authority to address the situation under the College’s policy and judicial process.

**Reporting Options – Non Emergency/Violations of College Policy**

**Online Reporting**

Mid encourages timely reporting of any crime to the individuals listed above. The College also offers an online reporting option for matters surrounding conduct issues, wellness concerns, acts of discrimination, harassment, sexual misconduct, or any other College Policy violation. Online reports may be submitted using the [online report form](#). The online report form also provides a safe and anonymous way for reporting incidents. However, it should be noted that while anonymous reporting is welcomed, in some instances it may impede the College’s ability to fully investigate and remedy a situation.

Reports submitted through the online system are monitored by Security Operations and Systems and routed to the proper College Official. These Officials are as follows:

**Conduct related issues**

Ryan Harkrader, Student Conduct Coordinator  
2600 S. Summerton Rd., Mt. Pleasant, MI 48858  
(989) 773-6622, Ext. 548  
[rharkrader@midmich.edu](mailto:rharkrader@midmich.edu)

**Discrimination, Harassment, or Sexual Misconduct**

For Students  
Kim Barnes, Associate Vice President of Security Operations and Systems  
Chief Title IX Coordinator  
1375 S. Clare Ave, Harrison, MI 48625  
2600 S. Summerton Rd., Mt. Pleasant, MI 48858  
(989) 386-6622, Ext. 236  
[kbarnes@midmich.edu](mailto:kbarnes@midmich.edu)

Marricia Farrell, Director of Security Operations and Systems  
Deputy Title IX Coordinator/Clery Compliance Officer  
1375 S. Clare Ave, Harrison, MI 48625  
2600 S. Summerton Rd., Mt. Pleasant, MI 48858  
(989) 386-6622, Ext. 394  
[mfarrell@midmich.edu](mailto:mfarrell@midmich.edu)

For Employees  
Lori Fassett, Associate Vice President of Human Resources  
Title IX Coordinator
Wellness Concerns
The College recognizes that our focus on safety and security needs to include issues of wellness and the behavioral challenges of our students. These challenges may manifest in academic difficulties or significant life obstacles. To address these issues, students can be referred to the College’s Student Wellness Coordinator, an extension of Student Services. The Student Wellness Coordinator has established partnerships with external community agencies and can connect students to various resources when faced with significant wellness challenges. For academic concerns, the Student Wellness Coordinator has access to the Referral Messaging System (RMS) which Faculty can utilize to submit concerns about their classroom students. For academic concerns, please utilize the RMS.

Amy Goethe, Student Wellness Coordinator
1375 S. Clare Ave, Harrison, MI 48625
2600 S. Summerton Rd., Mt. Pleasant, MI 48858
(989) 386-6622, Ext. 256
agoethe@midmich.edu

Voluntary Confidential Reporting Options
If a victim of a crime does not wish to pursue action within the College’s system or the criminal justice system, they should still consider the option of submitting a confidential report. The purpose of a confidential report is to adhere to an individual’s choice to keep the matter private while still taking steps to ensure individual safety and that of the campus community. With reported information, the College can maintain 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 without revealing any personal information. Confidential reports for this purpose can be filed by using the online report form.

Additionally, if an individual is a victim of crime, witnesses an act, or has any general information regarding a criminal incident, anonymous tips may be reported to the Michigan State Police, using their tip-line.

Section IV: Emergency Preparedness
Emergency Preparedness at Mid is addressed in the College’s Crisis Response Plan and managed by the Core Crisis Team. Emergency preparedness means preventing, preparing for, responding to, and recovering from any and all emergencies that could affect the College and local community. The College’s Crisis Response Plan outlines the College’s operational procedures and immediate response to a crisis. The Plan includes various safety modes that may be issued, procedures to follow when a particular mode is enacted and how information will be disseminated to the campus community. The Core Crisis Team along with Security Operations and Systems and Campus Security are assisted by local law enforcement and Homeland Security in reviewing and updating emergency policies. The Crisis Response Plan is routinely reassessed through training initiatives.

Campus Security and Security Operations and Systems are positioned to have the initial responsibility of making a determination regarding an incident and requesting the necessary resources needed to assess a
situation that may constitute an emergency or dangerous situation. Security Operations and Systems has the responsibility of notifying the Core Crisis Team of any such incident so that judgement may be made to determine if the situation does, in fact, pose a threat to the health and safety of the campus community. If so, a course of action will be established, the appropriate mode initiated, and the campus community will be notified.

Evacuation Determination and Protocol
Mid recognizes that physical emergencies may occur which would warrant evacuation of College buildings and/or campuses and has developed procedures to help facilitate such events. For evacuation plans to be successful, they must have the cooperation of every member of the campus community. As such, each member should become familiar with the College’s evacuation procedures. Procedures and various other safety information are distributed annually to the campus community, via e-mail, in conjunction with Campus Safety Awareness month.

Preparatory Protocols:

- Exit and Safety Identification: The College has identified and labeled all Fire Exits throughout the buildings
- Emergency Plan Maps: Classrooms, labs, and public areas have Emergency Plan Maps posted
- Evacuation Maps with designated Assembly areas are posted on the College website

Decision Making for Evacuation:

- Depending on the severity of the situation and response time, the Core Crisis Team will assess the incident and determine if evacuation of all or part of the campus is warranted and what method of notification should be used. Notification(s) will be initiated by Campus Security/Security Operations and Systems or a member of the Core Crisis Team who will make contact with the appropriate local government agency support, as necessary.
- Alarms may be sounded depending on the severity of the situation. Verbal evacuation requests may be given through the Phone and PA system. Evacuation directives will also be assisted by personnel using ‘red flags’ to signify a warning status. Red flags will indicate the directive to evacuate the building and proceed to the designated Assembly areas.
- Emergency Notification messages and subsequent updates will be scripted and issued to the campus community under the direction of the Core Crisis Team through a variety of components including but not limited to:
  - **MidAlert!** Mid’s Emergency Alert System which includes text messaging and automated voice calls (students, faculty, staff and visitors must enroll)
  - Email to all active MidMail accounts
  - College website and incident update page
  - Postings on college buildings
  - Public address system (PA/phones)
  - Through local media

- Campus Security/Security Operations and Systems, members of the Core Crisis Team, and appointed College personnel will assist in the evacuation process.
- Campus Security/Security Operations and Systems or Administration will keep the Campus community apprised of the situation and any next steps, as they are communicated from the Core Crisis Team.
Safety Modes and Corresponding Procedures
In the event that a serious crime, natural disaster, or man-made emergency occurs, and it is determined that it could and/or does pose a threat to the health and safety of the college community or a segment of the community, the College will initiate one of the safety modes below and provide notice to the campus community by disseminating an emergency notification.

Building Evacuation Mode and Instructions
In the event that an incident necessitates the evacuation of college building(s), individuals inside the building should:

- Immediately find the nearest exit and proceed to one of the designated Assembly areas; these areas are chosen for their distance from buildings (at least 100 feet) and their accessibility for emergency vehicles (Assembly maps are available on the College’s [Safety and Security Building Evacuation page](#))
- Assist disable individuals or visitors with exiting the building; do not use elevators
- Close all windows and doors as rooms are vacated
- Use caution at all times and keep sidewalks and streets clear for emergency personnel
- Follow any instructions received through Mid’s emergency alert systems or phone/PA system
- Follow the directions of Campus Security, administration, appointed personnel and/or the responding agencies/authorities
- Remain outside of building(s) until an ‘All Clear’ is issued by the College and/or responding agencies/authorities; note that the ceasing of an alarm may not signify that it is safe to re-enter the building; re-entry should only occur once the ‘All Clear’ has been issued

Campus Evacuation Mode and Instructions
In the event that an incident necessitates an evacuation of one of the campuses, individuals on that campus should:

- Immediately find the nearest exit and leave the campus grounds; this would entail leaving campus in your vehicle if you have one and, if possible, assisting others who do not have transportation
- If you do not have transportation, depart from campus on foot
- Follow any instructions received through Mid’s emergency notification system or the phone/PA systems
- Assist disabled individuals with exiting the building; depending on the nature of event, do not use elevators
- Close all windows and doors as rooms are vacated
- Follow the directives from campus security, administration, appointed personnel and/or responding agencies/authorities
- Remain off campus until an ‘All Clear’ is issued
- If currently off campus, do not approach campus until an ‘All Clear’ is issued
- If you know of others who are planning to travel to campus, alert them of the situation

Outside Threat Mode
A variety of external situations may compel the College to enter this Mode at one or both campus locations. This Mode indicates that there are heightened security protocols in place inside the college. Access to and from the building(s) will be limited and/or restricted. The College community is encouraged to contact police, college authorities, or dial 911 during this Mode if anything suspicious is noticed. This Mode, when issued, will remain in effect until an ‘All Clear’ is issued by the College.
For individuals on the campus (es) affected by the Outside Threat Mode:

- If you are on the campus grounds but not in a building, enter a building immediately or leave the campus grounds. This applies to those in the immediate vicinity; there is a very limited amount of time to react so campus members should request anyone that they see outside the affected building to immediately enter the building or leave the area.
- Doors and windows of the campus will be closed and locked; no one should enter or exit the building(s).
- Business and classes already in session when the Mode is issued will continue as usual unless the status of the situation changes.
- Attend to alerts, instructions, and updates that the College provides through the College’s emergency notification systems.
- Campus staff members who are aware of individuals or groups that are planning to travel to the affected campus(es) should apprise them of the situation.
- If off campus, do not travel to the affected campus(es) until an ‘All Clear’ has been issued.
- No classes will begin on the affected campus(es) after the issuance of this mode until such time as an ‘All Clear’ has been issued. If only one campus location is involved, the other campus will operate as usual and classes will run as usual.

**Serious Threat/Lockdown Mode**

This mode is reserved for the most serious of threats such as an active assailant or active shooter. In this mode, the safety of people in the buildings or at the campus of concern are in danger and individuals should run, hide, fight.

- Run – Based on the nature of the threat, get away. Leave your things behind and run away if there is a clear evacuation route. If safe to do so, warn others nearby. Call 911 when you are safe, and if necessary, describe the intruder or assailant(s).
- Hide – If you cannot get away to safety, find the nearest hiding place, preferably one that can be locked or secured. Stay out of sight. Silence yourself and your electronic devices (including vibrate setting). Lock and block doors, close blinds, and turn off lights. Barricade entrances if possible; communicate in silence with Campus Security and/or law enforcement through texts or signs in exterior windows. Stay where you are until your location is secured and cleared by law enforcement.
- Fight – As a last resort and if you are in immediate danger, defend yourself. Commit to your actions in order to secure your safety.

Cooperate with law enforcement when they arrive and remain calm. Keep your hands visible at all times, refrain from sudden and dramatic noises and movements. Follow the instructions and/or directives given.

**Secure Mode**

The campus (es) will enter Secure Mode after being in Serious Threat-Lockdown Mode. During this time, the campus is being cleared by responding authorities/agencies, room by room. Individuals on the affected campus should not leave their area until directed by law enforcement to do so. Do not wander halls or corridors. Understand that this process may take some time, so remain calm and patient.

Once law enforcement has cleared the affected campus and at their direction, the College will provide instructions to members of the campus community using the College’s emergency notification systems. Individuals should monitor these systems and follow any instructions/directives provided.
**Tornado/Shelter Mode**

Although tornadoes can strike at any time, they usually occur in the spring and summer. They may develop from severe thunderstorms. Considered nature’s most violent and erratic storm, they consist of whirling winds that can reach up to 300 miles per hour. Tornadoes can sweep through an area, causing serious damage and destruction in their path; then change direction and strike again. In addition to injuries, structural damage, electrical shorts, and gas leaks may create fires or other hazards. Time is critical. There may only be seconds to respond.

**Tornado Watch**

A Tornado Watch occurs when weather conditions are considered favorable for the development of a tornado; for example, during a thunderstorm. When a Tornado Watch is issued, the campus community should:

- Monitor local weather reports
- Visit the Safety and Security Tornado Procedure webpage
- Stay connected with Campus Security, as well as the College’s ‘incident-update’ webpage
- Review the Mid Emergency Plans/Maps (located in classroom and hallways) for designated tornado shelter areas
- Be prepared to act should conditions change and a Tornado Warning is issued

**Tornado Warning**

A Tornado Warning occurs when a tornado has been sighted or identified by radar in the area. Persons should take shelter immediately. Tornadoes can develop and move quickly. If severe thunderstorms should occur, be alert to the fact that a thunderstorm may possibly trigger a tornado.

When a Tornado Warning is issued by Public Safety Officials or the National Weather Service, a message will come over the phone/PA system advising of the warning and if time permits, a message will be sent through the College’s emergency notification system. Individuals on campus should:

- Move to the closest designated shelter area
- Provide assistance to persons with disabilities
- Remain in the designated shelter area until an ‘All Clear’ has been issued
- If people are outside when a tornado occurs and are unable to take shelter, they should lie flat in a ditch or depression and protect their head; avoid large trees, metal poles and other electrical conductors; vehicles should not be used as shelter

No matter the type of evacuation mode, special attention should be provided to individuals with special needs, whether this be due to mobility, hearing, visual, cognitive impairment, a lack of transportation, or a language barrier. Other special considerations may include coordination with high schools, agencies, or visitors that may be on campus.

**Evacuation Testing Procedures**

Mid will conduct at least one evacuation test each year (a test is defined as a regularly scheduled drill or exercise with appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities) which is coordinated by Security Operations and Systems, Campus Security and the Core Crisis Team. These tests may be announced or unannounced. The purpose of these tests is to familiarize the campus community with the alarm sounds, locations of emergency exits within the buildings, location of designated meeting or shelter areas, testing of various notification systems such as the public address system, email notification, and MidAlert! These activities provide guidance about exiting
the facility for an emergency evacuation.  (Mid Michigan College’s emergency procedures, building evacuation routes and shelter locations are posted in classrooms and various locations throughout the College). Mid will publish its Emergency Response Evacuation Procedures in conjunction with the test, annually.

The test will be monitored by members of Security Operations and Systems, Campus Security, the Core Crisis Team, and members from governmental agencies who may respond in an actual emergency to evaluate egress, behavioral patterns, and assess and evaluate the emergency response, plans and capabilities. Reports are prepared after each test which identify defective equipment and processes so that corrective action can be taken by the appropriate departments. Recommendations for improvements are also addressed by Security Operations and Systems, Campus Security, the Core Crisis Team, and members from governmental agencies. These are submitted to the appropriate department or individuals so that improvement of processes can be effected.

Documentation of the test will be submitted and housed with Security Operations and Systems for Clery Act-related documentation in the form of an After Action Report. This Report will describe the test, the date the test was conducted, the start and end time of the test, and whether the test was announced or unannounced. Copies of the After Action Report are available by emailing sos@midmich.edu or by calling 989-386-6622, ext. 394.

College Notification Options

MidAlert!

A concerted effort is conducted to keep the campus community informed and responsive. The College uses a notification system, MidAlert! which allows the College to relay notifications out to the campus community. There are two components to this system: (1) an emergency notification which allows members of the Core Crisis Team, Security Operations and Systems, or Campus Security to send out time-sensitive information such as timely warning notices, emergency situations, inclement weather, and campus closures; (2) a second component sends notification of general campus information such as activities, notices and announcements.

Timely warnings and emergency notifications are sent to all active MidMail Accounts. Students currently enrolled at Mid are, by default, automatically enrolled to receive automated voice calls to the telephone numbers listed on file. Students, faculty, and staff need to enroll in order to receive notifications via text, to update preferences, receive MidAlert! general campus information, or to “opt-out.” Individuals who select to “opt-out” of receiving automated voice calls should understand that in an emergency situation, notifications would be received through their Mid issued email account and any notifications posted on Mid Michigan College’s home webpage or on the ‘incident-update’ page. Individuals may also choose to forward their MidMail account to another e-mail. For assistance in doing so, users should contact the College’s helpdesk available at Ext. 411.

Members of the campus community can enroll, update preferences, or ‘opt-out’ by logging into the College’s Portal and clicking on their name.

Visitor Information

To keep visitors informed, guests to campus or groups that are attending on-campus functions have the opportunity to request MidAlert! emergency notifications and timely warnings during their campus stay. Visitors that choose to enroll will be inserted into a ‘temporary Mid Alert!’ notification file for the day. Telephone numbers provided will be regularly deleted and visitors who desire to receive alerts must re-enroll each time they are on campus. Guests who wish to receive text messages while on Campus should
do so by texting the word: visit mncc to 79516. To stop receiving MidAlert! emergency notifications and timely warnings at any time, text the word: stop to 79516. Visitors that choose to text ‘stop’ may be unenrolled at the provider level and may not be able to re-enroll without contacting their cell phone provider.

To further simplify this accommodation, when visitors register an event with our Community Relations Department, they will receive an email/letter addressing the MidAlert! feature and will be directed to a visitors’ webpage that houses this information. Members of the campus community and visitors all have access to Mid’s webpage and in an emergency situation, information would be posted on the ‘incident-update’ page.

**Issuing an Emergency or Timely Warning Notification**

In the event of a substantiated serious safety concern on campus, Mid has established policies and procedures to notify the campus community. Information on crime-related matters or situations that pose an ongoing threat to members of the campus community will be carefully disseminated in a timely manner to the campus community through the issuance of an Emergency Notifications (EN) or a Timely Warning Notice (TWN). These notices are designed to help keep the campus community informed about safety and security issues that are timely in nature, provide next steps or required action, and help in the prevention of similar crimes, in criminal matters.

**Emergency Notification**

If a serious crime, natural disaster, or man-made emergency occurs that poses an immediate threat to the health and safety of the college community or a segment of the community, Federal Law requires the College to immediately notify the Mid campus community or the relevant segments of the community that may be affected by the situation.

All members of the Mid Community are reminded through this Annual Security Report that they should notify Campus Security or Security Operations and Systems (SOS) of any situation or incident on campus that may present a significant emergency or dangerous situation that could pose an immediate or ongoing threat to the health and safety of students, faculty, staff and visitors on campus. These Departments have a responsibility to respond to these incidents, summon the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, they are responsible for notifying Mid’s Core Crisis Team of the situation so they may determine if the situation does, in fact, pose an immediate threat to the community.

When situations are presented to Mid’s Core Crisis Team, the available members will convene, assess the significance, level of danger, and immediate threat to the health, safety and security of the college community. Should they determine that an Emergency Notification is warranted, the available Team members will determine the content of the message and will utilize the appropriate systems (stated below) to communicate the threat to the Mid community or the afflicted segment of the community if the threat is limited to a particular population, campus location, or building. Taking into account the safety of the college community, the Team will initiate the Notification System. This communication will be through e-mails to all active Mid e-mail accounts and may also use text and automated voice calls, the public address system, College website, posted notices in buildings, and/or local media. Visitors to the campus that have enrolled in MidAlert! will receive a text message. The communication to students, employees, and visitors will provide them with direction and information about the incident. Depending on the nature and severity of the incident, the Core Crisis Team may need to confer with local, state and federal agencies to help determine the severity of the situation, how best to respond and the segments of the greater community that...

may need notification from them. In critical circumstances, a member of the Team will post updates on the College web site and may send follow up e-mails, texts or automated voice calls.

As required by the Higher Education Opportunity Act (Public Law 110-315), available members of the Core Crisis Team will promptly determine the details of a situation and initiate the Notification System. Taking the safety of the community into consideration, the notification will be implemented unless the Team determines that it would compromise or hinder the response or efforts to assist the victim(s) or mitigate the emergency. In such a circumstance, the notification may be delayed. Reports to the Core Crisis Team may be gathered from Campus Security, Security Operations and Systems, any member of the campus community, local law enforcement, homeland security etc.

The Core Crisis Team is composed of: the President, Vice President of Finance & Administrative Services, Director of Information Technology, Associate Vice President of Security Operations & Systems, Vice President of Student Services, Vice President of Academic Services, Director of Facilities, and Associate Vice President of Strategic Communications, Liaison Office, Vice President of Community Outreach & Advancement.

Examples of situations that may constitute the College’s decision to issue an Emergency Notification include, but are not limited to:

1. **Situations where there is potential for serious injuries or serious injuries have occurred.**
   - Examples:
   - Outbreaks of serious illness
   - Gas leaks
   - Armed assailant
   - Bomb threat
   - Explosion
   - Fire

2. **Situations that cause a major disruption to the campus community and/or campus operations.**
   - Examples:
   - Tornado
   - Power outages
   - Severe accident
   - Serious acts or threats to campus property

*Emergency Notifications Process:*

1. Upon receipt of a report that a significant emergency, dangerous situation or crime that could impact the campus community may exist, available members of the College’s Core Crisis Team will convene and/or communicate, assess the significance, level of danger and treat to the health, safety and security of the college community (this assessment may require consultation with various departments within the college or with external constituents including local law enforcement and/or homeland security personnel) and determine if an Emergency Notification is warranted.

2. The Core Crisis Team will without delay, determine the content of the Notification and initiate the Notification System, unless issuing a notification would, in the professional judgment of the Team, compromise or hinder the response or efforts to assist the victim(s) or mitigate the emergency.
3. Emergency Notification messages and subsequent updates may be issued to the campus community at the direction of the Team through a variety of components including but not limited to:
   - **MidAlert!** Mid’s Emergency Alert System, which includes text messaging and automated voice calls. (Students, faculty, staff and visitors must enroll)
   - E-mail to all active MidMail accounts
   - [College website](#)
   - Postings on college buildings
   - Public address system (PA/phones)
   - Through local media

4. Unlike Timely Warning Notices which must be sent campus-wide, an Emergency Notification may be designated to a specific group of individuals in a specified building/area. As a general rule, the entire campus community would be notified of the emergency and if limited to a certain campus location or building, that information would be included in the notification. If an Emergency Notification is issued, there is no need to issue a Timely Warning Notice.

### Timely Warning Notice

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act of 1998, Mid will issue Timely Warning Notices (TWN) when a serious criminal incident is reported and deemed to pose an ongoing threat to the campus community. These efforts help keep the campus community safe and empowered to safeguard itself from harm. The Clery Act defines specific crimes that require the issuance of Timely Warning Notices when crimes are reported to Campus Security Authorities {(CSA) (individuals with significant responsibility for student and campus activities)}, Campus Security, or local law enforcement. Timely Warnings are issued for crimes that are believed to have occurred on campus property, public property immediately adjacent to campus property, or in/on non-campus buildings or property. Clery crime classifications include: criminal homicide, sexual assault (rape, statutory rape, fondling, and incest), robbery, aggravated assault, burglary, motor vehicle theft, and arsons. From time to time, the College may choose to issue Public Safety Notices for non-Clery crimes that are not at the level of a serious or continuing threat to the campus community but still warrant notification (examples include patterns of larcenies or vandalisms). All Timely Warning and Public Safety Notices will be determined and issued on a case-by-case basis.

Members of Security Operations and Systems are responsible for reviewing all reports of criminal activity to determine if they meet the Clery Acts standard for a Timely Warning Notice. If so, they are to contact a member of the College’s Core Crisis Team. The Core Crisis Team or member thereof will review the report to determine if there is an ongoing threat to the community and if a Notice is warranted. The Team, with assistance from Security Operations and Systems or member thereof will determine the content of the message and a Timely Warning will be communicated to students, faculty, and staff through a “blast e-mail” to all active MidMail accounts. Visitors to the campus, who have enrolled to receive notifications, will be sent a text message directing them to a link for the full timely warning notice. At times, other methods of communicating the Timely Warning Notice may be used in conjunction with the “blast e-mail.” These may include any of the following: MidAlert! (voice and text messaging), public address system, College website, posted notices in buildings, and/or local media.

### Criteria for Issuance of a Timely Warning Notice

The intent of a Timely Warning Notice (TWN) is to alert the campus community of ongoing threats and enable individuals to protect themselves. It is also considered a tool to use in the prevention of similar crimes.
The decision to issue a Timely Warning Notice will be decided on a case-by-case basis. Issues taken into consideration are: details surrounding a crime, the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. While the Clery Act does not specifically state what information should be included in a Timely Warning Notice, the information should encompass all information about the crime that would promote personal awareness and safety. Generally, the TWN will specify the type of reported crime, the time and location that the reported crime occurred, a clear description of what occurred, and information to the campus community regarding the steps to take to protect oneself and avoid becoming a victim. The Timely Warning Notice will not include any information that would identify the victim. A description of a subject in a criminal incident will only be included in the Notice if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, those would not be included in the Notice.

NOTE: The College will not withhold a basic description of the reported crime under auspices of the risk of compromising law enforcement efforts. Specific details such as the exact location, the specific date, etc., could be withheld if releasing such information would compromise law enforcement efforts (such as conducting an investigation or conducting an undercover operation, etc.).

The College will not issue a Timely Warning Notice if the subject has been apprehended and the threat of imminent danger to the Mid community has been mitigated by the apprehension. Further, a Timely Warning Notice may not be issued if the report was not filed with Campus Security, Security Operations and Systems or reported to a Campus Security Authority in a manner that would allow the issuance of a “timely” notice to the college community. In situations such as these, our general guidance is that a report filed more than ten days after the date of the incident may not allow the College to issue a “timely” notice to the campus community. These situations would be evaluated on a case-by-case basis.

How Timely Warning Notices are issued:

1. Security Operations and Systems reviews information that is reported by members of the community, Campus Security Authorities, Campus Security and local law enforcement to determine if a reported crime or dangerous situation has occurred that could pose an on-going threat to the campus community. If so, it will determine if the incident occurred on campus-defined geography, was reported to a CSA, meets the Clery Crime definitions and may warrant a Timely Warning. Thereafter, a member of Security Operations and Systems will contact the Core Crisis Team or member thereof.

2. The Core Crisis Team or member thereof will review the incident to determine if there is an ongoing threat to the campus community and if a Timely Warning is warranted. If so, they will without delay and with assistance from Security Operations and Systems, determine the content of the notification and initiate the Notification System.

3. The Notice will be disseminated to the campus community through a “blast e-mail” to all MidMail accounts, visitors to the campus that have enrolled to receive text message will receive a text message directing them to a link for the full notice. Mid may also use one or more of the following channels to distribute the Timely Warning notice:
   - **MidAlert!** Mid’s Emergency Alert System, which includes text messaging and automated voice calls. (Students, faculty, staff and visitors must enroll)
   - E-mail to all active MidMail accounts
   - Visitors to the campus have the option to enroll in MidAlert! text messages, and those enrolled will receive a text
   - [College website](#)
   - Posting on college buildings
Public Safety Advisory
When deemed necessary, in situations where serious or significant incidents occur outside of our Clery reportable geography, the College’s Core Crisis Team may issue a Public Safety Advisory. Information will be provided to students, faculty, staff and visitors to alert them of any ongoing incident or situation that may be of concern to our campus community and provide tips that would promote awareness and safety. Similarly, incidents may occur on or off campus that do not appear to evoke an immediate threat to the well-being of students, faculty, and staff but due to their significance, may warrant a community notification. In both situations, Mid Michigan College will provide the campus community with information via a blast email to all Mid email accounts and may also use the MidAlert! system to send out text messages; visitors would receive a text message directing them to a link for the full message content.

Additional Personnel Preparedness Resources
Both the Department of Homeland Security and ready.gov offer information, resources, and training opportunities to help individuals take personal safety precautions and be prepared in various types of emergency situations. Also, Homeland Security offers a Run, Hide, Fight printable pocket guide.

Section V: Crime Prevention, Safety and Security Awareness Programs
Through this Annual Security Report, information is provided with the objective that all members of the campus community will take responsibility for their own safety and be alert to the welfare of others on our campuses. The overall safety of our College community is our primary concern. In keeping with this responsibility, the Office of Security Operations and Systems in conjunction with Student Life, Athletics, Human Resources, and Student Services work together to promote crime prevention and security awareness programs and activities throughout the year. These programs are designed to provide insight on situational awareness and eliminate or minimize the probability that individuals will fall victim to crime.

Campus Awareness, Activities and Events
Mid Michigan College focuses on community awareness/interaction through the dissemination of college safety procedures, materials and presentations centered on issues of safety and security. Such programs and practices vary in delivery from crime prevention presentations to postings of wellness and safety tips. In detail, some of the activities in the past year included:

- Every Fall semester the Office of Security Operations and Systems sends out an email to the campus community providing them with general information on the College’s safety and security policies, included in the email is link to the College’s Campus Safety and Security webpage
- Posting Crime Prevention Awareness and Wellness information on college bulletin boards and in the Laker Wave
- Providing Security Cards to Student Services staff to distribute during new student orientation and advising appointments; placing the Cards in high traffic areas, such the Library, Student Services, and on bulletin-boards with contact information for Campus Security
- Campus Security telephone numbers are now on the back of Student ID Cards
- Procuring County and State Police Crime Prevention Specialists as speakers throughout the academic year; topics included information on personal safety and situational awareness training; distracted driving
- Publicized and promoted a Women’s Self Defense Seminar
• Campus Security invited into classrooms to discuss safety efforts on Campus and the services that they provide
• Providing the Campus community with information on the College’s Student Wellness Coordinator, Title IX Coordinators and available assistance
• Inviting local law enforcement and Homeland Security to participate in security drills as well as serve on Mid’s Campus Safety and Security Committee
• Offered a Mental Health First Aid in Higher Education training to staff
• Requiring staff to complete various SafeCollege Training Modules focused on safety and security
• Partnering with local law enforcement and supplying faculty and staff with general information on procedures to follow during a serious threat and/or incident
• Providing employees with access to HelpNet which includes information on college health and safety
• Acting as a host site for presentations on current trends in substance use and abuse; hosted a viewing and discussion panel on the movie “Stigmatic: Our Opioid Crisis;” partnered with Families Against Narcotics for Naloxone Training; partnered with Isabella County Substance Abuse Coalition and hosted a ‘Lunch and Learn’ about the Marijuana Legalization
• Partnered with Ten 16 Recovery Network, Clare/Gladwin County Recovery Court and create a Public Service Announcement about the opioid crisis
• Partnerships with local District Court/Recovery Courts, various police agencies (with responding jurisdiction), Women’s Aid Services etc., in an effort to have transparent and direct lines of communication
• Disseminating the Annual Security Report to all current employees and students; providing a direct link to the Report to all prospective employees and students

Additionally, the College offers several services designed to prevent crime and assist the campus community members with security needs. Some of these assistances include:

• **Escort Service** by Campus Security for students, faculty and staff. For their own safety, students, faculty, and staff are encouraged to walk in groups and not to accept assistance from strangers
• **Patrols** performed routinely by Campus Security on both campuses
• **The office of Security Operations and Systems and the Student Oversight Committee** serve as resources to all members of the campus community. The Committee and Office are charged with enforcing various policies regarding student conduct and investigating reports of alleged violations. Imbedded within the Committee is the Behavior Intervention Team which provides preventative measures throughout the college community to reduce the risk of student incidents.
• **Expert Speakers** periodically brought in by the College to discuss topics including threat assessment and responding to difficult behavior. Some speakers are nationally-known but additionally, college staff frequently present on topics including Title IX and Student Conduct
• **Consultant-Provided Training** that focuses on issues involving sexual violence prevention including domestic violence, dating violence, sexual assault, and stalking and how to promote bystander intervention and risk reduction strategies

**Safety Awareness and Tips**
Ultimately, it is important that each person take ownership for their own wellbeing. They should be cognizant of their environment and issues that could hinder or bolster their safety. The information below has been compiled to provide students, faculty, staff and visitors with a clear understanding of measures that can be taken to provide safer surroundings. It is our expectation that individual use of this information
will help prevent a person from becoming a victim of crime and will assist the College in establishing the desired secure environment.

**Personal Safety**
- Familiarize yourself with or store Campus Security telephone numbers in your phone
- If at all possible, avoid studying or working alone; if alone, always let someone know where you are and an approximate time when you will be finished
- Keep your personal belongings in view at all times; never leave them behind unattended, even momentarily, to use the restroom or get a drink; carry purses and backpacks securely or leave them safely with friends
- Trust your instincts if you suspect something is wrong or feel uneasy about a situation; do not ignore the feeling; move to a location that is more secure for you
- Walk on well-lit, designated College walkways
- Walk with friends or classmates or request escorts from Campus Security
- When off campus, avoid shortcuts through dark areas, vacant lots, or other deserted places
- Walk confidently and assertively, limit phone texting as it can distract you from noticing your surroundings; an assailant usually looks for someone that seems distracted and vulnerable
- If you suspect that you are being followed, turn or cross the street; find a “safe” area to proceed to such as an office, highly visible area, or more populated/visible location
- Always keep your keys in your possession—keys can be duplicated
- Immediately report all thefts to the Mid authorities

**Vehicle Safety Tips**
- Have your keys in your hand before you reach your vehicle
- Check the interior of your vehicle before entering it
- Plan your route in advance and try to travel on well-lit streets
- Keep your car doors locked and your windows rolled up
- If you have a flat tire in a questionable area, drive on it until you reach a safe, well-lighted location
- When parking your vehicle at night, select a spot that is well-illuminated
- If you believe you are being followed, DO NOT DRIVE HOME; stay on busy streets and drive to a police department or busy public place
- Articles can be stolen from vehicles on campus; items most frequently stolen are book-bags, purses, cellular phones, electronic/music/audio devices, unattached speakers and other items of value that can be seen inside your car

**Protecting Your Vehicle**
- Mount stereos and music systems on a bracket that allows you to remove them and place them in your trunk
- Take loose articles with you or place them in the trunk
- Use a locking gas cap to prevent fuel theft
- Install locking lug nuts and locking hubcaps

**Internet and Social Media Safety**
- Keep personal information professional and limited; information you post online is readily available; you would not provide personal information to a complete stranger, don’t provide it to thousands of strangers, online
- Be accountable for your personal information by keeping your Privacy Setting on; Marketers and Hackers prey on information and by keeping privacy settings on, you are taking steps to keep them at bay; major Websites like Facebook have privacy-enhancing settings available; make sure to enable these privacy safeguards and keep them enabled
• Make certain that your internet connection is secure; when possible, use private networks and if using a public network, be careful about the information you provide (such as bank accounts or credit card numbers)
• Choose strong passwords; password breaches are one of the biggest issues for internet security; a strong password is one that is unique and complex, containing at least 10 to 15 character and made up of letters, numbers, and special characters—not the month, date, and year that you were born.
• On social media accounts, set up security questions and answers along with a strong password. This creates an extra level of security
• Be selective with friend requests; if you do not know the person, do not accept their request; it could be deriving from a fake account or a scammer
• Install antivirus software to safeguard your computer
• Always remember to log off when you are walking away from your computer and/or done using it

Section VI: Alcohol and Other Drug Policy and Prevention Programming

In accordance with the Drug-Free Workplace Act and Drug-Free Schools and Campuses Act, the College is required to have an Alcohol and Other Drug Policy and Prevention Program that is distributed annually in writing to all students, faculty and staff. The Policy must include: the standards of conduct that clearly prohibit the unlawful use, possession, sale, manufacture, or distribution of illicit drugs and alcohol by students and staff; information regarding the legal sanctions under local, state or federal law for the unlawful use, possession, sale, manufacture, and distribution of illicit drugs and alcohol; sanctions that the College will impose on students and employees along with a description of the sanctions, up to and including expulsion or termination; referral for prosecution for violations of the standard of conduct; a description of any drug or alcohol counseling, treatment, or rehabilitation/reentry programs that are available to students and staff; prevention, educational and intervention efforts; the possible health risks associated with the use and abuse of illicit drugs and alcohol.

Mid is dedicated to providing a healthy environment for its community and as such, recognizes that improper or excessive use of alcohol and other drugs may be disruptive to our students, faculty and staff by negatively impacting their health and safety. Problems such as memory loss, harassment, sexual misconduct, assaults, disorderly/disruptive behavior, and sleep disruption tend to increase in correlation to the misuse of alcohol and/or other drugs.

Policy Statement

Mid prohibits the use, possession, consumption, sale, distribution, and unlawful manufacture of illegal drugs, narcotics or controlled substances on Mid’s campuses, while conducting College business or as part of College sponsored activities or events. Alcohol is prohibited on campus except when a written Exception Request is submitted for consideration and is approved by Mid’s Board of Trustees. It is the responsibility of each student and employee to be familiar with the provisions of this policy and also the State of Michigan laws as they pertain to drug and alcohol use and abuse. This Policy places responsibility for individual and group conduct on the individuals who use drugs and consume alcohol. Using drugs and drinking alcoholic beverages are not excuses for irresponsible behavior. Individuals and groups are held accountable for their behavior whether or not they have consumed drugs or alcohol.

Michigan law prohibits the dispensing, selling or supplying of drugs or alcohol to any person under the age of 21. Students, employees and visitors to the College may not unlawfully manufacture, consume, possess, sell, distribute, transfer or be under the influence of alcohol, illicit drugs, or a controlled substance on College property, at College-related activities or events, while driving a College vehicle or while otherwise engaged in College business. College property includes all buildings and land owned, leased, or used by
the College; motor vehicles operated by employees, including personal motor vehicles when used in connection with work performance on behalf of the College.

Although the State of Michigan has legalized the recreational use of Marijuana, the College adheres to Federal law (see below). Therefore, the use, possession, distribution or transportation of marijuana in any form and for any purpose violates the Alcohol and Other Drug Policy and is prohibited on College property or at College sponsored activities or events.

Any person taking prescription drugs or over-the-counter medication is individually responsible for ensuring that while taking the drug or medication, they are not a safety risk to themselves or others while on College property, at College-related activities or 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; give or sell the prescribed drug(s) to another person.

Pursuant to 34 CFR Part 84 and the Drug-Free Workplace Act, institutions that receive federal funding must certify to the Department of Education that it has in place a drug and alcohol abuse prevention program and policy and strives to provide a drug-free workplace that is secure and reliable for the entire campus community. Further, any employees who are directly engaged in the performance of work pursuant to the provisions of a federal funded grant or contract are required, under the Drug-Free Workplace Act, to notify their supervisor, in writing, if they are convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five calendar days after the conviction. In turn, the College is required to notify federal agencies if an employee who is engaged in the performance of an awarded grant/contract is convicted of a criminal drug law violation.

State Laws

**Michigan Medical Marijuana Act & Michigan Regulation and Taxation of Marijuana Act**

As mentioned above, the Michigan Medical Marijuana Act (MMMA) and the Michigan Regulation and Taxation of Marijuana Act, conflict with federal criminal laws governing controlled substances, as well as federal laws that require institutions receiving federal funds from contract or grants to maintain a drug-free campus and workplace (see Department of Ed Section 484(r) for information on Higher Education Act of 1965 and rules regarding suspension of Federal Financial Aid for drug-related offenses). Mid receives federal funding that would be jeopardized if those federal laws did not take precedence over state law.

**Michigan Laws for Alcohol and Other Drugs**

Under Michigan’s Public Health Code, it is illegal to operate a motor vehicle:

- While intoxicated or impaired by alcohol, illegal drugs and some prescribed medications
- With a bodily alcohol content of 0.08 or more (This crime is one of Michigan’s driving while intoxicated offenses)
- With any amount of cocaine or a Schedule 1 controlled substance in your body

Additionally, for persons under the age of 21 it is also against Michigan law to:

- Drive with a bodily alcohol content of 0.02 or more, or with the presence of alcohol in the body, except for that consumed at a generally recognized religious ceremony
- Buy, possess, or consume alcoholic beverages.
- To purchase, provide or serve alcohol to anyone under the age of 21
- To serve anyone under the age of 21 at a private party; hosts of such parties can be held responsible for injuries that an intoxicated person causes or incurs, at or after leaving, a party
Pursuant to MCL 333.7404 et seq., also known as the Public Health Code Act 368 of 1978:

- Individuals shall not use a controlled substance or controlled substance analogue unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of the practitioner’s professional practice.

Pursuant to MCL 333.7403 et seq., also known as the Public Health Code Act 368 of 1978:

- It is illegal for a person to knowingly or intentionally possess a controlled substance, a controlled substance analogue, or a prescription form unless the controlled substance, controlled substance analogue, or prescription form was obtained directly from or pursuant to, a valid prescription or order of a practitioner while acting in the course of the practitioner's professional practice.
- It is illegal to give or sell prescribed drugs to another person.

Pursuant to MCL 333.7401 et seq., also known as the Public Health Code Act 368 of 1978:

- Individuals are prohibited from manufacturing, creating, delivering or possessing with the intent to manufacture, create, or deliver a controlled substance, a prescription form, or a counterfeit prescription form.

Penalties for Violation of Michigan Laws
Penalties for violating Michigan laws vary depending on the crime and whether it is a first, second or third offence. For drug crimes the amount and nature of the drug are determining factors. Actual sentences may differ at the discretion of the Judge.

**Operating a Motor Vehicle with the Presence of Alcohol or other Drugs**
Michigan laws and penalties for drunk or drugged driving vary, but as general rule the law requires:

- Courts to decide drunk or drugged driving violations within 77 days after arrest
- A mandatory 6-month driver license suspension, with possible restricted license after 30 days
- Court to ordered participation in, and successful completion of, 1 or more rehabilitation programs; in instances of a second conviction the Court must order this rehabilitation
- Five days to 1 year of jail time, or 30 to 90 days of community service, or both for second convictions of drunk or drugged driving
- Harsher license sanctions for multiple drunk or drugged driving convictions
- Payment of fines and costs, driver responsibility fees, as well as license reinstatement fees

**Use of a Controlled Substance (MCL 333.7404)**
A person shall not use a controlled substance or controlled substance analogue unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of the practitioner’s profession practice.

A person who is found to be in violation may be subject to penalties as follows:

- A controlled substance classified as schedule 1 or 2 as a narcotic drug is a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than $2,000.00 or both.
- A controlled substance classified in schedule 1, 2, 3, or 4 is a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than $1,000.00, or both.
- Use of a controlled substance classified in schedule 5 is a misdemeanor punishable by imprisonment for not more than 6 months or a fine of not more than $500.00, or both.
Use of marijuana, salvia divinorum, catha edulis is a misdemeanor punishable by imprisonment for not more than 90 days or a fine of not more than $100.00, or both.

Possession of a Controlled Substance (MCL 333.7403)
A person shall not knowingly or intentionally possess a controlled substance, a controlled substance analogue, or a prescription form unless the controlled substance, controlled substance analogue, or prescription form was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of the practitioner’s profession practice.

A person who is found to be in possession of a controlled substance classified as Schedule 1 or 2 that is a narcotic may be subject to penalties based on the amount found in their possession as follows:

- 1000 grams or more; is a felony punishable by imprisonment for life or any term of years or a fine of not more than $1,000,000.00, or both.
- 450 grams or more, but less than 1000 grams; is a felony punishable by imprisonment for not more than 30 years or a fine of not more than $500,000.00, or both.
- 50 grams or more, but less than 450 grams; is a felony punishable by imprisonment for not more than 20 years or a fine of not more than $250,000.00, or both.
- 25 grams or more, but less than 50 grams; is a felony punishable by imprisonment for not more than 4 years or a fine of not more than $25,000.00, or both.
- Less than 25 grams; is a felony punishable by imprisonment for not more than 4 years or a fine of not more than $25,000.00, or both

A person who is found to be in possession of the following other drugs may be subject to penalties as follows:

- Possession of Methamphetamine/Ecstasy; is a felony punishable by imprisonment for not more than 10 years or a fine of not more than $15,000.00, or both.
- Possession of a controlled substance classified as Schedule 1, 2, 3, or 4 (excepting out those listed above) or a controlled substance analogue; is a felony punishable by imprisonment for not more than 2 years or a fine of not more than $2,000.00, or both.
- Possession of a controlled substance classified as Schedule 5, or LSD; is a misdemeanor punishable by imprisonment for not more than 1 year and a fine of not more than $2,000.00, or both.
- Possession of Marijuana; is a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than $1,000.00, or both.
- A prescription form; is a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than $1,000.00, or both.

Manufacturing, Creating, or Delivering a Controlled Substance, Prescription Form (MCL 333.7401)
A person shall not manufacture, create, deliver, or possess with intent to manufacture, create, or deliver a controlled substance, a prescription form, or a counterfeit prescription form.

A person who manufactures and/or delivers a controlled substance classified in Schedule 1 or 2 that is a narcotic may be subject to penalties based on the amount as follows:

- 1000 grams or more; is a felony punishable by imprisonment for life or any term of years or a fine of not more than $1,000,000.00, or both.
- 450 grams or more, but less than 1000 grams; is a felony punishable by imprisonment for not more than 30 years or a fine of not more than $500,000.00, or both.
• 50 grams or more, but less than 450 grams; is a felony punishable by imprisonment for not more than 20 years or a fine of not more than $250,000.00, or both.
• 50 grams or less; is a felony punishable by imprisonment for not more than 20 years or a fine of not more than $250,000.00, or both.

A person who manufactures and/or delivers the following other drugs may be subject to penalties as follows:

• Manufacture/Delivery of controlled substance classified as Schedule 1, 2, or 3 (except marijuana; cocaine; narcotic); is a felony punishable by imprisonment for not more than 7 years or a fine of not more than $10,000.00, or both.
• Manufacture/Delivery of controlled substance classified as Schedule 4; is a felony; punishable by imprisonment for not more than 4 years or a fine of not more than $2,000.00, or both.
• Manufacture/Delivery of a substance classified as Schedule 5; is a felony punishable by imprisonment for not more than 2 years or a fine of not more than $2,000.00, or both.
• Manufacture/Delivery of a prescription form or a counterfeit prescription form; is a felony punishable by imprisonment of not more than 7 years or a fine of not more than $5,000.00, or both.

A person who manufactures and/or delivers marijuana or a mixture containing marijuana may be subject to penalties based on the amount as follows:

• 45 kilograms or more or 200 plants or more; is a felony punishable by imprisonment for not more than 15 years or a fine of not more than $10,000,000.00, or both.
• 5 kilograms or more, but less than 45 kg, or 20 plants or more, but fewer than 200; is a felony punishable by imprisonment for not more than 7 years or a fine of not more than $500,000.00, or both.
• Less than 5 kilograms or fewer than 20 plants; is a felony punishable by imprisonment for not more than 4 years or a fine of not more than $20,000.00, or both.

For more information regarding penalties in the State of Michigan, please see Michigan Legislature or Michigan Secretary of State. For Federal penalties governing the manufacturing, possession, use and distribution of illegal drugs please see Mid’s full Alcohol and Other Drug Policy.

Health Risks
The College recognizes that both consumption of alcohol on college campuses and the occurrences of drug and alcohol abuse are serious issues. Various health risks are associated with the use of illicit drugs, the misuse of prescription drugs, or the abuse of alcohol. Addiction to alcohol or illicit drugs is a progressive disease which if untreated, may result in fatality. Health risks of alcohol or drug abuse have a wide range of consequences including but not limited to: liver damage/disease, psychosis, brain damage, and heart disease. The physical consequences of such abuse are serious and can be life-threatening. The psychological and social consequences of substance use and abuse can be equally devastating. Loss of friends, loss of job, divorce, and the creation of a dysfunctional family system are common consequences of substance abuse. Substance abusers often experience feelings of depression, anxiety, low self-esteem, guilt and loneliness.

Available Counseling and Treatment Programs
Mid strongly encourages individuals with a substance abuse problem to voluntarily seek assistance and appropriate treatment options. At this time the College does not offer substance abuse counseling or treatment programs on campus, the College does maintain a community resource page that has information
regarding external agency assistance. Employees of Mid have access to HelpNet which provides confidential consultation and resources for issues such as addiction and recovery; Mental Health; grief and loss; elder care; difficulties in relationships; stress and anxiety with work or family; emotional well-being; and financial and legal concerns.

Free online assessment and information is available, as well as local assistance from the following:

**Ten16 Recovery Network**
(989) 773-9655-servicing Isabella County
(989) 802-0742-servicing Clare County
(989) 426-886-servicing Gladwin County

**Community Mental Health**
(989) 775-0604-servicing Isabella County
(989) 539-2141-servicing Clare County
(989) 426-9295-servicing Gladwin County
(800) 317-0708-24 Hour Crisis Line

**Drug and Alcohol Abuse Prevention Strategies**
The College uses evidence-based interventions, collaborations, and incorporates healthy lifestyles to reduce the harmful effects of alcohol and other drug use. Prevention and awareness about substance abuse and use are not only campus-wide initiatives with assistance from the offices of Security Operations and Systems, Student Services, Student Life, and Human Resources but are also provided in collaboration with the Michigan State Police, Ten16 Recovery Network, and Clare/Gladwin Recovery Court. Outlined below are a few of the prevention and awareness activities that take place throughout the academic year:

- Alcohol-free events during the day and evening hours
- Substance Abuse Prevention information material available to students, faculty, and staff through the Wellness Coordinator and Human Resources and is readily available throughout the campuses
- The campus newsletter ‘Laker Wave’ posts ‘Tips for Healthy Living’ and Alcohol and Other Drug prevention
- Student Life Organizations direct events focused on Alcohol and Drug prevention; healthy living
- Clubs and sports are substance free
- Substance-free Fitness Center open during the day and early evening
- Educational and awareness programs and activities hosted by Mid and/or in conjunction with external agencies
- Efforts to create a healthy living lifestyle normative environment through the Wellness Committee
- Public Service Announcement addressing the ‘opioid epidemic’
- Development and enforcement of Campus Policies; enforcing laws addressing high-risk and illegal substance use
- Early intervention and referral strategies through the Behavior Intervention Team (BIT) and Student Wellness Coordinator

Preventative measures are also implemented by Human Resources specifically to inform employees of the importance of Alcohol and Other Drug education:

- Safe College Compliance Modules: Drug Free Workplace.
- Annual Fall Employee Benefit Fair. Local organizations offer information and materials on many different drug and alcohol resources.
- New employee onboarding: new employees receive a brief overview of the Alcohol and Other Drug Policy, where the Policy is located on the Mid’s website, and reference/information about reporting any suspected drug and/or alcohol use by employees.

**Disciplinary College Sanctions**

The use and/or abuse of alcohol and other drugs can increase the risk for behavioral and social problems and can have a negative impact on academic and work performance. Students and employees who illegally use alcohol or controlled substances on College property or at College sponsored activities or events will face disciplinary action and/or prosecution under the law. Mid has adopted intervention strategies for addressing violations of the Policy with students and employees based on the level of violation. The College has sanctions in place that are designed to be educational and rehabilitative, rather than punitive. The overall goal of these interventions and sanctions is to:

- Educate the individual on how their choices may negatively impact themselves or others
- Deter individuals from engaging in unhealthy and/or harmful behavior
- Motivate the individual to change their behavior so that they may contribute to a healthy and safe campus community

Intervention and sanctions include but are not limited to warnings, required educational programs, meeting with Student Conduct and or Student Wellness, improvement plan, external substance abuse assessment, enrollment in a treatment program, probation, suspension, expulsion, termination of employment, and referral for prosecution. Intervention and sanctions imposed will vary based on the circumstances and severity of the incident, as well as prior acts. Security Operations and Systems reports violations of law to the appropriate college department charged with oversight, and work in collaboration with Campus Liaison Officers and local, state and federal law enforcement.

The Student Conduct Office is charged with overseeing the conduct and resolution process for students. The Conduct Office will work with students charged with violations and will determine appropriate intervention strategies, educational measures and sanctions using the response levels. Response levels are designed to guide the process for determining the most reasonable response to violations of the Policy. Each reported incident will be reviewed individually. A response level will be assigned to help guide the intervention, education, and sanction process.

Human Resources has management of the conduct and resolution process for employees.

**Distribution of Policy**

The most recent version of the College’s Alcohol and Other Drug Policy and Prevention Program is available on the College’s website. The policy and prevention programming is distributed annually at the start of each fall semester. It is emailed to all students, faculty and staff by Security Operations and Systems. The email includes a notice of availability of the Policy and includes the Policy as a PDF attachment. A link for accessing the document online is also included. First-time students that attend after the Fall Semester will be provided a copy of the policy via email in the second week of their first semester. This email will include the same information as the annually distribution. For new hires whose start date is after the annual distribution, will receive an email copy of the Policy from Security Operations and Systems. The email will include the same information as the annual notification.
Review of College Prevention Program and Policy
The Drug Free Campuses and Drug Free Workplace Acts require institution of higher education to conduct a biennially review of its programs. The Biennially review is conducted on even-numbered years and is designed to determine effectiveness, implement change as needed, and ensure that intervention and sanctions developed are enforced consistently. Mid’s most recent biennially review is available for review. Individuals may request paper copies of both the biennially review and the Alcohol and Other Drug Policy and Prevention Programming by contacting sos@midmich.edu or by phone at 989-386-6622, ext. 394.

Section VII: Smoke and Tobacco Policy
To promote the health and well-being of our students, faculty, staff, and to reduce involuntary exposure to secondhand smoke, smoking and/or the use of any tobacco products, vapor or e-cigarettes is prohibited within or outside of all facilities and grounds that are owned, leased or operated by the College. This includes use of tobacco products outside of any vehicle. No designated areas will be provided by the College for smoking or the use of tobacco products, vapor or e-cigarettes. Students, faculty, staff and visitors may continue to smoke and/or use tobacco products, vapor or e-cigarettes in their personal vehicles when attending class, working, or visiting any Mid campus location.

Taking into consideration that each and every person benefits from a smoke and tobacco-free college environment, the enforcement of the Policy is equitably placed on all members of the College community. Students, faculty, staff and visitors are expected to cooperate with the Policy and persons that repeatedly disregard the Policy will be subject to disciplinary processes defined under Mid’s Conduct Guidelines.

Section VIII: Weapons Policy
Policy Statement
Mid Michigan College prohibits any weapons on property that is owned, leased or otherwise under the control of the College. The College enacted the Policy in order to provide for the safety and welfare of all students, employees, vendors, contractors and visitors while on our campus or at College sponsored activities. Accordingly, no person shall be permitted to carry firearms or other weapons (concealed or not concealed) with or without a concealed weapon permit, while on campus or at any college sponsored function or event.

Any staff member found on the College premises possessing any prohibited material/device shall equally be subject to corrective action up to and including expulsion. Any vendor, contractor, or visitor found in possession of any prohibited devices will be denied access to the College or be immediately removed from the premises.
The College recognizes that some individuals carry pepper spray or similar materials for personal protection when walking on or off campus. The Policy is not intended to prohibit the possession of such items. However, the College expects that individuals will use sound judgment in their use or display of such devices.

If an individual witnesses or becomes aware of someone in possession or use of a dangerous weapon or is informed of or witnesses any threat or act of violence or any conduct in violation of the Policy, they are urged to immediately report it to Campus Security or the Office of Security Operations and Systems. Security Operations and Systems reports violation of this Policy and any laws to the appropriate college department and works in collaboration with local, state and federal law enforcement who are responsible for enforcing the laws of the State of Michigan.

Definitions

**College Property**

Includes but is not limited to property owned, managed, occupied, operated or leased by the College and used for classroom purposes, activities, college sponsored events or other authorized use of the facilities.

**Weapons/Dangerous Weapons**

- Loaded or unloaded firearm, whether operable or not
- A dagger, dirk, razor stiletto, knife or stabbing instrument having a blade of longer than 3 inches, brass knuckles, blackjack, club, or other object specifically designed or customarily carried for use as a weapon, that is used as a weapon or carried/possessed for use as a weapon.
- An object or device that is utilized or fashioned in a manner that would compel a person to believe that the object or device is a firearm or an object likely to cause death or bodily injury
- Pneumatic devices, including any device that is designed to expel a projectile by the use of air, gas, or spring; to include BB guns, paintball guns, and Airsoft guns
- Explosives, fireworks, bows and arrows, swords, and dangerous chemicals

Exceptions to the Policy

1. Current or retired State, Federal, County, or Local Law Enforcement Officer
2. Current or retired State, Federal, or County Court judge
3. An individual, with prior written approval of the AVP of Security Operations and Systems (and with limited scope and duration), may possess an unloaded weapon when it is worn as part of a military or fraternal uniform in connection with a public ceremony, parade, or theatrical performance; or if stored in a locked vehicle with a valid license.
4. Based on extraordinary circumstances, only the president or his/her designee may waive the prohibitions against weapons on campus. Any such waiver shall be in writing, state with particularity the reason for the waiver, and must be limited in both scope and duration.

Section IX: Non Discrimination, Harassment and Sexual Misconduct Policy

**Policy Statement**

Mid Michigan College strives to provide an environment where individual’s rights are protected and all forms of discrimination, harassment and sexual misconduct are prohibited. This includes acts of sexual violence, sexual assault, sexual harassment, dating violence, domestic violence, sexual exploitation, and stalking.

Members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Mid implements and maintains a zero tolerance posture with acts of discrimination, harassment, and sexual misconduct, including acts of dating violence, domestic violence,
sexual assault and stalking. Mid’s Campus Non-Discrimination, Harassment and Sexual Misconduct Policy reiterates these principles and provides recourse for those individuals whose rights have been violated. The Policy defines community expectations in the workplace, classroom, college facilities, and in other off-campus sponsored activities and events. It establishes a standard for determining when those expectations have been breached. Through this Report, Mid issues this statement of policy to inform the campus community of its programs that address acts of prohibited conduct, including acts of dating violence, domestic violence, sexual assault and stalking, as well as procedures for institutional disciplinary action in cases of prohibited and/or sexual misconduct that will be followed.

Duty to Report
Mid encourages all members of the campus community to promptly report allegations of Prohibited Conduct to one of the Title IX Coordinators or Deputy Coordinator, as delayed reporting may limit the College’s ability to take corrective action. Campus Security Authorities (CSA), by position, have an obligation to report incidents to one of the Title IX coordinators or Deputy Coordinator. Complaints may be verbal, written, or reported as witnessed. Complaints of Prohibited Conduct, investigative documents, and materials relative to the resolution of the matter will be maintained electronically in the appropriate office. All documents will be confidential to the extent allowed under state and federal law.

Amnesty
In the course of good faith reporting, if any individual is found to be in violation of a non-violent conduct issue, no act of retribution from the College will be taken against said individual.

Jurisdiction
Mid has jurisdiction and will respond to allegations of misconduct that occur on college property, at college-sponsored activities or events, and/or when both the accused person and alleged victim are a student, faculty, or staff member. While Mid does not have jurisdiction over allegations between visitors or non-affiliated persons, it is expected that visitors to our campus will abide by the Policy. Mid has the discretion to investigate acts of misconduct occurring off college property when a definite, legitimate and substantial College interest exists or at non-college sponsored activities and events if the Complainant and Respondent are members of the campus community. Any actions taken by the College are administrative in nature and separate from any criminal proceeding related to the reported misconduct. These actions may occur while a criminal proceeding is ongoing. Actions taken by the College will not be delayed or dismissed when criminal charges have been reduced, dismissed, or when a criminal proceeding is pending. Further, Mid may continue with its investigation if a party is no longer a student or employed at the College.

Retaliation
No person shall be penalized for using, in good faith, channels available for resolving complaints of misconduct. Retaliation includes but is not limited to intimidation, threats, harassment, or any other adverse action threatened or taken against any person for engaging in protected activity.

Anyone who believes that they have been the victim of retaliation for opposing discriminatory behavior, reporting sexual misconduct, or participating/cooperating in an investigation, should immediately contact one of the Title IX Coordinators listed herein. Any person found to have retaliated against a person for engaging in protected activity will be in violation of the Policy and may be subject to disciplinary action.

False Statement
Should the College’s investigation reveal that a complaint was knowingly falsified and/or that false evidence was knowingly and willfully provided, the complaint will be dismissed and the person who knowingly filed the false complaint and/or provided the false evidence may be subject to disciplinary action.
Confidentiality
While Mid encourages all members of the campus community to report incidents of Prohibited Conduct, Responsible Employees have a duty to report such actions to one of the College’s Title IX or Deputy Coordinators and are encouraged to disclose this obligation of their position before any statement is made to them. All complaints will be promptly reviewed by one of the College’s Title IX Coordinators or designees. The College will make reasonable and appropriate efforts to ensure privacy to individuals involved and protect confidentiality when conducting an investigation and resolving a complaint, except as otherwise required by law. Should a Complainant request confidentiality or ask that a complaint not be investigated, the request will be considered. However, the College cannot guarantee that said request will be honored. If a Complainant insists that their name not be disclosed to the Respondent, the College’s ability to respond may be limited. In limited circumstances involving serious or repeated conduct or when the Respondent may pose a persistent threat to the campus community, the College reserves the right to investigate regardless of a Complainant’s request for confidentiality. As Title IX Coordinators are also considered Responsible Employees and Campus Security Authorities, they are required by the Federal Clery Act to statistically report certain categories of crimes including certain types of sexual misconduct. Confidentiality is maintained when filing the report and no personal information about the Complainant or Respondent is revealed. The Annual Disclosure of Crime Statistics reports the types of criminal incidents, only.

Prohibited Conduct

Discrimination
Mid prohibits any form of discrimination against any person on the basis of ‘protected characteristics.’ These include: race, color, religion, sex, gender identity or expression, pregnancy, age, sexual orientation, marital or parental status, national origin, citizenship, genetics, disability, military or veteran status, or any other legally-protected status; as well as victims of intimate partner violence or criminal conviction in the administration of and access to the College’s programs and activities and in conditions of admission or employment. Mid is committed to and adheres to the principles of all applicable state and federal equal opportunity laws and regulations for its students, faculty, staff and applicants for admission and employment.

Harassment
Mid defines harassment as any discriminatory conduct based on an individual’s ‘protected characteristics.’ Harassment is physically or verbally hostile conduct that degrades or shows malevolence towards an individual; is unwelcome or offensive conduct/communication that is directed towards someone/group of individuals because of their ‘protected characteristics’ (e.g., race, color, religion, sex, gender identity).

Hostile Environment
A hostile environment is created through harassing conduct (e.g., physical, verbal, graphic, or written) based on a person’s protected characteristics (e.g., pregnancy, age, sexual orientation, marital or parental status, national origin) that becomes sufficiently severe, pervasive or persistent to the extent that it interferes with or limits the ability of an individual to participate in or benefit from a college program, work or activity. It is worth noting that there are singular acts that are so severe by their nature that a hostile environment can be created, such as acts of sexual assault.

When determining the existence of a hostile environment, the College will consider the conduct from both a subjective and objective perspective. For example, how does the alleged victim perceive the conduct (subjective) and how would a reasonable person (of similar stature, in the same position) perceive the conduct (objective).
**Sexual Misconduct**

The term *Sexual Misconduct* is used throughout sections of this document and is considered an all-inclusive term used to identify a number of unwelcomed behaviors of a sexual nature that would constitute sex-based harassment or discrimination. They include sexual violence, sexual assault, sexual harassment, dating violence, domestic violence, sexual exploitation and stalking. Sexual Misconduct may occur in any sex or gender composition—between members of different sexes or the same sex, regardless of gender or gender identity. Sexual Misconduct may vary in its severity and consists of a wide range of behaviors.

Following are the various forms of sexual misconduct and their definitions:

- **Sexual Harassment**
  Unwelcome conduct of a sexual nature and includes any unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal, or physical conduct of a sexual nature. The harassing conduct creates a hostile environment if the conduct is sufficiently severe, persistent or pervasive enough that it has the effect of unreasonably interfering with, denying or limiting someone’s ability to participate in or benefit from, College programs, work, or activities.

- **Sexual Harassment-Verbal**
  Unwanted speech directed at another that is sexual in nature and creates a hostile environment for a student or employee.

- **Sexual Harassment-Non Verbal**
  The licking of lips, using sexual motions or gestures, leaving gifts or any other unwanted non-verbal acts that are sexual in nature and create a hostile environment for a student or employee.

- **Quid Pro Quo**
  Exists when there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; and submission to or rejection of such conduct results in adverse educational or employment action.

- **Sexual Exploitation**
  Occurs when a person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

- **Sexual Assault**
  Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape**
  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**
  The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
Incest
Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape
Sexual intercourse with a person who is under the statutory age of consent.

Gender-Based Harassment
Harassment based on actual or perceived gender, sexual orientation, gender identity or gender expression. This may include acts of aggression, intimidation, or hostility; whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature. The harassing behavior creates a hostile environment if the conduct is sufficiently severe, persistent or pervasive enough that it has the effect of unreasonably interfering with, denying, or limiting someone’s ability to participate in, or benefit from, College programs, work, or activities.

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.

• The existence of the relationship shall be determined based on the reporting party’s statement and with consideration given to the length of the relationship, type of relationship, and the frequency of interaction between the persons involved in the relationship
• Violence includes but is not limited to, sexual or physical abuse or the threat of such abuse

Domestic Violence
A felony or misdemeanor crime of violence committed by any of the following individuals:
• A current or former spouse or intimate partner of the victim
• A person with whom the victim has a child in common
• A person who is cohabitating with or has cohabitated with the victim, as a spouse or intimate partner
• 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
• 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

Stalking
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. (Mid considers cyberstalking, recording or transmitting sexual images, and voyeurism to be a form of stalking and a violation of this Policy)

• Course of Conduct means two or more acts including but not limited to, acts in which the stalker directly, indirectly or through a third party 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
• Reasonable Person means a reasonable person under similar circumstances and with similar identities to the victim
• Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling
Supplemental Terms and Definitions

- **Consent:** Consent is clear, knowing, and voluntary; active, not passive; silence in and of itself, cannot be interpreted as consent. Additionally, consent to any one form of sexual activity cannot automatically imply consent to any other form of activity nor can previous consent be construed to imply current consent. Consent cannot be given by someone who is not of legal age or by someone who is reasonably known to be (or should have been known to be) mentally or physically incapacitated. The State of Michigan does not have one single definition of consent nor is it an element of criminal sexual conduct that prosecutors are required to disprove beyond a reasonable doubt. Michigan’s standard criminal jury instruction states that: a person consents to a sexual act by agreeing to it freely and willingly, without being forced or coerced. It is not necessary to show that the Complainant resisted the Defendant to prove that this crime was committed. Nor is it necessary to show that the Complainant did anything to lessen the damage to him/herself. Therefore, consent is likely to be defined as a free and willing agreement to engage in a sexual act, provided without force or coercion, between individuals who are of sufficient age and are not mentally incapable, mentally disabled, mentally incapacitated or physically helpless.

- **Crime of Violence:** An offense that has the use, attempted use, threatened use or element of physical force against the person or property of another; any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

- **Force:** Physically imposing and/or the use of physical violence on someone to gain sexual access. Force includes threats and intimidation.

- **Coercion:** Unreasonable pressure for sexual activity. When someone stipulates that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point is coercion.

- **Incapacitation:** Exists when an individual is temporarily or permanently impaired by mental and/or physical deficiency, disability, illness or by the use of alcohol or drugs to the extent that they lack sufficient understanding to make rational decisions or are incapable of appraising or controlling their conduct.

Complaints, Investigation and Resolution Procedures

Filing Complaints

Mid strongly encourages anyone who experiences or observes any acts of discrimination, harassment, or sexual misconduct to promptly report the incident(s) and seek assistance from the College. The College can only take corrective action when it becomes aware of a problem. In instances where the College is aware of acts of discrimination, harassment, or sexual misconduct, the College must take its own action to understand what has occurred and respond appropriately. The College reserves the right to act as a Complainant and initiate proceedings without a formal complaint by a victim.

Any student, staff member, third-party or bystander who experiences, observes, or becomes aware of any acts of Prohibited Conduct is encouraged to report it to Campus Security, one of the College’s Title IX Coordinators or Deputy, or by using the online incident report form.

Reports may be filed as follows:

1. By using the College’s [online reporting option](#)
2. Contacting Campus Security
   Harrison Campus (989) 339-4204, Safety and Security Office
   Mt. Pleasant Campus (989) 339-7323, located in the Center for Student Services (CSS), Room 146
Reports may also be made to one of the College’s Title IX Coordinators. All Title IX Investigators receive yearly training on issues related to sexual misconduct including dating violence, domestic violence, stalking and sexual assault. In addition, they receive instruction on the procedures for conducting an investigation and implementing processes that protect the rights and safety of involved parties and promoting accountability.

Title IX Coordinators Information:

**For Students**
Kim Barnes, Associate Vice President of Security Operations and Systems  
Chief Title IX Coordinator  
2600 S. Summerton Rd., Mt. Pleasant, MI  48858  
Mt. Pleasant Campus Doan Center, Room 105  
(989) 386-6622, Ext. 236  
kbarnes@midmich.edu

Martricia Farrell, Director of Security Operations and Systems  
Deputy Title IX Coordinator/Clery Compliance Officer  
1375 S. Clare Ave, Harrison, MI  48625  
Office: Harrison Campus Safety and Security Office  
(989) 386-6622, Ext. 394  
mfarrell@midmich.edu

**For Employees**
Lori Fassett, AVP of Human Resources  
Title IX Coordinator  
1375 S. Clare Ave, Harrison, MI  48625  
2600 S. Summerton Rd., Mt. Pleasant, MI  48858  
Office: Harrison Campus Room 213B  
Mt. Pleasant Campus Doan Center Room 104  
(989) 386-6622, Ext. 692  
fassett1@midmich.edu

For incidents occurring at off-campus events or activities, please contact 911 or law enforcement with responding jurisdiction. Please further conclude by contacting Campus Security or one of the Title IX Coordinators.

If a complaint involves both a student and employee, a joint investigation will occur involving both the Student and the Employee Title IX Coordinator or Deputy. The lead office handling the matter will be determined by the source of the original complaint. If the complaint originates with a student, the Student Title IX Coordinator or Deputy will act as the responsible office. If the complaint originates with an employee, the Employee Title IX Coordinator will be the responsible office. Investigations regarding third parties will be handled by the Employee Title IX Coordinator.

When filing a complaint, it is recommended that the provided information should thoroughly and concisely describe the alleged incident(s). This information should include the date, time and location, name of involved parties, and the names of any witnesses. Any supporting documentation should be included with the complaint.
Complaint Assessment

Upon receipt of a complaint alleging discrimination, harassment or sexual misconduct, the College Title IX Coordinators must conduct an initial assessment to determine whether the conduct rises to a level that it may deny or limit the victims’ ability to participate in or benefit from College programs, work, or activities. The Title IX Coordinator or deputy conducting the assessment will use both a subjective and objective perspective considering the circumstances surrounding the conduct and will employ common sense and reasonable judgment to help evaluate the conduct and determine if there is reasonable cause to believe that a violation of this policy has occurred. If the Title IX Coordinator or deputy determines that there is reasonable cause to move forward, the College has a duty to initiate a prompt, fair, and impartial investigation and, if appropriate, provide interim measures to the parties. The need for interim measures will be considered on a case-by-case basis, dependent on the immediate needs of the individuals involved and the information gathered by the Title IX Coordinator or Deputy. In cases that involve students, the College will make every effort to avoid any interruption in the access to education. Types of interim measures may include assistance in changes to academic situations, matters of transportation, working arrangements, protective measures such as separating the parties, placing limitations on contact between the parties, making alternate class placement or workplace schedules, increased security or monitoring of certain areas of campus. In the extreme instances where a risk possibility exists, an interim suspension may be issued. The College will confidentially maintain details of any accommodations or protective measures provided to the extent that such confidentiality would not impair the ability of the College to provide the accommodations or protective measures.

Investigation and Resolution Process

Investigations surrounding allegations of discrimination, harassment, or sexual misconduct and the subsequent resolution will follow an ‘administrative’ model which allows for both an informal and formal process. It is designed to provide a fair, prompt, impartial, and reliable determination as to whether a violation of College policy has occurred (in cases of alleged sexual violence the informal process is not considered). If a violation has occurred, the College will implement a prompt and equitable remedy designed to end the Prohibited Conduct, prevent its recurrence and address its effects on the Victim and others, as appropriate. For sexual misconduct findings, the College will take these actions regardless of whether or not the sexual violence is the subject of a criminal investigation.

Investigations into allegations of discrimination, harassment and sexual misconduct will be fair and impartial and a final resolution will be rendered within a reasonably prompt timeframe (usually within 60 days) unless an extension has been requested for good cause and granted. If an extension is granted, written notice will be provided to the parties notifying them of the delay and the reason for the delay. When rendering a final determination, the Title IX Coordinator will consider all exculpatory (evidence that tends to justify or show a person’s lack of involvement in an act) and inculpatory (evidence that tends to show a person’s involvement in an act) evidence and will use a preponderance of the evidence standard (more likely than not) when making said determination.

Mid Michigan College will make every effort to protect the rights and privacy of the Complainant and Respondent. While confidentiality cannot be guaranteed, during the investigation the College will make every effort to protect the identities of those involved. Pursuant to the Family Educational Rights and Privacy Act (FERPA), the College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk or a change in student status or conduct situation. In the case of a significant and articulable health and/or safety risk, the College may contact parents/family/guardians to inform them of the situation and/or gather information.
Voluntary Informal Investigation and Resolution

In the event that the Title IX Investigator believes that the matter may be resolved by informal means, the Investigator may suggest the informal process to the Complainant and Respondent. If agreeable, the Investigator may work with the parties to reach a resolution. The informal resolution will still act to end the misconduct, prevent its reoccurrence and remedy its effects; lessor sanctions may be imposed. In cases where an informal resolution is reached, the Investigator will prepare the Informal Case Resolution Agreement and provide simultaneous copies to both the Complainant and Respondent. The Complainant and Respondent may end the informal resolution process at any point and submit a written request to the Investigator that the matter proceed through the formal investigation and resolution process. Note, in cases of alleged sexual violence the informal resolution process is not considered.

Administrative Model – Investigation and Resolution Process

Upon receipt of an allegation of misconduct, the Title IX Coordinator or Deputy will conduct a review of the complaint. If it is determined that reasonable cause exists that a potential violation of this Policy has occurred, the Investigator will promptly meet with the Complainant to obtain all necessary and relevant information. This would include a detailed description of the incident(s) and the identity of any Complainant witnesses. A written statement may be requested to detail witness contact information and outline witness testament. Note, character witnesses may be submitted, but the Investigator is under no obligation to contact them. Any person(s) against whom a complaint is made (Respondent) will be notified of the complaint, in writing. This communication will include the allegation surrounding the incident as well any additional pertinent information. The Respondent will have sufficient time to prepare and respond to the allegations and present any and all relevant information including witness statements or other evidence. Once the Title IX Coordinator has rendered a final determination, simultaneously written notification will be provided to the Complainant and the Respondent of the results. Additionally, information regarding their rights to an appeal will also be included. If justified, the Investigator may refer the Case to a criminal justice/law enforcement agency for investigation as well.

If the Title IX Coordinator issues a finding of responsible, the College will take all necessary measures to end the misconduct. Additionally, the College will take all necessary steps to prevent the reoccurrence of said misconduct. Appropriate corrective action will be taken and sanctions may be imposed based on the severity of the incident. A list of sanctions that could be imposed based on the severity of the incident, (ranking low to high) include: verbal warning, written warning, college No Contact Order, classroom/work reassignment, probation, social probation (limiting or removal from student group’s social activities, sports, etc), community service, restitution, recommendation for external counseling, implementation of behavior/improvement contract, program attendance/interview, internal professional development, loss of college computer use and/or network, suspension, revocation of degree, expulsion or termination.

All necessary communication with the parties will be held in a timely manner and every effort will be made to conclude the proceeding within a reasonable timeframe.

Investigation and Resolution Process

1. A report of discrimination, harassment, or sexual misconduct is received and assigned to one of the Title IX Investigators.
2. The Title IX Investigator will conduct an initial review to determine if the alleged acts of misconduct could be potential violation of the policy, and/or any other Mid policy.
3. The Title IX Investigator will contact the victim and/or complainant to discuss the matter, review their rights and options for moving forward with an informal or formal investigation. In cases of sexual misconduct, a Resource Guide will be provided along with information on the choice to involve law enforcement or disregard that option. Any interim measures that are needed will
be established. If the victim agrees to move forward, the Investigator will open an investigation
(Note: there may be instances when Mid may act as its own complainant, regardless of a victim’s
willingness to participate and in these circumstances, special consideration and care will be
taken).

4. The Title IX Investigator will promptly notify both the Respondent and Complainant (if
participating), either in writing (e-mail is an acceptable method of delivery) or individually, in
person, the following information:
   a. Notification of the allegations of misconduct under investigation which constitute a potential
      violation of the policy, the specific section of the policy allegedly violated, the names of all
      involved parties, the date and location of the alleged incident, and the precise conduct that
      allegedly created the potential violation.
   b. A link or copy of the College’s Non-Discrimination, Harassment, and Sexual Misconduct
      Policy, as well as a copy of Mid’s Code of Conduct.
   c. The contact information for the Title IX Investigator handling the matter.
   d. Information regarding behavior that could be construed as retaliation against the Complainant,
      Respondent, or witnesses. The College prohibits this behavior and persons that retaliate could
      be subject to immediate disciplinary action, up to and including, suspension, dismissal or
      termination.
   e. An outline of the Administrative Model/Investigation process
   f. A copy of the Victim’s Bill of Rights for the Complainant and have those rights clarified, as
      needed.
   g. A copy of the Respondent’s Bill of Rights for the Respondent and have those rights clarified,
      as needed
   h. Information to the Complainant and Respondent that each will be permitted to submit a list of
      witnesses to the Investigator, as well as relevant documentary evidence such as texts, e-mails,
      photographs, etc.
   i. Information regarding interim measures, how to request such measures and the assistance in
      implementing them.
   j. In instances of sexual misconduct, a written Resource Guide for victims of Sexual Misconduct;
      included in this will be information on preserving evidence, obtaining a sexual assault exam,
      internal and external resources for healthcare and counseling, and procedures for obtaining a
      Personal Protection Order.
   k. Where crimes of violence have occurred, the Complainant will be advised that in addition to
      pursuing remedies and/or sanctions through the College process, they have the right to include
      local law enforcement. It is also their right to refuse any law enforcement involvement.
   l. Information that will explain that each party will be provided with sufficient time to prepare
      for any interviews or meetings in order to construct a meaningful participation. Additionally
      within their Rights, information will be provided about the parties’ prerogative to have a
      support person present during any meetings and the guidelines for that support person.
   m. Information to the Respondent of possible sanctions that could be issued should the
      Respondent be found responsible, using the preponderance of evidence (or more likely than
      not standard). Included would be a list of sanctions that could be imposed based on the severity
      of the incident. Ranking low to high, these include: verbal warning, written warning, college
      No Contact Order, classroom/work reassignment, probation, social probation (limiting or
      removal from student group’s social activities, sports, etc), community service, restitution,
      recommendation for external counseling, implementation of behavior/improvement contract,
program attendance/interview, internal professional development, loss of college computer use and/or network, suspension, revocation of degree, expulsion or termination.

5. The Title IX Investigator will conduct meetings with the Complainant and Respondent. During the meetings, each individual will be afforded the opportunity to share their version of events, provide any supporting documentation and suggest any relevant witnesses. At this point, the Investigator may, if appropriate, suggest that the matter be resolved under an Informal Process. If the parties do not agree or the issue is not determined to be appropriate for an Informal Resolution, the matter will proceed under the formal administrative process.

6. The Investigator will make contact and interview witnesses provided by the parties and review any materials submitted, such as text messages, photos etc.

7. Employing the statements and information provided, the Title IX Investigator will prepare the preliminary Case Summary along with any attachments. A copy will be sent to both the Complainant and Respondent for review. E-mail is an acceptable method of delivery.

8. The Complainant and Respondent will be given five (5) days to prepare a written rebuttal to the information in the preliminary Case Summary, if desired. In addition, any additional information, facts or witnesses that were unavailable during the investigation can be cited but would need to have a potential effect on the outcome of the case.

9. The Title IX Investigator will consider any appropriate, additional information provided by the parties and conduct any additional interviews and/or investigations as deemed necessary. The Investigator will then compile the Final Case Summary.

10. The Title IX Investigator will submit the Final Case Summary and any rebuttal statements/attachments to the Title IX Coordinator assigned to the case for review and determination. A copy of the Final Case Summary, as submitted to the Title IX Coordinator, will also be sent to the Parties.

11. The Title IX Coordinator will prepare a Case Resolution using both the inculpatory and exculpatory evidence submitted. When issuing the Case Resolution, determination will be made using a preponderance of the evidence standard. This determination will include the findings, rationale, and any sanctions.

12. A Final Determination Letter with the Case Resolution will be simultaneously sent to the Complainant and Respondent along with Appeal information. E-mail is an acceptable method of delivery.

Investigation Rights of the Parties

During the investigation and through final determination of the complaint, both the Complainant and the Respondent shall have certain rights, which include:

- Equal opportunity to present witnesses and other relevant evidence
- Equal opportunity to review statements or any evidence provided by the other party
- Equal opportunity to review and comment upon information independently developed by the Investigator through the investigation process
- To be accompanied to any related meeting or proceeding by an Advisor. The Advisor may be anyone, including a union representative from the Complainant’s or Respondent’s collective bargaining unit, an attorney, or in cases of sexual misconduct, a Sexual Assault Victim’s Advocate. The Advisor may not be a person with information relevant to the allegations that may be interviewed by the Investigator during the investigation. The Advisor may not answer questions for the Complainant or the Respondent regarding the subject matter of the investigation. The Advisor may observe and consult with the Complainant or Respondent and take appropriate action to ensure that the investigation does not violate policies or collective bargaining agreements.
• Comparable and timely access to all information considered by the Title IX or Deputy Coordinator in resolving the complaint

Notification of Outcomes
Both the Complainant and the Respondent will receive simultaneous written notification of the Investigation outcome. This information will be shared through the Final Case Determination prepared by the Title IX Coordinator. This will include the findings, rationale, and any imposed sanctions. The Final Determination is part of the educational record of the Respondent and is protected from release under FERPA. However, the College observes the legal exceptions as follows:

• In the event that an alleged victim of a “crime of violence” is deceased as a result of such crime or offense, the next of kin of said victim shall be treated as the alleged victim and will be provided with the written notice of outcome, including the Final Case Determination with findings, rationale and any sanctions imposed.
• The College may publicly release the name, nature of the violation and sanction, of any student who is found in violation of a College Policy that is a “crime of violence.” These offenses include: arson, burglary, robbery, criminal homicide, sex offenses, assault, kidnapping/abduction, and destruction/damage/vandalism of property. The College will release this information to the Complainant in any of these offenses, regardless of the outcome.
• In cases of Sexual Misconduct including Sexual Assault, Sexual Harassment, Dating or Domestic Violence and Stalking, the Complainant has the unconditional right to be informed, in writing, of the outcome, essential findings and sanctions without condition or limitation.

Appeal Process
The Complainant or Respondent may file an appeal with the Appeals Board. The petition must be filed within five (5) business days of receiving the written determination from the Title IX or Deputy Title IX Coordinator. Any Party that files an appeal must do so, in writing, to the Title IX or Deputy Title IX Coordinator. The non-filing party will be notified that an Appeal has been filed and forwarded to the Appeals Board for consideration. Within fifteen (15) business days, the Appeals Board will determine if the request is timely and has merit; the Appeal decision will be rendered by the Board within an additional fifteen (15) business days. The Parties will be provided with written notice.

The original findings and sanctions are acknowledged to be reasonably and appropriately determined. Therefore, the only grounds for appeal are:

• If a procedural [or substantive] error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.)
• To consider new evidence that was unavailable during the original hearing or investigation and could substantially impact the original finding or sanction. A summary of this new evidence and its potential bearing on the Case must be included
• The sanctions imposed are substantially disproportionate to the severity of the violation. Post-investigation sanctions that are imposed can be appealed by either party
• Sanctions issued by the Title IX Coordinator in the Final Case Determination can be appealed by either party. All imposed sanctions shall remain in effect during the Appeal. Circumstances such as graduation, internships, or study abroad do not automatically exempt students from the sanctions. In cases where the Appeal results in the removal of sanctions, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities may be irretrievable.
Office of Civil Rights
A complaint can be filed by anyone who believes that a school receiving Federal financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability, or age. The person or organization filing the complaint need not be a victim of the alleged discrimination but may file on behalf of another person or group. Information on how to file a complaint with OCR is available online or by contacting OCR’s Customer Service Team at 1-800-421-3481.

Office for Civil Rights
Cleveland Office
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: (216) 522-4970; Facsimile: (216) 522-2573
Email: OCR.Cleveland@ed.gov

Rights of the Parties
When allegations and/or complaints of discrimination, harassment, sexual misconduct, or crimes of violence are brought to the attention of one of the College’s Title IX Coordinators, the Coordinator will provide the Victim with a copy for their Rights and options. If a complaint is filed and an investigation is opened, the Respondent will be provided with a copy of their Rights and options. Both parties will receive copies either in person or in writing and will be provided with additional information on whom to contact to have their Rights and options explained in further detail.

Victim Rights
Mid Michigan College will afford specified rights to any student or employee that reports an incident of discrimination, harassment, sexual misconduct or crimes of violence. These Rights are provided whether the incident occurred on or off campus and whether or not they choose to pursue any formal complaint. The College will support the victim’s right to choose which avenues of assistance are most appropriate for them. These avenues may include assistance from: one of the Title IX Coordinators or the Deputy Coordinator, Campus Security, Security Operations and Systems, local police agencies (with proper jurisdiction), local victim advocacy, and/or the emergency department of local hospitals.

Victims of discrimination, harassment, or sexual misconduct shall be afforded the following rights regardless of whether or not the College has jurisdiction:

- To be treated with dignity and respect
- To be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or that they should have acted in a different manner to avoid such crimes or violations
- To submit a report with local law enforcement agencies (with proper jurisdiction), when violations of the law have occurred. Mid will assist the victim in this process if assistance is requested
- To decline the option of reporting to law enforcement
- To be provided with information on preserving evidence for proof in a criminal proceeding and clarification on preserving such evidence
- In instances of sexual assaults, to be provided with information on how to obtain a sexual assault medical examination
- To receive information on the process to petition for a Personal Protection Order through the Circuit or Family Court, with proper authority to issue such an Order.
• To be provided with information regarding the availability of counseling, health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available both on-campus and through off-campus external agencies

• To be afforded interim measures which may include a change in class assignments or working arrangements, a College No Contact Order, Security Escort or other assistance, if requested and reasonably available. This is regardless of whether or not a formal report is made

*In instances where the College has jurisdiction, victims of discrimination, harassment, or sexual misconduct will be provided with the following additional rights:*

• To report the crime or violation to the Title IX Coordinator or designee and decide whether to participate in the College’s conduct process, without any duress from the College

• To be provided with detailed information about the College’s judicial process and grievance procedures

• To be afforded an investigation and resolution that is prompt, fair, impartial and equitable

• To be granted a Campus No Contact Order against any member of the campus community who has engaged in or threatens to engage in stalking, threats, harassment, or other improper behaviors that present a danger to the welfare of the victim or others

• In instances of sexual misconduct, to have an investigation and proceeding conducted by officials who receive annual misconduct and sexual violence training

• To petition for the removal of any member of the investigation or judicial proceeding, based on demonstrated bias

• To have freedom from retaliation by the College, the accused/Respondent, their friends, family, and acquaintances within the jurisdiction of the College

• To be accompanied to any related meeting or proceeding by an Advisor; the Advisor may be anyone, including a union representative from the Complainant’s collective bargaining unit, an attorney or in cases of sexual misconduct, a Sexual Assault Victim’s Advocate; the Advisor cannot be a person with relevant information to the allegations whom may be interviewed by the Investigator during the investigation; the Advisor may not answer questions for the Complainant regarding the subject matter of the investigation; the Advisor may observe and consult with the Complainant and take appropriate action to ensure that the investigation does not violate policies or collective bargaining agreements

• To understand the standard of evidence that the College uses when making a determination, which is by “preponderance of evidence” or “more likely than not”

• To receive written notification regarding the outcome of any College investigation or proceeding; same is allowed to the accused/Respondent

• To be given notice (to both the victim and the accused/Respondent) on: the right to file an appeal of the proceeding, any changes that should result from an appeal and when results/findings become final

• To receive information explaining the College’s responsibility of submitting a confidential report (required by the Clery Act) for the purposes of tracking campus crime statistics

• To be provided with a paper copy of the College’s Non-Discrimination, Harassment, and Sexual Misconduct Policy

• In instances of sexual misconduct (including acts of dating violence, domestic violence, stalking and sexual assault), to be provided with a Resource Guide created by Security Operations and Systems entitled, Commonly Asked Questions and Answers for Survivors of Sexual Misconduct

• To have Rights and options reviewed in more detail by one of the College’s Title IX Coordinators
Respondent’s Rights

In an investigation of alleged discrimination, harassment, sexual misconduct or crime of violence, Respondents shall be afforded the following Rights:

- To be treated with respect and dignity by the College
- To a fair, thorough, neutral, and impartial investigation of the incident
- To be informed about campus and community resources for counseling, support, and other assistance
- To request alternative class assignments or working arrangements when such accommodations relate to the problems associated with discrimination, harassment, or sexual misconduct allegations
- To be informed about the College’s investigation and conduct process/procedures
- To be informed of possible sanctions that could be imposed, if found responsible. A list of sanctions that could be imposed, based on the severity of the incident (ranking low to high) include: verbal warning, written warning, College No Contact Order, classroom/work reassignment, probation, social probation (limiting or removal from student group’s social activities, sports, etc.), community service, restitution, recommendation for external counseling, implementation of a behavioral/improvement contract, program attendance/interview, internal professional development, loss of college computer use and/or network, suspension, revocation of degree, expulsion or termination
- To have the investigation and proceedings conducted by officials who receive yearly sexual violence and misconduct training, when there are allegations of sexual misconduct
- To petition for the removal of any member of the investigation or judicial proceeding, based on demonstrated bias
- To be provided with information on the allegation of misconduct under investigation which constituted a potential violation of Mid Policies; this includes the specific section of the Policy that has been allegedly violated; the names of all involved parties, the alleged incident date(s) and location(s), and the precise conduct that allegedly created the potential violation
- To present witnesses during the investigation and have those witnesses interviewed
- To be accompanied to any related meeting or proceeding by an Advisor; the Advisor may be anyone, including a union representative from the Respondent’s collective bargaining unit or an attorney; the Advisor cannot be a person with relevant information to the allegations whom may be interviewed by the Investigator during the investigation; the Advisor may not answer questions for the Respondent regarding the subject matter of the investigation; the Advisor may observe and consult with the Respondent and take appropriate action to ensure that the investigation does not violate policies or collective bargaining agreements
- To understand the standard of evidence that the College uses when making a determination, which is by “preponderance of evidence” or “more likely than not”
- To receive simultaneous written notification (along with the Complainant) regarding the outcome of any College investigation or proceeding
- To be given information (along with Complainant) on: the right to file an appeal of the proceeding, any changes that should result from an appeal, and when results/findings become final
- To be free from retaliation by the College, the Complainant, and/or their friends, family and acquaintances within the jurisdiction of the College
To receive information explaining the College’s responsibility of submitting a confidential report (required by the Clery Act) for the purposes of tracking campus crime statistics
To be provided with a paper copy of the College’s Non-Discrimination, Harassment and Sexual Misconduct Policy
To have these Rights and options reviewed in more detail by one of the College’s Title IX Coordinators

Education, Prevention, and Resources
Mid disallows acts of Prohibited Conduct (acts of discrimination, harassment, and sexual misconduct). To avert these acts, the College brings comprehensive educational and prevention awareness programs to the campus community. These programs are intended to stop acts of discrimination, harassment, and sexual misconduct, including acts of sexual assault, dating violence, domestic violence and stalking, before they occur. Our educational opportunities promote positive and healthy behaviors that foster healthy, mutually-respectful relationships and sexuality, encourage safe bystander intervention and seek to change behavior and social norms. These programs are made available to all new incoming students and new employees through online training modules (primary prevention). Further, each July, all Mid employees are required to complete compliance training which includes modules on VAWA (Violence Against Women Act) and workplace sexual harassment. Additionally throughout the year, Human Resources, Security Operations and Systems and the Student Wellness Coordinator offer ongoing awareness and prevention campaigns and activities to students, faculty and staff.

These endeavors:

- Identify prohibited conduct in acts of discrimination, harassment and sexual misconduct including domestic violence, dating violence, sexual assault and stalking
- Define what behaviors constitute discrimination, harassment and sexual misconduct including domestic violence, dating violence, sexual assault and stalking
- Define what behaviors and actions constitute consent to sexual activity in Michigan and the definition of consent, used by Mid
- Provide safe and positive options for bystander intervention that may be carried out by an individual to intervene or prevent harm when there is a risk of crimes of violence
- Provide information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks, and increase empowerment for victims; to promote safety and help individuals and communities address conditions that facilitate violence
- Examine reporting obligations, options, and rights to report; including how and whom to report discrimination, harassment, sexual misconduct and/or violence on campus; preferences to report to local law enforcement

2018 Ongoing Education, Awareness, and Prevention Activities
As an educational institution, Mid is committed to providing ongoing education, awareness, and prevention information to members of our community surrounding acts of sexual misconduct. In keeping with the above educational efforts, Mid used an array of means to disseminate information such as presentation, interactive projects, and collaborative activities during the 2018 calendar year. Security Operations and Systems, Human Resources, Student Services, Library and Learning Services, and Student Life partnered with external agencies, such as the Michigan State Police, local law enforcement, Women’s Aid and various other external constituents to offer the following trainings, activities, events and information:
• Faculty and Staff are required to complete yearly training on sexual harassment, Title IX and Sexual Misconduct, as well as on the Campus Save Act which includes bystander intervention and risk reduction information
• The Campus Non-Discrimination, Harassment, and Sexual Misconduct Policy is sent out to all members of the campus community at the start of each Fall semester. Students new to Mid in the Winter and Summer sessions are emailed a copy of the policy and information on how to access it online, as well as information on the College’s Title IX Coordinators; individuals hired after the Fall distribution are emailed a copy of the Policy and provided similar information in their email
• Title IX Coordinators/Deputies provide informational sessions on the College’s Campus Non-Discrimination, Harassment, and Sexual Misconduct Policy
• Clothesline Project: Survivors of intimate partner violence and sexual assault decorated T-Shirts discussing their experience; The shirts were then showcased to raise awareness and build a network of recovery
• Resource pamphlets on sexual assault, intimate partner violence, stalking, and bullying are made available throughout the campuses and in areas such as Student Services, Library and Learning Services, and restrooms
• Healthy Relationship Wallet Cards were made available to all students and staff in the restrooms on both campuses. The cards provided information about the pillars of healthy relationships, as well as signs of an unhealthy relationship. Contact information for the National Teen Dating Abuse Helpline was also on the card
• Documentary screenings of “Break the Chain,” which discusses the lives of two Michigan citizens that are survivors of Human Trafficking. Resource information for victims of human trafficking was made available to those in attendance
• Women’s Self Defense Course was offered free of charge to students and staff. The course focused on situational awareness, as well as self-defense techniques for women
• The Clare County Prosecutor’s Office held a community event on Human Trafficking Awareness at the Harrison campus. This was open area wide to all members of the campus and community
• Movie presentation of “Hidden Figures,” with panel discussion following. The discussion focused on #METOO and #TIMESUP.

Bystander Intervention Strategies
Bystanders can play a pivotal role in the prevention of sexual and relationship violence. They are the members of the campus community who observe violence or witness the conditions that perpetuate violence, are not directly involved, but have the choice to intervene, speak up, or act. At any given point in time, all members of the Mid community could be bystanders and would have an important role in preventing acts of discrimination, harassment and sexual misconduct when exposed to such situations. Being an active bystander can include:

• Speaking out against statements, attitudes, or behaviors that may perpetuate a culture endorsing violence as acceptable or inevitable
• Naming and stopping situations that could lead to acts of discrimination, harassment, or sexual misconduct
• Stepping in during a high-risk incident whether by disruption, distraction, speaking up, or calling for help so others can step in
• Supporting and believing others when they feel uncomfortable or hurt
• Helping others respond to problematic situations
**Being an active bystander does not mean that one should risk their own personal safety.** There is a choice of appropriate actions to be made, depending on the bystander and the situation at hand. It is wise to be aware of the situation, interpret if the situation requires intervention, assume responsibility for intervening, choosing the manner in which to become involved, and determine how to effectively help. This could mean leaving the situation and seeking outside help.

**Risk Reduction Strategies**
Recognizing that only abusers are responsible for their actions and with no intent to blame the victim, below are some strategies to reduce one’s risk of falling victim to acts of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network)

- Be aware of your surroundings. Knowing where you are and who is around you may help you find a way of escaping a bad situation
- Try to avoid isolated areas. Obviously, it is more difficult to get help if no one is around
- Walk with purpose. Even if you don’t know where you are going, walk confidently and act like you do
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be
- Make sure your cell phone is with you and charged.
- Don’t allow yourself to be isolated with someone you do not know or someone you do not trust
- When using a headset, avoid putting earphones in both ears so that you can be more audibly aware of your surroundings, especially when walking alone
- Be careful about posting your location. Many social media sites use geolocation to publicly share your location
- Don’t leave your drink unattended and do not accept drinks from people you do not know or trust
- Watch out for your friends, and vice versa
- If you suspect that you or a friend has been drugged, contact local law enforcement immediately—Call 9-1-1!

**Recommended Procedures for Victims of Sexual Misconduct**
An individual who has been the victim of sexual misconduct including acts of domestic violence, dating violence, sexual assault, stalking or any other form of sexual misconduct is encouraged to immediately report the incident to one of the College’s Title IX Coordinators or designee or to local law enforcement with responding jurisdiction. The following information is provided by the College as a general guideline:

- Delayed reporting may limit the College’s ability to investigate and remedy the misconduct.
- Mid strongly encourages the victim(s) of sexual misconduct to report the incident to law enforcement but recognizes that it is the victim’s choice and the victim has the right to decline police involvement. Mid will assist a victim in notifying local law enforcement if they so choose.
- Meet with one of the College’s Title IX Coordinators who can provide a victim with a list of their rights, including information on interim measures. The College can provide such assistance as: changes to academic matters, modes of transportation, working situations, protective measures such as separating the parties, placing limitations on contact between the parties, making alternate class placement, workplace arrangements, increased security, or monitoring of certain areas of campus. These measure are offered regardless of whether or not a victim chooses to report the matter to law enforcement or participate in the College’s judicial process. The College will maintain as confidential any measure provided, to the extent that maintaining such confidentiality would not impair the ability to provide such measure.
• The College can provide a victim with institutional and community information on external counseling, health, victim advocacy, mental health, legal assistance, visa and immigration assistance, student financial aid, and other services available to them.
• Consider obtaining a restraining order/personal protection order or similar lawful orders issued by a criminal court or family court. One of the College’s Title IX Coordinators can provide information on how to file for a restraining order/personal protection order.
• Victims of violent crimes are encouraged to preserve evidence by making sure that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a Protection Order from the Court.
• Victims of sexual violence/assault, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and if necessary, a rape examination has been performed. Clothes should not be changed.
• Victims are encouraged to seek immediate medical attention and/or a forensic examination at a local hospital. This specialized examination includes a compilation of medical history, a physical examination, treatment for injury, emergency contraception, and preventive treatment for sexually transmitted infections.
• Victims of sexual assault may choose to obtain a sexual assault forensic exam (commonly referred to as a rape kit) through a Sexual Assault Nurse Examiner (SANE). The SANE Nurses have received specialized training in treating victims of sexual assault and are generally on-call 24 hours a day. They not only examine a victim as a health professional, but they approach their work with specialized sensitivity and knowledge. They assess, document, and preserve evidence for the legal aspects, should the victim choose to file a criminal complaint. SANE personnel can provide the victim with additional information such as counseling care or follow-up testing, such as HIV.
• In instances of harassment or stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than bodily evidence. It is still necessary to take steps to preserve data in these instances, as well.
• If a victim reports an act of misconduct to a Campus Security Authority, they are obligated to refer the matter to one of the College’s Title IX Coordinators for review, regardless of the Complainant’s desire to file criminal charges or to participate in the College’s judicial process. The Title IX Coordinator will report the disclosed incident to Security Operations and Systems, eliminating any personally identifiable information about the parties involved. This information will be reviewed and a determination will be made of the need to include the incident in the College’s Daily Crime Log and Annual Security Report (pursuant to Clery Act requirements).

Confidential Resources and Support
The College encourages individuals who have experienced acts of criminal or sexual violence to report the conduct to one of the College’s Title IX Coordinators or Deputy and/or local law enforcement. However, the College understands that there are many barriers to reporting, both individual and societal. Not every individual will choose to make a formal report, but still may need someone to speak with in confidentiality who is not required to report the incident to one of the College’s Title IX Coordinators. As the College does not have a counseling or health center and in an effort to support an individual’s rights to speak with someone in confidentiality, the College maintains a Community Resource Page. Information on external resources may also be obtained from the Student Wellness Coordinator, Amy Goethe, via e-mail at agoethe@midmich.edu or by phone at (989) 386-6622, ext. 256.

Individuals who wish to remain anonymous but have experienced acts of criminal or sexual violence on any of Mid’s campus locations, at college sponsored activities or events, or off campus (when the
perpetrator is a member of the campus community) are encouraged to consider submitting as anonymous report using the Security Concern/Tip Line Report Form. Submission of this report permits the Clery Compliance Officer to determine if the incident should be reported among the crime statistics in the Annual Security Report. The College is required to disclose crime statistics in the Report, per Federal Law, specifically the Clery Act. (The most current Annual Security Report is available on the Safety and Security webpage).

**Community Resources**

The College realizes the importance of having community references readily available. A list of external resources is housed on the College’s website, entitled Community Assistance Resources, as well on the Campus Safety webpage. Information on both pages is updated regularly.

Additionally, the College has assembled a ‘commonly asked questions and answers’ booklet for survivors of sexual misconduct which is available on the College’s Title IX webpage. The Guide provides information on survivor reporting options, both through the College and to local law enforcement, resources available on and off campus, information on SANE examinations, how to obtain a College No Contact Order as well as a Personal Protection Order from the Courts, etc. A resource handbook, published in 2018 by the Office of the Governor in conjunction with the First Lady of Michigan, entitled A Resource for Campus Sexual Assault Survivors, Friends, and Family is also available.

**State of Michigan Crimes and Definitions**

The definitions provided earlier within this document regarding sexual assault, domestic violence, dating violence, and stalking are broad and meant to help address the College’s administrative judicial process. They are not intended to mirror the legal system. However, these acts of misconduct may also be violations of Michigan Law and subject to prosecution. Below, for reference, are some of Michigan’s crimes and definitions as they relate to sexual assault, domestic violence, dating violence, and stalking. Reference information is also provided for Michigan’s Personal Protection Orders as well as Sexual Assault Victims Access to Justice.

*Domestic Violence (includes dating violence) – MCL § 750.81*

Domestic Violence = assault or assault and battery of:

- 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
- a resident or former resident of his or her household

“Dating relationship” means 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 individuals in a business or social context. (M.C.L. § 750.81(7)).

*Aggravated Domestic Violence (includes dating violence) – MCL § 750.81a*

Assaults any of the following individuals, without a weapon, and inflicts serious or aggravated injury (without intent to commit murder or inflict great bodily harm less than murder):

- 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
Sexual Assault = Criminal Sexual Conduct – MCL § 750.520a
“Sexual contact” includes 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.
- Out of anger.

"Sexual penetration" means 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.

"Victim" means the person alleging to have been subjected to criminal sexual conduct.

Criminal Sexual Conduct First Degree – MCL § 750.520b
Criminal Sexual Conduct Second Degree - MCL § 750.520c
Criminal Sexual Conduct Third Degree - MCL § 750.520d
Criminal Sexual Conduct Fourth Degree - MCL § 750.520e

Consent
In Michigan, consent is not an element of criminal sexual conduct that prosecutors are required to disprove
beyond a reasonable doubt. Rather, consent is an affirmative defense available for defendants who are
charged with committing criminal sexual conduct under some of the provided circumstances. For example,
consent may be used to negate the elements of ‘force or coercion’ under MCL 750.520b(1)(d)(ii); however,
it is not available for criminal sexual conduct occurring “under circumstances involving the commission
of any other felony” as provided in MCL 750.520b(1)(c).

Michigan’s standard criminal jury instructions state that [a] person consents to a sexual act by agreeing to
it freely and willingly, without being forced or coerced. It is not necessary to show that the complainant
resisted the defendant to prove that this crime was committed. Nor is it necessary to show that complainant
did anything to lessen the damage to him/herself. (MI Crim JI 20.27) Therefore, consent is likely to be
defined as a free and willing agreement to engage in a sexual act, provided without force or coercion,
between individuals who are of sufficient age and are not mentally incapable, mentally disabled, mentally
incapacitated or physically helpless.

Stalking – MCL § 750.411h
(a) “Course of conduct” means a pattern of conduct composed of a series of 2 or more separate non-
continuous acts evidencing a continuity of purpose.

(b) “Emotional distress” means significant mental suffering or distress that may, but does not necessarily,
require medical or other professional treatment or counseling.

(c) “Harassment” means 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.

(d) “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.

(e) “Unconsented contact” means 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:

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

(f) “Victim” means an individual who is the target of a willful course of conduct involving repeated or continuing harassment.

Aggravated Stalking – MCL § 750.411i

(a) “Course of conduct,” means a pattern of conduct composed of a series of 2 or more separate non-continuous acts evidencing a continuity of purpose.

(b) “Credible threat” means a threat to kill another individual or a threat to inflict physical injury upon another individual that is made in any manner or in any context that causes the individual hearing or receiving the threat to reasonably fear for his or her safety or the safety of another individual.

(c) “Emotional distress” means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

(d) “Harassment” means 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.

(e) “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.

(f) “Unconsented contact” means 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:

(i) Following or appearing within the sight of that individual.
(ii) Approaching or confronting that individual in a public place or on private property.
(iii) Appearing at that individual's workplace or residence.
(iv) Entering onto or remaining on property owned, leased, or occupied by that individual.
(v) Contacting that individual by telephone.
(vi) Sending mail or electronic communications to that individual.
(vii) Placing an object on, or delivering an object to, property owned, leased, or occupied by that individual.
(g) “Victim” means an individual who is the target of a willful course of conduct involving repeated or continuing harassment

An individual who engages in stalking is guilty of aggravated stalking if the violation involves any of the following circumstances:

(a) At least 1 of the actions constituting the offense is in violation of a restraining order and the individual has received actual notice of that restraining order or at least 1 of the actions is in violation of an injunction or preliminary injunction.

(b) At least 1 of the actions constituting the offense is in violation of a condition of probation, a condition of parole, a condition of pretrial release, or a condition of release on bond pending appeal.

(c) The course of conduct includes the making of 1 or more credible threats against the victim, a member of the victim's family, or another individual living in the same household as the victim.

(d) The individual has been previously convicted of a violation of this section or section 411h.

Personal Protection Order - MCL § 600.2950

Personal protection order; restraining or enjoining spouse, former spouse, individual with child in common, individual in dating relationship, or person residing or having resided in same household from certain conduct; respondent required to carry concealed weapon; omitting address of residence from documents; issuance, contents, effectiveness, duration, and service of personal protection order; entering order into law enforcement information network; notice; failure to comply with order; false statement to court; enforcement; respondent less than 18 years of age; ownership interest in animal; definitions.

Section 2950:

(1) Except as otherwise provided in subsections (26) and (27), by commencing an independent action to obtain relief under this section, by joining a claim to an action, or by filing a motion in an action in which the petitioner and the individual to be restrained or enjoined are parties, an individual may petition the family division of circuit court to enter a personal protection order to restrain or enjoin a spouse, a former spouse, an individual with whom he or she has had a child in common, an individual with whom he or she has or has had a dating relationship, or an individual residing or having resided in the same household as the petitioner from doing 1 or more of the following:

(a) Entering onto premises.
(b) Assaulting, attacking, beating, molesting, or wounding a named individual.
(c) Threatening to kill or physically injure a named individual.
(d) Removing minor children from the individual having legal custody of the children, except as otherwise authorized by a custody or parenting time order issued by a court of competent jurisdiction.
(e) Purchasing or possessing a firearm.
(f) Interfering with petitioner's efforts to remove petitioner's children or personal property from premises that are solely owned or leased by the individual to be restrained or enjoined.
(g) Interfering with petitioner at petitioner's place of employment or education or engaging in conduct that impairs petitioner's employment or educational relationship or environment.
(h) If the petitioner is a minor who has been the victim of sexual assault, as that term is defined in section 2950a, by the respondent and if the petitioner is enrolled in a public or nonpublic school that operates any of grades K to 12, attending school in the same building as the petitioner.
(i) Having access to information in records concerning a minor child of both petitioner and respondent that will inform respondent about the address or telephone number of petitioner and petitioner's minor child or about petitioner's employment address.

(j) Engaging in conduct that is prohibited under section 411h or 411i of the Michigan penal code, 1931 PA 328, MCL 750.411h and 750.411i.

(k) Any of the following with the intent to cause the petitioner mental distress or to exert control over the petitioner with respect to an animal in which the petitioner has an ownership interest:
   (i) Injuring, killing, torturing, neglecting, or threatening to injure, kill, torture, or neglect the animal. A restraining order that enjoins conduct under this subparagraph does not prohibit the lawful killing or other use of the animal as described in section 50(11) of the Michigan penal code, 1931 PA 328, MCL 750.50.
   (ii) Removing the animal from the petitioner's possession.
   (iii) Retaining or obtaining possession of the animal.

(l) Any other specific act or conduct that imposes upon or interferes with personal liberty or that causes a reasonable apprehension of violence.

(2) If the respondent is a person who is issued a license to carry a concealed weapon and is required to carry a weapon as a condition of his or her employment, a police officer licensed or certified by the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615, a sheriff, a deputy sheriff or a member of the Michigan department of state police, a local corrections officer, department of corrections employee, or a federal law enforcement officer who carries a firearm during the normal course of his or her employment, the petitioner shall notify the court of the respondent's occupation before issuance of the personal protection order. This subsection does not apply to a petitioner who does not know the respondent's occupation.

(3) A petitioner may omit his or her address of residence from documents filed with the court under this section. If a petitioner omits his or her address of residence, the petitioner shall provide the court with a mailing address.

(4) The court shall issue a personal protection order under this section if the court determines that there is reasonable cause to believe that the individual to be restrained or enjoined may commit 1 or more of the acts listed in subsection (1). In determining whether reasonable cause exists, the court shall consider all of the following:

(a) Testimony, documents, or other evidence offered in support of the request for a personal protection order.
(b) Whether the individual to be restrained or enjoined has previously committed or threatened to commit 1 or more of the acts listed in subsection (1).

(5) A court shall not issue a personal protection order that restrains or enjoins conduct described in subsection (1)(a) if all of the following apply:

(a) The individual to be restrained or enjoined is not the spouse of the moving party.
(b) The individual to be restrained or enjoined or the parent, guardian, or custodian of the minor to be restrained or enjoined has a property interest in the premises.
(c) The moving party or the parent, guardian, or custodian of a minor petitioner has no property interest in the premises.

(6) A court shall not refuse to issue a personal protection order solely because of the absence of any of the following:
(a) A police report.
(b) A medical report.
(c) A report or finding of an administrative agency.
(d) Physical signs of abuse or violence.

(7) If the court refuses to grant a personal protection order, it shall state immediately in writing the specific reasons it refused to issue a personal protection order. If a hearing is held, the court shall also immediately state on the record the specific reasons it refuses to issue a personal protection order.

(8) A court shall not issue a mutual personal protection order. Correlative separate personal protection orders are prohibited unless both parties have properly petitioned the court under subsection (1).

(9) A personal protection order is effective and immediately enforceable anywhere in this state after being signed by a judge. Upon service, a personal protection order may also be enforced by another state, an Indian tribe, or a territory of the United States.

(10) The issuing court shall designate a law enforcement agency that is responsible for entering a personal protection order into the law enforcement information network as provided by the C.J.I.S. policy council act, 1974 PA 163, MCL 28.211 to 28.215.

(11) A personal protection order must include all of the following, to the extent practicable in a single form:

(a) A statement that the personal protection order has been entered to restrain or enjoin conduct listed in the order and that violation of the personal protection order will subject the individual restrained or enjoined to 1 or more of the following:

   (i) If the respondent is 17 years of age or older, immediate arrest and the civil and criminal contempt powers of the court and, if he or she is found guilty of criminal contempt, imprisonment for not more than 93 days and a fine of not more than $500.00.

   (ii) If the respondent is less than 17 years of age, immediate apprehension or being taken into custody and the dispositional alternatives listed in section 18 of chapter XIIA of the probate code of 1939, 1939 PA 288, MCL 712A.18.

   (iii) If the respondent violates the personal protection order in a jurisdiction other than this state, the enforcement procedures and penalties of the state, Indian tribe, or United States territory under whose jurisdiction the violation occurred.

(b) A statement that the personal protection order is effective and immediately enforceable anywhere in this state after being signed by a judge and that, upon service, a personal protection order also may be enforced by another state, an Indian tribe, or a territory of the United States.

(c) A statement listing the type or types of conduct enjoined.

(d) An expiration date stated clearly on the face of the order.

(e) A statement that the personal protection order is enforceable anywhere in this state by any law enforcement agency.

(f) The name of the law enforcement agency designated by the court to enter the personal protection order into the law enforcement information network.

(g) For ex parte orders, a statement that the individual restrained or enjoined may file a motion to modify or rescind the personal protection order and request a hearing within 14 days after the individual restrained or enjoined has been served or has received actual notice of the order and that motion forms and filing instructions are available from the clerk of the court.
(12) A court shall issue an ex parte personal protection order without written or oral notice to the individual restrained or enjoined or his or her attorney if it clearly appears from specific facts shown by a verified complaint, written motion, or affidavit that immediate and irreparable injury, loss, or damage will result from the delay required to effectuate notice or that the notice will itself precipitate adverse action before a personal protection order can be issued.

(13) A personal protection order issued under subsection (12) is valid for not less than 182 days. The individual restrained or enjoined may file a motion to modify or rescind the personal protection order and request a hearing under the Michigan court rules. A motion to modify or rescind the personal protection order must be filed within 14 days after the order is served or after the individual restrained or enjoined has received actual notice of the personal protection order unless good cause is shown for filing the motion after the 14 days have elapsed.

(14) Except as otherwise provided in this subsection, the court shall schedule a hearing on a motion to modify or rescind the ex parte personal protection order within 14 days after the motion is filed. If the respondent is a person described in subsection (2) and the personal protection order prohibits him or her from purchasing or possessing a firearm, the court shall schedule a hearing on the motion to modify or rescind the ex parte personal protection order within 5 days after the motion is filed.

(15) The clerk of the court that issues a personal protection order shall do all of the following immediately upon issuance and without requiring a proof of service on the individual restrained or enjoined:

(a) File a true copy of the personal protection order with the law enforcement agency designated by the court in the personal protection order.
(b) Provide the petitioner with 2 or more true copies of the personal protection order.
(c) If the respondent is identified in the pleadings as a law enforcement officer, notify the officer's employing law enforcement agency, if known, about the existence of the personal protection order.
(d) If the personal protection order prohibits the respondent from purchasing or possessing a firearm, notify the county clerk of the respondent's county of residence about the existence and contents of the personal protection order.
(e) If the respondent is identified in the pleadings as a department of corrections employee, notify the state department of corrections about the existence of the personal protection order.
(f) If the respondent is identified in the pleadings as being a person who may have access to information concerning the petitioner or a child of the petitioner or respondent and that information is contained in friend of the court records, notify the friend of the court for the county in which the information is located about the existence of the personal protection order.

(16) The clerk of the court shall inform the petitioner that he or she may take a true copy of the personal protection order to the law enforcement agency designated by the court under subsection (10) to be immediately entered into the law enforcement information network.

(17) The law enforcement agency that receives a true copy of a personal protection order under subsection (15) or (16) shall immediately and without requiring proof of service enter the personal protection order into the law enforcement information network as provided by the C.J.I.S. policy council act, 1974 PA 163, MCL 28.211 to 28.215.

(18) A personal protection order issued under this section must be served personally or by registered or certified mail, return receipt requested, delivery restricted to the addressee at the last known address or addresses of the individual restrained or enjoined or by any other manner allowed by the Michigan court rules. If the individual restrained or enjoined has not been served, a law enforcement officer or clerk of the court who knows that a personal protection order exists may, at any time, serve the individual restrained or
enjoined with a true copy of the order or advise the individual restrained or enjoined of the existence of the personal protection order, the specific conduct enjoined, the penalties for violating the order, and where the individual restrained or enjoined may obtain a copy of the order. If the respondent is less than 18 years of age, the parent, guardian, or custodian of the individual must also be served personally or by registered or certified mail, return receipt requested, delivery restricted to the addressee at the last known address or addresses of the parent, guardian, or custodian. A proof of service or proof of oral notice must be filed with the clerk of the court issuing the personal protection order. This subsection does not prohibit the immediate effectiveness of a personal protection order or its immediate enforcement under subsections (21) and (22).

(19) The clerk of the court that issued the personal protection order shall immediately notify the law enforcement agency that received the personal protection order under subsection (15) or (16) if either of the following occurs:

(a) The clerk of the court receives proof that the individual restrained or enjoined has been served.
(b) The personal protection order is rescinded, modified, or extended by court order.

(20) The law enforcement agency that receives information under subsection (19) shall enter the information or cause the information to be entered into the law enforcement information network as provided by the C.J.I.S. policy council act, 1974 PA 163, MCL 28.211 to 28.215.

(21) Subject to subsection (22), a personal protection order is immediately enforceable anywhere in this state by any law enforcement agency that has received a true copy of the order, is shown a copy of it, or has verified its existence on the law enforcement information network as provided by the C.J.I.S. policy council act, 1974 PA 163, MCL 28.211 to 28.215.

(22) If the individual restrained or enjoined has not been served, a law enforcement agency or officer responding to a call alleging a violation of a personal protection order shall serve the individual restrained or enjoined with a true copy of the order or advise the individual restrained or enjoined of the existence of the personal protection order, the specific conduct enjoined, the penalties for violating the order, and where the individual restrained or enjoined may obtain a copy of the order. The law enforcement officer shall enforce the personal protection order and immediately enter or cause to be entered into the law enforcement information network that the individual restrained or enjoined has actual notice of the personal protection order. The law enforcement officer also shall file a proof of service or proof of oral notice with the clerk of the court issuing the personal protection order. If the individual restrained or enjoined has not received notice of the personal protection order, the individual restrained or enjoined must be given an opportunity to comply with the personal protection order before the law enforcement officer makes a custodial arrest for violation of the personal protection order. The failure to immediately comply with the personal protection order is grounds for an immediate custodial arrest. This subsection does not preclude an arrest under section 15 or 15a of chapter IV of the code of criminal procedure, 1927 PA 175, MCL 764.15 and 764.15a, or a proceeding under section 14 of chapter XIIA of the probate code of 1939, 1939 PA 288, MCL 712A.14.

(23) An individual who is 17 years of age or older and who refuses or fails to comply with a personal protection order under this section is subject to the criminal contempt powers of the court and, if found guilty, must be imprisoned for not more than 93 days and may be fined not more than $500.00. An individual who is less than 17 years of age and who refuses or fails to comply with a personal protection order issued under this section is subject to the dispositional alternatives listed in section 18 of chapter XIIA of the probate code of 1939, 1939 PA 288, MCL 712A.18. The criminal penalty provided under this section may be imposed in addition to a penalty that may be imposed for another criminal offense arising from the same conduct.
(24) An individual who knowingly and intentionally makes a false statement to the court in support of his or her petition for a personal protection order is subject to the contempt powers of the court.

(25) A personal protection order issued under this section is also enforceable under section 15b of chapter IV of the code of criminal procedure, 1927 PA 175, MCL 764.15b, and chapter 17.

(26) A court shall not issue a personal protection order that restrains or enjoins conduct described in subsection (1) if any of the following apply:

(a) The respondent is the un-emancipated minor child of the petitioner.
(b) The petitioner is the un-emancipated minor child of the respondent.
(c) The respondent is a minor child less than 10 years of age.

(27) If the respondent is less than 18 years of age, issuance of a personal protection order under this section is subject to chapter XIIA of the probate code of 1939, 1939 PA 288, MCL 712A.1 to 712A.32.

(28) A personal protection order that is issued before March 1, 1999 is not invalid on the ground that it does not comply with 1 or more of the requirements added by 1998 PA 477.

(29) For purposes of subsection (1)(k), a petitioner has an ownership interest in an animal if 1 or more of the following are applicable:

(a) The petitioner has a right of property in the animal.
(b) The petitioner keeps or harbors the animal.
(c) The animal is in the petitioner's care.
(d) The petitioner permits the animal to remain on or about premises occupied by the petitioner.

(30) As used in this section:

(a) "Dating relationship" means frequent, intimate associations primarily characterized by the expectation of affectional involvement. Dating relationship does not include a casual relationship or an ordinary fraternization between 2 individuals in a business or social context.
(b) "Federal law enforcement officer" means an officer or agent employed by a law enforcement agency of the United States government whose primary responsibility is the enforcement of laws of the United States.
(c) "Neglect" means that term as defined in section 50 of the Michigan penal code, 1931 PA 328, MCL 750.50.
(d) "Personal protection order" means an injunctive order issued by the family division of circuit court restraining or enjoining activity and individuals listed in subsection (1).

Crime Victim's Rights Act (Excerpt) - MCL § 780.756
Notice to be given victim; consultation with prosecuting attorney; persons to be informed of victim's current address and telephone number.

Sec. 6.

(1) Not later than 7 days after the defendant's arraignment for a crime, but not less than 24 hours before a preliminary examination, the prosecuting attorney shall give to each victim a written notice in plain English of each of the following:

(a) A brief statement of the procedural steps in the processing of a criminal case.
(b) A specific list of the rights and procedures under this article.
(c) A convenient means for the victim to notify the prosecuting attorney that the victim chooses to exercise his or her rights under this article.
(d) Details and eligibility requirements for compensation from the crime victim services commission under 1976 PA 223, MCL 18.351 to 18.368.
(e) Suggested procedures if the victim is subjected to threats or intimidation.
(f) The person to contact for further information.

(2) If the victim requests, the prosecuting attorney shall give the victim notice of any scheduled court proceedings and any changes in that schedule.

(3) Before finalizing any negotiation that may result in a dismissal, plea or sentence bargain, or pretrial diversion, the prosecuting attorney shall offer the victim the opportunity to consult with the prosecuting attorney to obtain the victim's views about the disposition of the prosecution for the crime, including the victim's views about dismissal, plea or sentence negotiations, and pretrial diversion programs.

(4) A victim who receives a notice under subsection (1) and who chooses to receive any notice or exercise any right under this article shall keep the following persons informed of the victim's current address and telephone number:

(a) The prosecuting attorney, until final disposition or completion of the appellate process, whichever occurs later.
(b) The department of corrections or the sheriff, as the prosecuting attorney directs, if the defendant is imprisoned.
(c) The department of human services or county juvenile agency, as the prosecuting attorney directs, if the defendant is held in a juvenile facility.
(d) The hospital or facility, as the prosecuting attorney directs, if the defendant is hospitalized in or admitted to a hospital or a facility.

Sexual Assault Victim’s Access to Justice Act 319 of 2014 MCL § 752.952
Definitions. Sec. 2. As used in this act:

(a) "Forensic laboratory" means a DNA laboratory that has received formal recognition that it meets or exceeds a list of standards, including the FBI director's quality assurance standards, to perform specific tests, established by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic community in accordance with the provisions of the federal DNA identification act, 42 USC 14132, or subsequent laws.

(b) "Investigating law enforcement agency" means the local, county, or state law enforcement agency with the primary responsibility for investigating an alleged sexual assault offense case and includes the employees of that agency. Investigating law enforcement agency includes a law enforcement agency of a community college or university if that law enforcement agency of a community college or university is responsible for collecting sexual assault evidence.

(c) "Law enforcement agency" means the local, county, or state law enforcement agency and includes the employees of that agency. Law enforcement agency includes a law enforcement agency of a community college or university.

(d) "Sexual assault evidence kit" means that term as defined in section 21527 of the public health code, 1978 PA 368, MCL 333.21527.
(e) "Sexual assault offense" means a violation or attempted violation of sections 520b to 520g of the Michigan penal code, 1931 PA 328, MCL 750.520b to 750.520g.

(f) "Sexual assault victim" means an individual subjected to a sexual assault offense and, for the purposes of making communications and receiving notices under this act, a person designated by the sexual assault victim under section 4.

Information and notice to be provided to sexual assault victim- MCL § 752.953
Sec. 3.

(1) Within 24 hours after the initial contact between a sexual assault victim and the investigating law enforcement agency, that investigating law enforcement agency shall give the sexual assault victim a written copy of, or access to, the following information:

(a) Contact information for a local community-based sexual assault services program, if available.
(b) Notice that he or she can have a sexual assault evidence kit administered and that he or she cannot be billed for this examination as provided in section 5a of 1976 PA 223, MCL 18.355a.
(c) Notice that he or she may choose to have a sexual assault evidence kit administered without being required to participate in the criminal justice system or cooperate with law enforcement as provided in section 5a of 1976 PA 223, MCL 18.355a.
(d) Notice of the right to request information under sections 5 and 6.
(e) Notice of the right to request a personal protection order as provided in section 2950 or 2950a of the revised judicature act of 1961, 1961 PA 236, MCL 600.2950 and 600.2950a.

(2) The information and notice provided under subsection (1) shall also include the notice required under the William Van Regenmorter crime victim's rights act, 1985 PA 87, MCL 780.751 to 780.834.

(3) The Michigan domestic and sexual violence prevention and treatment board, in consultation with law enforcement, shall develop a sample notice card for sexual assault victims. The card shall be made available electronically to Michigan law enforcement agencies no later than June 30, 2015.

(4) Beginning not later than September 30, 2015, law enforcement agencies shall provide sexual assault victims with the information required in subsection (1).

Release of sexual assault kit evidence MCL § 752.933
Sec. 3.

(1) A health care facility that has obtained written consent to release sexual assault kit evidence shall notify the investigating law enforcement agency, if known, or the law enforcement agency having jurisdiction in that portion of the local unit of government in which the medical facility is located of that fact within 24 hours after obtaining that consent.

(2) A health care facility that has not obtained written consent to release any sexual assault kit evidence shall inform the individual from whom sexual assault kit evidence was obtained of its sexual assault kit evidence storage policy. The information provided under this subsection shall include a statement of the period for which that evidence will be stored before it is destroyed and how the individual can have the evidence released to the investigating law enforcement agency at a later date. Any sexual assault kit evidence that is not released to a law enforcement agency under this section shall be stored for a minimum of 1 year before it is destroyed.
Section X: Understanding the What, Where, and How of Crime Statistics Reported

Under the Clery Act, for incidents to be properly included in the crime statistics, the offense must occur on Clery-defined campus geography, meet the definition of a Clery crime, and be reported to a Campus Security Authority or a law enforcement agency with proper jurisdiction. This information is aggregated by the Office of Security Operations and Systems and distributed in this Report. Crime statistics and policy information is compiled in cooperation with various Mid Departments, Campus Security, Campus Security Authorities, as well as from state and/or local law enforcement agencies who have jurisdiction over the College’s Clery geography.

Campus Geography

- **On-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; and Any building or property that is within or reasonably contiguous to the above paragraph of this definition, that is owned by the institution but controlled by another person and is frequently used by students and supports institutional purposes

- **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.

- **Non-Campus Buildings or Property.** Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographical area of the institution

Clery Reportable Crimes

The Clery Act requires Institutions of Higher Education to use the FBI’s Federal Uniform Crime Reporting Program and includes four general categories of crimes: Criminal Offenses, Hate Crimes, Violence Against Women Act Crimes (VAWA), and Arrests and Referrals for disciplinary action for weapons, alcohol and other drugs. Statistics for each of the four general categories must be disclosed, independently. This means that should an incident occur that meets one or more of the definitions in the below categories, it must be reported in each category.

**Criminal Offenses**

- **Criminal Homicide**
  - Murder/Non-Negligent Manslaughter. *The willful (non-negligent) killing of one human being by another*
  - Manslaughter by Negligence. *The killing of another person through gross negligence*

- **Sexual Assault**
  - 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” and includes:
    - **Rape** - 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; This offense includes the rape of both males and females
    - **Statutory Rape** - Is sexual intercourse with a person who is under the age of consent
    - **Fondling** - Is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity
Incest - Is the sexual intercourse between persons who are related to each other within the degrees where in marriage is prohibited by law

- 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

- 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

- Burglary
  The unlawful entry of a structure to commit a felony or a theft (does not include a motor vehicle)

- Motor Vehicle Theft
  The theft or attempted theft of a motor vehicle

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

Hate Crimes
A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the offender’s bias against the victim. Under Clery there are 8 possible bias: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin and disability. Hate crimes include any of the above defined criminal offenses and the following:

- Larceny-Theft
  The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another

- Simple Assault
  The unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness

- Intimidation
  To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack

- Destruction/Damage/Vandalism of Property
  To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it

Violence Against Women Act Crimes (VAWA):

- 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; The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relations, and the frequency of interaction between the persons involved in the relations; For the purposes of this definition dating violence includes, but is not limited to sexual or physical abuse or the threat of such abuse; Dating violence does not include acts covered under the definition of domestic violence
• **Domestic Violence**
  
  *Is a felony or misdemeanor crime of violence committed:*
  
  - By a current or former spouse or intimate partner of the victim
  - By a person with whom the victim shares a child in common
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner
  - 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
  - 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

• **Stalking**
  
  *Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:*
  
  - Fear for the person’s safety or the safety of others; or
  - Suffer substantial emotional distress

  *For the purpose of this definition -*
  
  - **Course of Conduct:** Two or more acts, including, but not limited to, acts in 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
  
  - **Reasonable Person:** Means a reasonable person under similar circumstances and with similar identities to the victim
  
  - **Substantial Emotional Distress:** Means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling

  *Sexual Assault is also a VAWA Crime, and is considered in the FBI’s Federal Uniform Crime Reporting Program and is included in the criminal offenses above.*

**Arrests and Referrals for Disciplinary Action**

These are statistics for violation of the law that occur on campus defined Clery geography and result in an arrest or persons being referred for disciplinary action through the conduct system. This does not include violations of campus policies that result in disciplinary action if no violation of law occurred.

• **Weapons**
  
  *Carrying, possessing, etcetera; the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons and encompasses weapons offenses that are regulatory in nature*

• **Drug Abuse Violations**
  
  *The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance; Arrest for violation of state and local laws, specifically those related to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs*
Liquor Law Violations

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (i.e. minor in possession, furnishing alcohol to a minor, etc.; DOES NOT include driving under the influence and Drunk and Disorderly)

The Clery Act includes statistics for weapons, drug, and liquor law violations as described above that are referred for disciplinary action and are violations of the law. Clery defines “referred for disciplinary action” as the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. All referrals are managed by the Office of Security Operations and Systems.

Campus Security Authorities

The Federal Clery Act requires the College to include, in this Annual Security Report, certain criminal offense statistics that are reported to local police, Campus Security, or Campus Security Authorities (CSA). A ‘CSA’ is any official of the institution that has “significant responsibility for student and campus activities.” CSAs have a duty to report any crime disclosed to them, witnessed by them, or provided through third-party information. This information must be reported to Security Operations and Systems (SOS). Security Operations and Systems will review the reported crime and determine what, if any, actions may be required; examples include issuance of a Timely Warning, inclusion in the Daily Crime Log, and a review of the criminal offense for possible inclusion in the disclosure of Annual Crime Statistics.

Identification of CSAs

Security Operations and Systems works with Human Resources to review and determine what positions at the College, due to their job functions, would meet the criteria of a CSA. Annually, Security Operations and Systems reviews the previous year’s list and distributes it to various Vice Presidents, Deans, Department Heads and Human Resources for assistance in updating the list. This process allows for the identification of any new positions where the job function may qualify as a CSA, as well as for removing any position or individual who no longer functions in the capacity of a CSA.

Notification and Training of CSAs

Working from the updated list of CSAs, Security Operations and Systems compiles a list and notifies these individuals of their role, responsibilities, and reporting obligations. This notice also outlines training requirements, including dates for completion. SOS tracks completion of the required trainings and should a CSA fail to complete the training, their Supervisor is notified and disciplinary action may be taken.

The College strongly encourages all College employees to complete their training programs offered through Human Resources and Security Operations and Systems. These programs familiarize employees and especially Campus Security Authorities with their obligations under federal law and applicable College policies and although our intent is to educate employees on these accountabilities, they are, in fact, required trainings.

For individuals that are hired or transfer positions after the annual notification and training, SOS receives Employee new hire/transfer reports from Human Resources and if someone new is regarded as a CSA, this will be noted. If the individual does not appear on the established list (from a previous position), an e-mail is sent to them making them aware of their role, responsibilities and required trainings.

Reporting an Incident

All CSAs are required to report any crimes or occurrences of discrimination, harassment, or sexual misconduct that they are made aware of. The report should include a description of the crime or incident
and when appropriate, personally identifying information including the name and contact information of the involved individuals. This information is pertinent in efforts to keep the campus community safe and informed. This allows for investigation and ensures the proper statistical inclusion in this Annual Security Report. It also facilitates processes and provides appropriate support and institutional response in cases of discrimination, harassment, and all categories of sexual misconduct. It should be noted that no personally-identifiable information is included when reporting crime statistics in this Report or the Daily Crime Log.

CSAs are encouraged to use the [online report form](#) or may contact Security Operations and Systems.

Importantly, if a crime occurs that may cause an ongoing threat to the campus community and it is reported to anyone identified as a CSA, the crime should be reported immediately. The institution has a responsibility to promptly notify the campus community about any crimes which pose an ongoing threat to the community and its constituents. If there is any question about whether an ongoing threat exists, individuals should contact a member of Security Operations and Systems to make a determination.

**Annual Request for Crime Statistics**

Although it is highly recommended that a CSA submit a report when they become aware of crimes or acts of discrimination, harassment, or sexual misconduct, Security Operations and Systems annually requests statistical information from all CSAs. The request includes a Crime Statistical Reporting Survey that must be completed and submitted to SOS by a predetermined deadline. CSAs are encouraged to promptly address the Crime Statistical Survey request, complete and submit the survey by the stated deadline. Statistics gathered from CSAs is reviewed, compiled and included in this Report along with crime statistics gathered from various sources and agencies, including law enforcement.

**Section XI: Sex Offender Registry**

Federal law provides for the registration of convicted sex offenders. The [Michigan Sex Offender Registry](#) is available online. The Campus Sex Crimes Prevention Act of 2000 (CSPCA) amends the Family Educational Rights and Privacy Act (FERPA) to clarify that nothing in FERPA can prohibit an educational institution from disclosing information provided to the institution regarding an individual's status as a convicted sex offender. However, the Michigan State Police caution that "extreme care should be exercised in using any information obtained" from these registrations lest misidentification occurs. In addition, federal law prohibits use of the information for purposes of intimidation or harassment. This information is provided in compliance with the Federal Campus Sex Crimes Compliance Act, the Adam Walsh Child Protection and Safety Act of 2006 and the Michigan Sex Offenders Registration Act 295 of 1994.

**Section XII: Mid Michigan College’s Crime Stats for 2016, 2017, 2018**

Information on the following pages reflect crime statistics for those offenses mandated by the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” These statistics are provided through the Office of Security Operations and Systems. This includes all crime reports gathered from Campus Security, Security Operations and Systems, Title IX Coordinators, Campus Security Authorities, and state and local law enforcement for the years 2016, 2017, and 2018 that occurred on Mid’s Clery campus defined geography.
## Harrison Campus Crime Statistical Data: Criminal Offense

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>Geographic Locations</th>
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### Harrison Campus Crime Statistical Data: VAWA Crime

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### Harrison Campus Crime Statistical Data: Arrests and Referrals

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<td><strong>Arrests:</strong></td>
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</table>

Mid Michigan College has no on-campus residential facilities

For the years 2016, 2017, 2018 there were no reported hate crimes for the Harrison Campus

For the years 2016, 2017 & 2018 there were no unfounded crimes for the Harrison Campus
### Mt. Pleasant Campus Crime Statistical Data: Criminal Offense

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
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<tr>
<td>Robbery</td>
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<td>Burglary</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>Arson</td>
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</tr>
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### Mt. Pleasant Campus Crime Statistical Data: VAWA Crime

<table>
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<tr>
<th>Offense</th>
<th>Year</th>
<th>Geographic Locations</th>
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<tr>
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<td>On Campus</td>
</tr>
<tr>
<td>Dating Violence</td>
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### Mt. Pleasant Campus Crime Statistical Data: Arrests and Referrals

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<tr>
<td><strong>Arrests:</strong> Weapons: Carrying, Possessing, etc.</td>
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<td>Weapons: Carrying, Possessing, etc.</td>
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<tr>
<td><strong>Arrests:</strong> Drug Abuse Violations</td>
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<td><strong>Referrals – Disciplinary:</strong></td>
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<td><strong>Arrests:</strong> Liquor Law Violations</td>
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<td><strong>Referrals – Disciplinary:</strong></td>
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<td>Liquor Law Violations</td>
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<tr>
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</table>

Mid Michigan College has no on-campus residential facilities

For the years 2016, 2017, 2018 there were no reported hate crimes for the Mt. Pleasant Campus

For the years 2016, 2017, 2018 there were no unfounded crimes for the Mt. Pleasant Campus
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<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>Geographic Locations</th>
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<tr>
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<td>Manslaughter by Negligence</td>
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<td>Incest</td>
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<td></td>
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<tr>
<td>Robbery</td>
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<td>Aggravated Assault</td>
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<td>Burglary</td>
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<td>Motor Vehicle Theft</td>
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<td>0</td>
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<tr>
<td></td>
<td>2016</td>
<td>0</td>
</tr>
</tbody>
</table>
NOTE: For the 2018 calendar year the College made a reasonable and good faith effort to request and collect crime statistical data from law enforcement agencies with responding jurisdiction over our off-campus, Clery identified geography. Not all agencies responded but for those that did, no Clery reportable crime statistical data was reported/identified.

Caveat for 2017 Crime Statistical Data: In requesting crime statistical data from off-campus locations, Mid received a report from the Clare County Sheriff’s Department in Clare, Michigan regarding incidents that occurred at Harrison High School in Harrison, Michigan during the 2017 calendar year. Harrison High School was one of the off-campus locations that Mid held dual-enrolled classes in during the 2017 calendar year.

### Non-Campus Locations Crime Statistical Data: VAWA Crime

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>Non-Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dating Violence</td>
<td>2018</td>
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<td>2017</td>
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<td></td>
<td>2016</td>
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</tr>
<tr>
<td>Domestic Violence</td>
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<td>2017</td>
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<td>Stalking</td>
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### Non-Campus Locations Crime Statistical Data: Arrests and Referrals

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>Non-Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrests: Weapons: Carrying, Possessing, etc.</td>
<td>2018</td>
<td>0</td>
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<tr>
<td></td>
<td>2017</td>
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</tr>
<tr>
<td></td>
<td>2016</td>
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</tr>
<tr>
<td>Referrals – Disciplinary: Weapons: Carrying, Possessing, etc.</td>
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<td>0</td>
</tr>
<tr>
<td></td>
<td>2017</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
</tr>
<tr>
<td>Arrests: Drug Abuse Violations</td>
<td>2018</td>
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<tr>
<td></td>
<td>2017</td>
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<tr>
<td>Referrals – Disciplinary: Drug Abuse Violations</td>
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<td>2016</td>
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</tr>
<tr>
<td>Arrests: Liquor Law Violations</td>
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<tr>
<td>Referrals – Disciplinary: Liquor Law Violations</td>
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<td></td>
<td>2016</td>
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</tbody>
</table>

For the years 2016, 2017, 2018 there were no reported hate crimes for Non-Campus Locations

For the years 2016, 2017, 2018 there were no unfounded crimes for Non-Campus Locations
year. The report received was not in an applicable format that would accurately reflect the crime statistical data in this Report. It did not indicate dates, times, or the specific locations of their incidents.

While additional information was requested, it could not be determined if the reported incidents occurred in rooms used/controlled and/or in common areas during the days and times that Mid was conducting classes. Nor could it be determined if any of the reported crimes occurred out of any hate/bias. For these reasons and to reflect accuracy, the reported crimes listed below have not been included in the Off-Campus Crime Statistical Chart above. The crimes reported were as follows: 1 Aggravated Assault; 1 Sex Offense; 1 Larceny-Theft; 2 Simple Assaults; 2 Intimidations; and 3 Drug Violations. All other reports received from law enforcement with responding jurisdiction for our off-campus locations indicated that no Clery Reportable Crimes occurred during days and times when Mid Michigan College had use/control of rooms and common areas.

Section XIII: Closing
Mid Michigan College practices and promotes a climate of awareness, understanding, and reliability. Campus Community members have a responsibility to each other to maintain campuses that are safe for everyone. It is important for every member of the Campus Community to have information on the policies, procedures, and reporting options listed within this Report. It is equally necessary that students, faculty, staff, and visitors use this information to sustain our diverse and educated community. Reporting incidents, whether large or small, is crucial in creating an environment where every member of the campus community can feel secure, valued, and encouraged to succeed. The College can only take action and address situations when they are brought to the attention of individuals listed within this Report. By taking an active role in our College culture, Mid will continue to be a safe and secure institution for all of us!

The Office of Security Operations and Systems would like to remind you:

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

For additional information or to obtain a paper copy of the Annual Security Report please contact Martricia Farrell, Director of Security Operations and Systems, 1375 S. Clare Avenue, Office 205, Harrison, MI 48625, (989) 386-6622, Ext. 394 mfarrell@midmich.edu.