



MID MICHIGAN COLLEGE

2018 Annual Security Report

[Abstract](#)

This Report includes crime statistic from 2015, 2016, and 2017 for the Harrison Campus, Mt. Pleasant Campus, as well as Non-Campus Locations

Submitted by Security Operations and Systems
sos@midmich.edu

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Precursor:

On February 20, 2018, the College received approval from Michigan’s Board of Education to change its name from Mid Michigan Community College to Mid Michigan College (Mid). The College’s official change of name was instituted on June 30, 2018. Taking this into consideration, references to Mid Michigan Community College or MMCC within this document as well as Mid Michigan College or Mid, all pertain to Mid Michigan College (Mid).

Additionally, this Annual Security Report has a new appearance and format as the College proceeds into a broader accessibility and adaptability that will comply with the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1991 and the Web Content Accessibility Guidelines (WCAG) of the World Wide Web Consortium (W3C).

Mid Michigan College's 2018 Annual Security Report

Section I: Overview

Welcome

Welcome to Mid Michigan College's 2018 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 2018 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 notified and provided, via email, 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 has established Memorandums of Understanding with Alma Community Schools, Beaverton Community Schools, Big Rapids Community Schools, Clare Community Schools, Farwell Community Schools, Harrison Community Schools, Huron Area Technical Center, Shepherd Community Schools, Sacred Heart Academy and Snow Snake Ski and Golf which allow Mid to hold classes at these locations. 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 program holds practices at the Shepherd High School Baseball/Softball Complex in Shepherd, MI. Maps of the Harrison and Mt. Pleasant Campuses' [Clery Geography](#) are available online and provide an overview of the areas that represent on-campus property, public property immediately adjacent to the College, as well as the patrol jurisdiction of Campus Security. No students reside on campus as the College does not have residential living locations.

Mid Michigan College's Official IPEDS Fall 2017 enrollment was 4048. There were 180 full-time and 185 part-time employees during the Fall 2017 Semester for a combined total of 365.

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 to keep themselves safe and be cognizant of the protocols Mid has implemented. 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.

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. As such, we rely on all members of the Mid community to 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.

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, and stalking; also to include certain policies, procedures, and programs pertaining to these 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 gathered, 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

Mid Michigan 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, Office 205, Harrison, Michigan or 2600 S. Summerton Road, Office 106, Mt. Pleasant, MI; 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) 386-6638.

Section II: Security of Campus

Campus Safety Oversight

Mid Michigan College'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 Security 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 & Facilities, Director of Information Technology, Director of Security Operations and Systems (Clery Compliance Officer), Coordinator of Security Operations and Systems, 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 concerns 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
Office: Harrison Campus Office 205
Mt. Pleasant Campus Doan Center Office 106
(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
Office: Harrison Campus Office 205
Mt. Pleasant Campus Doan Center Office 106
(989) 386-6622, Ext. 394
mfarrell@midmich.edu

Becky Knickmeier, Coordinator of Security Operations and Systems
1375 S. Clare Ave, Harrison, MI 48625
Office: Harrison Campus Office 206
(989) 386-6638
rknickmeier@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 Security and 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](#)

Mid has a contract with Whelan Security who provides Campus security services and maintains a Security Officer presence on both the Harrison and Mt. Pleasant campuses. 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. Requests for security coverage outside normal operational hours should be coordinated through the office of Security Operations and Systems. Mid Michigan College Security Officers **do not** have powers to arrest, but do have a duty to keep the campus community safe and uphold College and Campus Safety and Security Policies including the Campus Non-Discrimination, Harassment, and Sexual Misconduct Policy, Alcohol and Other Drug Policy, and Code of Conduct Policy.

Campus Security contact information is:

Harrison Campus Security
Office 206
(989) 339-4204
security@midmich.edu

Mt. Pleasant Campus Security
Office CSS 146
(989) 339-7323
security@midmich.edu

Additional services provided by Campus Security include escort service, campus surveillance, property patrol, parking enforcement, emergency assistance (first aid, auto-jump start), and general campus information and directions. The Office also houses the Campus Lost and Found.

As Campus Security Officers are considered Campus Security Authorities and Responsible Employees, they have a duty to report crime statistics to Security Operations and Systems for inclusion in the Daily Crime Log and also incidents of discrimination, harassment, or sexual misconduct to one of the College's Title IX or Deputy Coordinators. While no formal written Memorandum of Understanding (MOU) is in place, Campus Security and Mid staff work closely with all local, state, and federal law enforcement agencies (with the proper jurisdiction) to report criminal investigative incidents. Representatives from both the Clare and Isabella County Sheriff's Departments and Homeland Security 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, counted and included in the Annual Security Report.

Campus Facilities

During normal business hours, accessibility and security is available to students, faculty, staff, and visitors in public areas of the College facilities. These areas will be routinely patrolled by Campus Security. Non-public and restricted areas shall be accessible by individuals using authorized access keys. When the College is closed, access keys shall only be issued to authorized individuals. 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.

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 using the [online form](#) .

Section III: Incident Reporting

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 by utilizing an online reporting system. Students, staff, and visitors are encouraged to promptly report any incidents, crimes, or emergencies to Campus Security or Security Operations and Systems so that issues can be assessed and properly addressed. Reports received by Campus Security are forwarded to Security Operations and Systems for review and appropriate action. Members of 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.

Campus Security and Security Operations and Systems will support individuals that report a crime through obtaining information, identifying potential witnesses, and conducting an investigation in the effort to identify the responsible party and remedy the situation. As deemed appropriate, crime suspects may be adjudicated through Mid Michigan College's adjudication process or the criminal justice system. Criminal incidents will be thoroughly reviewed for crime statistical disclosures requirements.

Reporting Options

Law Enforcement/Emergency Reporting

In an emergency, please contact 911. For non-emergency matters that may require assistance from law enforcement, please contact the following agency with responding jurisdiction for the Harrison or Mt. Pleasant Campuses:

Harrison Campus

Clare County Sheriff's Department
255 W. Main St., Harrison, MI 48625
(989) 539-7166

Mt. Pleasant Campus

Isabella County Sheriff's Department
207 Court St., Mt. Pleasant, MI 48858
(989) 772-5911

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

Room 206
(989) 339-4204
security@midmich.edu

[Mt. Pleasant Campus Security](#)

Room CSS 146

(989) 339-7323

security@midmich.edu

The College encourages the reporting of all crimes to Campus Security and to the appropriate police agencies, notably when the victim of a crime elects to or is unable to make such a report.

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 the Security Operations and Systems Coordinator 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

Office: Center for Student Services, Room 158

(989) 773-6622, Ext. 548

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

Office: Harrison Campus Room 205

Mt. Pleasant Campus Doan Center Room 106

(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

Office: Harrison Campus Room 205

Mt. Pleasant Campus Doan Center Room 106

(989) 386-6622, Ext. 394

mfarrell@midmich.edu

For Employees

Lori Fassett, Associate Vice President of Human Resources
Title IX Coordinator
1375 S. Clare Ave, Harrison, MI 48625
2600 S. Summerton Rd., Mt. Pleasant, MI 48858
Office: Harrison Campus Office 217
Mt. Pleasant Campus Doan Center Office 104
(989) 386-6692
lfassett1@midmich.edu

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
Office: Harrison Campus Room 108B
Mt. Pleasant Campus Center for Student Services, Room 149
(989) 386-6622, Ext. 256
agoethe@midmich.edu

Voluntary Confidential Reporting Options

If victims of 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 falls victim to, witnesses, or has general information regarding a criminal incident, anonymous tips may be reported to the Michigan State Police, using their [tip-line](#).

Section IV: Emergency Preparedness

Mid Michigan College has established protocols, policies and procedures for the campus community to follow in the event of an emergency or crisis. The College also has a Crisis Response Plan that outlines the College's internal operational procedures and immediate response to a crisis. This 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 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, members of the Core Crisis Team, and appointed College personnel will assist in the evacuation process.
- Campus Security and/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 disabled 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 Treat/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

Evacuation Testing Procedures

Mid Michigan College 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 sound of alarms, 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, *MidAlert!* and to 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 presented 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 989-386-6638.

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: **visitmmcc** 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 or near the campuses, 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 the next steps or required action, and help in the prevention of similar violations 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 College Community are reminded through this Annual Security Report that they are required to notify Campus Security or the Office of Security Operations and Systems 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 the Team 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 members will convene to assess the significance, immediate threat level, and degree of danger to the health, safety and security of the college community. Should they determine that an Emergency Notification is warranted, the Core Crisis Team will determine the content of the message based on the information available at that time and will utilize the appropriate systems (stated below) to communicate the threat to the Mid Michigan College 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 emails to all active Mid email accounts and may also consist of 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 given 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 significance of the situation,

the best response, and the segments of the greater community that may need notification. Notification to the greater community would ultimately be determined by these agencies. The Core Crisis Response Team will post updates on the College website and may send follow up emails, texts or automated voice phone messages.

As required by the Higher Education Opportunity Act (Public Law 110-315), Mid Michigan College's 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 circumstances, the notification may be delayed.

The Core Crisis Response Team is comprised of the College President, Vice President of Finance and Administrative Services, Vice President for Community Outreach & Advancement, Chief Information and Organizational Development Officer, Associate Vice President of Human Resources, Executive Director of Economic & Workforce Development, Director of Information Technology, Facilities Manager, Associate Vice President of Security Operations and Systems, Vice President of Student Services, Vice President of Academic Services, Assistant Vice President for Institutional Research, Director of Security Operations and Systems, Lead Maintenance Mt. Pleasant Campus, Director of Facilities, Associate Vice President of Strategic Communications, and a member of Campus Security

Situations Where Emergency Notifications May Be Issued

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

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

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

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

The Core Crisis Team will evaluate 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.

Emergency Notification messages and subsequent updates may be issued to the campus community at 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 [home webpage](#) and [incident-update](#)
- Postings on College buildings
- Public address system (PA/phones)
- Through local media

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 Michigan College will issue Timely Warning Notices (TWN) when a serious criminal incident is reported and it is determined that it could 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 (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 offenses**: aggravated assault, arson, burglary, criminal homicide, dating violence, domestic violence, motor vehicle theft, robbery, sex offenses, and stalking. Periodically, the College may also issue Public Safety Notices for non-Clery crimes that do not rise to 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 the Office of Security Operations and Systems are responsible for reviewing all reports of criminal activity to determine if they meet the Clery Act's 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 Core Crisis Team, with assistance from the Office of Security Operations and Systems or member thereof, will determine the content of the message and a Timely Warning will be disseminated from Strategic Communications to students, faculty, and staff through a "blast email" to all active MidMail accounts. Visitors to the Campus that have enrolled to receive notifications, will be sent a text message with links to the College's [incident-update](#) page to read the entire Timely Warning Notice. At times, other methods of communicating the Timely Warning Notice may be used in conjunction with the "blast email." 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 intention 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 relative facts 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 Time 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, the Office of 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

The Office of 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 ongoing 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 could warrant a Timely Warning. (Public Safety Notices may be issued for non-Clery Crimes.) Thereafter, a member of the Office of Security Operations and Systems will contact the Core Crisis Team or member thereof.

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, with the assistance from the Office of Security Operations and Systems, a determination will be made regarding the content of the notification and the Notification System will be initiated.

The Notice will be disseminated to the campus community through a “blast email” to all MidMail accounts. Visitors to the campus that have enrolled to receive text messages will receive a text message directing them to the College’s [incident-update](#) webpage for the full notice. Mid Michigan College 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 [home webpage](#) and [incident-update](#)
- Posting on college buildings
- Public address system (PA/phones)
- Through local media

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 wellbeing 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 to 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 bi-weekly 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
- Facebook posts during National Campus Safety Awareness month (Monday – Friday) with a new safety or awareness tip each day

- 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
- Procuring County and State Police Crime Prevention Specialists as speakers throughout the academic year; topics included information on personal safety as well as bystander intervention strategies
- Publicized and promoted a Woman's Self Defense Seminar hosted by the Mt. Pleasant Police Department and Michigan State Police
- 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 assistance available
- Inviting local law enforcement and Homeland Security to participate in security drills as well as serve on Mid's Campus Safety and Security Committee
- 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, such as: presentations on the impact of drugs and drugged driving by Mt. Pleasant Police Department; Town-hall discussion regarding drugs in our community co-hosted with Clare/Gladwin Recovery Court, Ten16 Recovery Network and Mid
- Forming partnerships with local District Court/Recovery Courts, various police agencies (with responding jurisdiction), Woman'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

- If at all possible, avoid studying alone; if alone, always let someone know where you are and an approximate time when you will be finished
- Keep your books or 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 the 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

Policy Statement

Mid Michigan College prohibits the use, possession, consumption, sale, and distribution of alcohol and drugs, including the 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 the Policy and also the State of Michigan laws as they pertain to drug and alcohol use and abuse. The 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.

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.

Drug Classes, Definitions, and 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 cause 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.

Drug Classes

The Controlled Substances Act (CSA) ¹ places all substances which are in some manner regulated under existing federal law into one of five schedules. This placement is based upon the substance's medical use, potential for abuse, and safety or dependence liability. They are as follows:

¹ The information in this section is taken directly from the U.S. Department of Justice's 2017 publication of "[Drugs of Abuse.](#)"

Schedule I

- The drug or other substance has a high potential for abuse
- The drug or other substance has no currently accepted medical use in treatment in the United States
- There is a lack of an accepted safety use for the drug or other substance under medical supervision
- Examples of Schedule I substances include heroin, gamma hydroxybutyric acid (GHB), lysergic acid diethylamide (LSD), marijuana, and methaqualone

Schedule II

- The drug or other substance has a high potential for abuse
- The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions
- Abuse of the drug or other substance may lead to severe psychological or physical dependence
- Examples of Schedule II substance include morphine, phencyclidine (PCP), cocaine, methadone, hydrocodone, fentanyl, and methamphetamine

Schedule III

- The drug or other substance has less potential for abuse than the drugs or other substances in Schedules I and II
- The drug or other substance has a currently accepted medical use in treatment in the United States
- Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence
- Anabolic steroids, codeine products with aspirin or Tylenol, and some barbiturates are examples of Schedule III substances

Schedule IV

- The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule III
- The drug or other substance has a currently accepted medical use in treatment in the United States
- Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule III
- Examples of drugs included in Schedule IV are alprazolam, clonazepam, and diazepam

Schedule V

- The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule IV
- The drug or other substance has a currently accepted medical use in treatment in the United States
- Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule IV
- Cough medicines with codeine are examples of Schedule V drugs

Controlled Substance Analogues (CSA) are substances that are not formally controlled substances but may be found in illicit trafficking. They are structurally or pharmacologically similar to Schedule I or II controlled substances and have no legitimate medical use. A substance that meets the definition of a Controlled Substance Analogue and is intended for human consumption, may be treated under the CSA as if it were a controlled substance in Schedule I.

Definitions

Drugs of Abuse

When controlled substances are used in a manner or amount inconsistent with the legitimate medical use, it is called drug abuse. The non-sanctioned use of substances controlled in Schedules I through V of the CSA is considered drug abuse.

Dependence

In addition to having abuse potential, most controlled substances are capable of producing either physical or psychological dependence.

Physical Dependence

Refers to the changes that have occurred in the body after repeated use of a drug that necessitates the continued administration of the drug to prevent a withdrawal syndrome. The experience of withdrawal can range from mildly unpleasant to life-threatening and is dependent on a number of factors, such as:

- The drug being used
- The dose and route of administration
- Concurrent use with other drugs
- Frequency and duration of drug use
- The age, sex, health, and genetic makeup of the user

Psychological Dependence

Refers to the perceived “need” or “craving” for a drug. Individuals who are psychologically dependent on a particular substance often feel that they cannot function without continued use of the substance. While physical dependence disappears within days or weeks after drug use stops, psychological dependence can last much longer and is one of the primary reasons for relapse.

Addiction

Addiction is defined as compulsive drug-seeking behavior where acquiring and using a drug becomes the most important activity in the user's life. This definition implies a loss of control regarding drug use. The person with a substance use disorder will continue to use a drug despite serious medical and/or social consequences.

Health Risk

The Controlled Substances Act (CSA) regulates five classes of drugs:

- Narcotics
- Depressants
- Stimulants
- Hallucinogens
- Anabolic steroids

Each class has distinguishing properties, and drugs within each class often produce similar effects. However regardless of class, all controlled substances share a number of common features.

All controlled substances have abuse potential or are immediate precursors to substances with abuse potential. With the exception of anabolic steroids, controlled substances are misused to alter mood, thought, and feeling through their impact on the central nervous system (brain and spinal cord). Some of these drugs alleviate pain, anxiety, or depression. Some induce sleep and others are taken to energize.

Though some controlled substances are therapeutically useful, the "feel good" effect of these drugs contributes to their abuse. The extent to which a substance is reliably capable of producing intensely pleasurable feelings (euphoria) increases the likelihood that the substance will be abused. Each class's legal status, effects on the mind, body, and overdose are outlined in the section below.

Narcotics

Also known as "opioids," the term "narcotic" comes from the Greek word for "stupor" and originally referred to a variety of substances that dulled the senses and relieved pain. Though some people still refer to all drugs as "narcotics," today "narcotic" refers to opium, opium derivatives, and their semi-synthetic substitutes. A more current term for these drugs with less uncertainty regarding its meaning, is "opioid." Examples include the illicit drug heroin and pharmaceutical drugs like OxyContin, Vicodin, codeine, morphine, methadone, and fentanyl.

Legal Status: Narcotics/opioids are controlled substances that vary from Schedule I to Schedule V, on the drug dependence profile. Schedule I Narcotics, like heroin, have no medical use in the U.S. and are illegal to distribute, purchase, or use outside of medical research.

Effects on the Mind: Besides their medical use, narcotics/opioids produce a general sense of well-being by reducing tension, anxiety, and aggression. These effects are helpful in a therapeutic setting but contribute to the drugs' abuse. Narcotic/opioid use comes with a variety of unwanted effects, including drowsiness, inability to concentrate, and apathy.

Effects on the Body: Narcotics/opioids are prescribed by doctors to treat pain, suppress cough, cure diarrhea, and induce sleep. Effects depend heavily on the dose, how it's taken, and previous exposure to the drug. Negative effects include slowed physical activity, constriction of the pupils, flushing of the face and neck, constipation, nausea, vomiting, and slowed breathing. As the dose is increased, both the pain relief and the harmful effects become more pronounced. Some of these preparations are so potent that a

single dose can be lethal to an inexperienced user. However, except in cases of extreme intoxication, there is no loss of motor coordination or slurred speech.

Effects of Overdose: Overdoses of narcotics are not uncommon and can be fatal. Physical signs of narcotics/opioid overdose include constricted (pinpoint) pupils, cold clammy skin, confusion, convulsions, extreme drowsiness, and slowed breathing.

Stimulants

Stimulants speed up the body's systems. This class of drugs includes: prescription drugs such as amphetamines (Adderall and Dexedrine), methylphenidate (Concerta and Ritalin), diet aids (such as Didrex, Bontril, Preludin, Fastin, Adipex P, Ionomin, and Meridia) and illicitly produced drugs such as methamphetamine, cocaine, and methcathinone

Legal Status: A number of stimulants have no medical use in the United States but have a high potential for abuse. These stimulants are controlled in Schedule I. Some prescription stimulants are not controlled, and some stimulants like tobacco and caffeine don't require a prescription. However, society's recognition of their adverse effects has resulted in a proliferation of caffeine-free products and efforts to discourage cigarette smoking. Stimulant chemicals in over-the-counter products such as ephedrine and pseudoephedrine, can be found in allergy and cold medication. As required by the Combat Methamphetamine Epidemic Act of 2005, retail outlets must stock these products out of the reach of customers, either behind the counter or in a locked cabinet. Regulated sellers are required to maintain a written or electronic logbook to record sales of these products. In order to purchase these products, customers must show a photo identification issued by a state or federal government. They are also required to write or enter into the logbook their name, signature, address, date and time of sale. In addition to the above, there are daily and monthly sales limits set for each customer.

Effects on the Mind: When used as drugs of abuse and not under a doctor's supervision, stimulants are frequently taken to: produce a sense of exhilaration, enhance self-esteem, improve mental and physical performance, increase activity, reduce appetite, extend prolonged periods of wakefulness, and "get high." Chronic, high-dose use is frequently associated with agitation, hostility, panic, aggression, and suicidal or homicidal tendencies. Paranoia, sometimes accompanied by both auditory and visual hallucinations, may also occur. Tolerance, in which more and more of the drug is needed to produce the effects, can develop rapidly and psychological dependence can occur. In fact, the strongest psychological observed dependence occurs with the more potent stimulants such as amphetamine, methylphenidate, methamphetamine, cocaine, and methcathinone. Abrupt cessation is commonly followed by depression, anxiety, drug craving, and extreme fatigue, known as a "crash."

Effects on the Body: Stimulants are sometimes referred to as uppers and can reverse the effects of fatigue on both mental and physical tasks. Therapeutic levels of stimulants can produce exhilaration, extended wakefulness, and loss of appetite. These effects are greatly intensified when large doses of stimulants are taken. Taking too large a dose at one time or taking large doses over an extended period of time may cause such physical side effects such as: dizziness, tremors, headache, flushed skin, chest pain with palpitations, excessive sweating, vomiting and abdominal cramps.

Effects of Overdose: In an overdose, unless there is medical intervention, high fever, convulsions, and cardiovascular collapse may precede death. Because accidental death is partially due to the effects of stimulants on the body's cardiovascular and temperature-regulating system, physical exertion increases the hazards of stimulant use.

Depressants

Depressants will put you to sleep, relieve anxiety and muscle spasms, and prevent seizures. Barbiturates are long-established drugs and include butalbital (Fiorina), phenobarbital, Pentothal, Seconal, and Nembutal. A person can rapidly develop a dependence on and a tolerance to barbiturates. This means a person needs more and more of them to feel and function normally. This makes them unsafe, increasing the likelihood of coma or death. Benzodiazepines were developed to replace barbiturates, though they still share many of the undesirable side effects including increased tolerance and dependence. Some examples are Valium, Xanax, Halcion, Ativan, Klonopin, and Restoril. Rohypnol is a benzodiazepine that is not manufactured or legally marketed in the United States but it is used illegally. Lunesta, Ambien, and Sonata are sedative-hypnotic medications approved for the short-term treatment of insomnia and share many of the properties of benzodiazepines. Other CNS depressants include meprobamate, methaqualone (Quaalude), and the illicit drug GHB.

Legal Status: Most depressants are controlled substances that range from Schedule I to Schedule IV under the Controlled Substances Act, depending on their risk for abuse and whether they currently have an accepted medical use. Many of the depressants have FDA-approved medical uses. Rohypnol and Quaaludes are not manufactured or legally marketed in the United States.

Effects on the Mind: Depressants used therapeutically do what they are prescribed for: induce sleep, relieve anxiety and muscle spasms, and prevent seizures. They also cause amnesia, leaving no memory of events that occur while under the influence, reduce reaction time, impair mental functioning, judgment, and cause confusion. Long-term use of depressants produces psychological dependence and tolerance.

Effects on the Body: Some depressants can relax the muscles. Unwanted physical effects include: slurred speech, loss of motor coordination, weakness, headache, lightheadedness, blurred vision, dizziness, nausea, vomiting, low blood pressure, and slowed breathing. Prolonged use of depressants can lead to physical dependence even at doses recommended for medical treatment. Unlike barbiturates, large doses of benzodiazepines are rarely fatal unless combined with other drugs or alcohol. But unlike the withdrawal syndrome seen with most other drugs of abuse, withdrawal from depressants can be life threatening.

Effects of Overdose: High doses of depressants or use of them with alcohol or other drugs can slow heart rate and breathing enough to cause death.

Hallucinogens

Hallucinogens are found in plants and fungi or are synthetically produced and are among the earliest known group of drugs used for their ability to alter human perception and mood.

Legal Status: Many hallucinogens are Schedule I under the Controlled Substances Act, meaning that they have a high potential for abuse, no currently accepted medical use in treatment in the United States, and a lack of accepted safety use under medical supervision.

Effects on the Mind: Sensory effects include perceptual distortions that vary with dose, setting, and mood. Psychic effects include distortions of thoughts associated with time and space. Time may appear to stand still, forms and colors seem to change and take on new significance. Weeks or even months after some hallucinogens have been taken, the user may experience flashbacks – fragmentary recurrences of certain aspects of the drug experience in the absence of actually taking the drug. The occurrence of a flashback is unpredictable and occur more frequently in younger individuals. With time, these episodes diminish and become less intense.

Effects on the Body: Physiological effects include elevated heart rate, increased blood pressure, and dilated pupils.

Effects of Overdose: Deaths exclusively from acute overdoses of LSD, magic mushrooms, or mescaline are extremely rare. Deaths generally occur due to suicide, accidents, dangerous behavior, or a person inadvertently eating poisonous plant material. A severe overdose of PCP and ketamine can result in: respiratory depression, coma, convulsions, seizures, and death due to respiratory arrest.

[Marijuana/Cannabis](#)

Marijuana is a mind-altering (psychoactive) drug, produced by the Cannabis sativa plant. Marijuana contains over 480 constituents. THC (delta-9-tetrahydrocannabinol) is believed to be the main ingredient that produces the psychoactive effect.

Legal Status: Marijuana is a Schedule I substance under the Controlled Substances Act, meaning that it has a high potential for abuse, no currently accepted medical use in treatment in the United States, and a lack of accepted safety use under medical supervision. Although some states within the United States have allowed the use of marijuana for medicinal purposes, it is the U.S. Food and Drug Administration that has the federal authority to approve drugs for medicinal use in the U.S. To date, the FDA has not approved a marketing application for any marijuana product for any clinical indication. Consistent therewith, the FDA and DEA have concluded that marijuana has no federally approved medical use for treatment in the United States. Thus it remains as a Schedule I controlled substance under federal law. Marinol, a synthetic version of THC and the active ingredient found in the marijuana plant, can be prescribed for the control of nausea and vomiting caused by chemotherapeutic agents used in the treatment of cancer and to stimulate appetite in AIDS patients. Marinol is a Schedule III substance under the Controlled Substances Act.

Effect on the Mind: When marijuana is smoked, the THC passes from the lungs and into the bloodstream which carries the chemical to the organs throughout the body, including the brain. In the brain, the THC connects to receptors on nerve cells called cannabinoid. It influences the activity of those cells. Many of these receptors are found in the parts of the brain that influence pleasure, memory, thought, concentration, sensory and time perception, and coordinated movement. The short-term effects of marijuana include: problems with memory and learning, distorted perception, difficulty in thinking and problem-solving and loss of coordination. The effect of marijuana on perception and coordination are responsible for serious impairments in learning, associative processes, and psychomotor behavior (driving abilities). Long term, regular use can lead to physical dependence as well as psychic addiction or dependence. Discontinuation will produce withdrawal symptoms. Clinical studies show that the physiological, psychological, and behavioral effects of marijuana vary among individuals. A list of common responses to cannabinoids as described in the scientific literature is: dizziness, nausea, tachycardia, facial flushing, dry mouth, merriment, happiness, and even exhilaration at high doses; disinhibition, relaxation, increased sociability, talkativeness; enhanced sensory perception, giving rise to increased appreciation of music, art, and touch. Heightened imagination leading to a subjective sense of increased creativity; time distortions. Illusions, delusion, and hallucinations are rare except at high doses; impaired judgment, reduced coordination, and ataxia, which can impede ones' ability to drive or lead to an increase in risk-taking behavior. Increased appetite and short-term memory impairment are common.

Effects on the Body: Short-term physical effects from marijuana use may include: sedation, bloodshot eyes, increased heart rate, coughing from lung irritation, increased appetite, and decreased blood pressure. Marijuana smokers experience serious health problems such as bronchitis, emphysema, and bronchial asthma. Extended use may cause suppression of the immune system. Withdrawal from chronic use of high doses of marijuana causes physical signs including headache, shakiness, sweating, and stomach pains and

nausea. Withdrawal symptoms also include behavioral signs such as: restlessness, irritability, sleep difficulties, and decreased appetite.

Effects of Overdose: No death from overdose of marijuana have been reported.

Steroids

Anabolic steroids are synthetically produced variants of the naturally occurring male hormone testosterone. They are abused in an attempt to promote muscle growth, enhance athletic or physical performance, and improve physical appearance. Testosterone, nandrolone, stanozolol, methandienone, and boldenone are some of the most frequently abused anabolic steroids.

Legal Status: Anabolic steroids are Schedule III substances under the Controlled Substances Act. Only a small number of anabolic steroids are approved for either human or veterinary use. Steroids may be prescribed by a licensed physician for the treatment of testosterone deficiency, delayed puberty, low red blood cell count, breast cancer, and the wasting of tissue as a result of AIDS.

Effects on the Mind: Case studies and scientific research indicate that high doses of anabolic steroids may cause mood and behavioral consequences. In some individuals, steroid use can cause dramatic mood swings, increased feelings of hostility, impaired judgment, and increased levels of aggression (often referred to as “roid rage”). When users stop taking steroids, they may experience suicidal depression. Anabolic steroid use may also cause psychological dependence and addiction.

Effects on the Body: A wide range of adverse effects is associated with the use or abuse of anabolic steroids. These effects depend on several factors including: age, sex, the anabolic steroid used, amount used, and duration of use. In adolescents, anabolic steroid use can stunt an individual’s height. In boys, steroid use can cause early sexual development, acne, and stunted growth. In adolescent girls and women, anabolic steroid use can induce permanent physical changes, such as deepening of the voice, increased facial and body hair growth, menstrual irregularities, male pattern baldness, and lengthening of the clitoris. In men, anabolic steroid use can cause shrinkage of the testicles, reduced sperm count, enlargement of the male breast tissue, sterility, and an increased risk of prostate cancer. Users who inject steroids run the risk of contracting various infections due to non-sterile injection techniques and sharing of contaminated needles.

Effects of Overdose: Anabolic steroids are not associated with overdose. The adverse effects a user would experience develop from the use of steroids over time.

Alcohol

The consequences associated with alcohol use and/or abuse can be far reaching and have a negative impact on an individual’s physical and mental health. Alcohol consumption can cause a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including sexual assault. Moderate to high doses of alcohol can cause marked impairments in higher mental functions, severely altering a person’s ability to learn and work. Very high doses cause respiratory depression and death. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucination, and convulsions. Alcohol withdrawal can be life threatening and should be addressed through a doctor or licensed inpatient/outpatient treatment facility.

The Center for Disease Control and Prevention (CDC) has identified short and long term health risks related to alcohol use and abuse listed below²:

Short-Term Health Risk

Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions. These are most often the result of binge drinking and include the following:

- Injuries, such as motor vehicle crashes, falls, drowning, and burns
- Violence, including homicide, suicide, sexual assault, and intimate partner violence
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels
- Risky sexual behaviors, including unprotected sex or sex with multiple partners; These behaviors can result in unintended pregnancy or sexually transmitted diseases, including HIV
- Miscarriage and stillbirth or fetal alcohol spectrum disorders among pregnant woman

Long-Term Health Risk

Over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems including:

- High blood pressure
- Heart disease, stroke, liver disease, and digestive problems
- Cancer of the breast, mouth, throat, esophagus, liver, and colon
- Learning and memory problems, including dementia and poor school or work performance
- Mental health problems, including depression and anxiety
- Social problems, including lost productivity, family problems, and unemployment
- Alcohol dependence or alcoholism

²These health risks have been reproduced from the CDC's "[Fact Sheets-Alcohol Use and Your Health](#)".

Additional information about the physical and psychological consequences of substance use and/or abuse is available in the Mid Library, through the Student Wellness Coordinator, Human Resources, and at various Substance Abuse Agencies. Students and employees of Mid are encouraged to review the U.S. Department of Justice's 2017 publication of [Drugs of Abuse](#) for more detailed information regarding the health risks associated with alcohol and illicit drug use and abuse.

[Available Counseling and Treatment Programs](#)

Mid Michigan College strongly encourages individuals with a substance abuse problem to voluntarily seek assistance and appropriate treatment options. While the College does not offer substance abuse counseling or treatment programs on campus, the College does have crisis counseling on a limited basis. Students or employees may contact and/or be referred to the Crisis Counselor for early intervention, assistance and referral to off-campus sources for assessment, prescribed treatment, and follow-up. Employees of Mid also 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) 772-5938-servicing Isabella County
(989) 539-2141-servicing Clare County
(989) 426-9295-servicing Gladwin County
24 Hour Crisis Line (800) 317-0708

Addiction Solutions

(989) 779-9449

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 the 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 normative environment of healthy living 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
- Limited Crisis Counseling

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 website, and reference/information about reporting any suspected drug and/or alcohol use by employees

Federal and State Legal Penalties

Should a violation of any law take place on Mid campuses or at college sponsored activities or events, the College abides by all local, State and Federal laws and may ask an appropriate agency to impose any necessary sanctions. Any person who illegally sells, distributes, transports, possesses or consumes

alcoholic beverages or controlled substances on College property may face immediate arrest and prosecution under applicable Federal, State and Local laws.

Federal Penalties and Sanctions for Illegal Trafficking of a Controlled Substance:

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$5 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		

Flunitrazepam (Schedule IV)	Less than 30 mgs	Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> Not less than 20 years, not more than life If death or serious injury, mandatory life Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> Not less than 10 years, not more than life If death or serious injury, mandatory life Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> Not more than 30 years If death or serious injury, mandatory life Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> Not more than 5 years Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> Not more than 10 years Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Source: U.S Department of Justice; Drug Enforcement Administration (DEA)

Michigan Medical Marijuana Act

The Michigan Medical Marijuana Act (MMMA), Michigan Compiled Laws section 333.26424, conflicts with federal criminal laws governing controlled substances, as well as federal laws that require institutions receiving federal funds from contracts 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. Thus, the use, possession or distribution of marijuana in any form and for any purpose violates this Policy and is prohibited on College property or at College sponsored activities or events.

State of Michigan Consequences of Alcohol or Drug Violations

The College acknowledges and respects the rights of individuals to use alcohol in a legal and responsible manner and supports the laws of the State of Michigan. We strive to create an environment that supports healthy decisions and lifestyles.

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

Penalties for violating Michigan law 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 order 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 fine of not more than \$2,000.00, 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 Methamphetamine/Ecstasy; is a felony punishable by imprisonment for not more than 20 years or a fine of not more than \$250,000.00, or both
- 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](#).

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 the Crisis Counselor, 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. The Student Conduct Office is charged with overseeing the conduct and resolution process for students. Human Resources has management of the conduct and resolution process for employees.

Students

The Conduct Office will work with students charged with violations of the Policy and will determine appropriate intervention strategies, educational measures and sanctions using the response levels listed below. 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.

Alcohol Violations

Response Level 1 - Possession or Consumption with minimal disruption

First possession/consumption violation, possible interventions and sanctions may include establishment of a conduct record and meeting with Student Conduct Coordinator, meeting with Student Wellness Coordinator, participation in educational awareness program or activity, issuance of a warning.

Response Level 2 – Concerning or Disruptive Behavior

Second alcohol possession/consumption, or first alcohol possession/consumption involving disruption (e.g. creating disturbance in the classroom, verbal altercation, minor vandalism/ destruction of property etc.). Sanctions may include any listed in Response Level 1, meeting with Crisis Counselor, mandated educational or reflective assignment, implementation of improvement plan and/or follow recommendations decided by Student Wellness Coordinator or Crisis Counselor, disciplinary probation until terms of improvement plan completed.

Response Level 3 – Persistent Concerning Behavior or Single Serious Incident

Three or more alcohol possession/consumption, **or** two or more alcohol possession/consumption involving disruption, **or** first time serious incident (e.g. physical altercation, threat to self or others, selling or furnishing alcohol to minor, police involvement etc.). Sanctions may include any listed in Response Levels 1 or 2, College Suspension Review, external Alcohol Assessment (at own expense), consideration of deferred suspension (based on assessment and follow through with recommendations/treatments), referral for prosecution.

Response Level 4 – Egregious Behavior/Incident

Alcohol possession/consumption combined with egregious behavior (e.g. physical assault, sexual assault, significant vandalism/destruction of property, attempt or threat of severe harm etc.). Sanctions may include any listed in Response Levels 1, 2 3, College Expulsion Review, referral for prosecution.

Drug Violations

Response Level 1 - Possession or Consumption with minimal disruption

First marijuana possession/use, first drug paraphernalia possession/use. Sanctions may include establishment of a conduct record and meeting with Student Conduct Coordinator, meeting with Student Wellness Coordinator, participation in educational awareness program or activity, issuance of a warning.

Response Level 2 – Concerning or Disruptive Behavior

Second marijuana possession/use, **or** second Drug paraphernalia possession/use, **or** first narcotic, opioid, or unauthorized prescription drug use. Sanctions may include any from Response Level 1, meeting with Crisis Counselor, mandated educational or reflective assignment, implementation of improvement plan and/or follow recommendations decided by Student Wellness Coordinator or Crisis Counselor, Substance Abuse consultation (at own expense), disciplinary probation until terms of improvement plan completed.

Response Level 3 – Persistent Concerning Behavior or Single Serious Incident

Three or more marijuana possession/use/paraphernalia, **or** second narcotic, opioid, or unauthorized prescription drug use, **or** possession of controlled substance(s) in large amount. Sanctions may include any from Response Level 1 and 2, College Suspension Review, external Substance Abuse Assessment (at own expense), completion of Substance Abuse treatment program, consideration of deferred suspension (based on assessment and follow through with recommendations/treatments), referral for prosecution.

Response Level 4 – Egregious Behavior/Incident

Delivery, manufacture, or sale of a controlled substance, including marijuana narcotic, opioid, or unauthorized prescription drug use with aggravating factors (e.g. physical assault/altercation, significant

vandalism, destruction of property, attempts or threats of severe harm). Sanctions may include any from Response Levels 1, 2, 3, College Expulsion Review, referral for prosecution.

Notation: Disciplinary Probation means that should any subsequent conduct violation occur or if intervention and sanctions assigned are not completed within the timeframe allotted, a review will convene for suspension or dismissal from the College.

College Employees - Drug Free Campus & Workplace Act

Substance Abuse for Full-Time Faculty

The Faculty Senate Association and Mid jointly recognize that past alcohol and drug abuse are governed by the Americans with Disabilities Act and shall be treated as such, pursuant to the application of the terms and conditions of the Agreement.

The College will not engage in drug testing of Faculty to determine if they are under the influence of alcohol or other drugs. This testing would include, breath, urine, or blood. Specifically, the College is in agreement that it will not administer or require random testing prior to promotion, award of tenure, or as part of any physical or psychological examinations otherwise required. Any failure or refusal of an instructor to submit to such testing would not be grounds for discipline.

If an administrator observes an instructor experiencing performance difficulties and it is the opinion of the administrator that those difficulties are due to alcohol and/or drug abuse, the administrator will discuss the observed difficulties with the instructor at a specially scheduled appointment. The instructor shall be afforded the right to have an appropriate Association representative(s) present at this meeting. In each circumstance, the Association representative(s) shall be notified in advance that a meeting is scheduled. One of the possible outcomes of such a meeting could be an instructor referral to the College's Employee Assistance program.

An instructor, while successfully participating in an alcohol or drug abuse program (verified by progress reports provided by the Employee Assistance Program), shall not be subject to discipline or discharge for alleged alcohol and/or drug abuse provided that there have not been any occurrences of work-related misconduct. If the College determines that an instructor is not successfully participating in the program, this determination shall be subject to the grievance procedure as outlined in Article IX of the Faculty Senate Master Agreement.

No adverse effects to the instructor's status shall result upon diagnosis itself or request for treatment. However, if the instructor refuses the diagnosis or declines treatment by the Employee Assistance program or the instructor fails to respond to treatment (as documented by the Employee Assistance reports) and the result of such refusal/failure adversely affects the job performance, said instructor will be subject to discipline up to and including discharge.

In the scope of this Policy, the concern of the College is focused on alcoholism and drug abuse problems which cause poor attendance, and/or unsatisfactory job performance or misconduct.

Sanctions

Bargaining unit employees covered under the Faculty Senate Agreement would be disciplined under the due process requirements per their agreement. Bargaining unit employees who disagree with any sanctions shall utilize the grievance procedures outlined in their respective agreement. For sanctions, refer to the Faculty Senate Agreement.

Substance Abuse for Full-Time Hourly (ESPA)

If an employee is suspected of working while under the influence of drugs or alcohol, the College may choose to administer a drug test. The College agrees that it will not require tests based on suspicion or at random, except when required by the state or federal government for employees in safety sensitive positions. If the College has reasonable justification to warrant testing, the refusal by the employee to be tested may result in discharge.

If an administrator observes an employee experiencing performance difficulties and it is the opinion of the administrator that those difficulties are due to alcohol and/or drug abuse, the administrator will discuss the observed difficulties with the employee at a specially scheduled appointment. If the employee is covered under the Educational Support Personnel Agreement (ESPA), the employee shall be provided the right to have appropriate Association representative(s) present at any such meetings. In all occurrences, the Association representative(s) shall be notified in advance that such an interview is scheduled to take place.

While successfully participating in an alcohol or drug abuse program (as verified by progress reports provided to the College by the provider of the services), an employee shall not be subject to discharge or discipline for alleged-alcohol and/or drug abuse. If the College should determine that an employee is not successfully participating in the program, this determination shall be subject to the grievance-arbitration procedure as outlined in Article 16 of the ESPA Agreement.

An employee will experience no adverse effects to their status based upon diagnosis itself or request for treatment. However, if the employee refuses to accept treatment or fails to respond to treatment (as documented by the provider's Progress Reports), the employee will be subject to discipline, up to and including, discharge. All matters will be treated in a professional and confidential manner.

Alcohol and drug abuse problems which cause poor attendance and/or unsatisfactory job performance or misconduct may result in discipline or discharge.

All reports of actual or alleged alcohol and/or drug abuse shall be promptly reported to the respective employee.

Sanctions

Bargaining unit employees covered under the Educational Support Personnel Agreement would be disciplined under the due process requirements per their agreement. Bargaining unit employees who disagree with any sanctions shall utilize the grievance procedures outlined in their respective agreement. For sanctions, please refer to the Educational Support Personnel Agreement.

Substance Abuse for Non-Bargaining Unit Employees

If an employee is suspected of working while under the influence of drugs or alcohol, the College may choose to have a drug test administered. If the College has reasonable justification to warrant testing, the Employee's refusal to be tested may result in discharge.

Once the College has been made aware of an employee with drug/alcohol abuse issues, the employee, their Supervisor and the Executive Director of Personnel Services will meet to address the issue and discuss concerns regarding the employee's performance. A rehabilitation plan will also be discussed that will include treatment through the Employee Assistance Program, progress reports, performance issues, and a re-entry plan (as applicable).

If it is determined that an employee will be required to receive treatment under the Employee Assistance Program (EAP), verification reports from the EAP will apprise the Executive Director of Personnel Services of the employee's progress within the program. Based on the verification reports, if the College determines

that the employee is not successfully participating in the program, additional disciplinary action may be taken, up to discharge of employment.

An employee, while successfully participating in an alcohol or drug abuse program (as verified by progress reports provided to the Executive Director of Personnel Services by the EAP) shall not be subject to discharge or discipline for alleged alcohol and/or drug abuse.

Employees who successfully seek treatment at an outside facility for a lengthy period of time would be allowed to return to their current position under the parameters of a detailed re-entry program as outlined by the Executive Director of Personnel Services and the Employee's immediate supervisor. Failure to comply with the details of the re-entry program could result in disciplinary action, up to discharge of employment.

Sanctions

Non-Bargaining unit employees may also be subject to progressive discipline. The following illustration reflects the degrees of progressive discipline:

- 1st Offense: Written Warning
- 2nd Offense: Written Reprimand
- 3rd Offense: Paid or Unpaid Suspension
- 4th Offense: Discharge

The severity of an offense or failure to comply with any rehabilitation or re-entry processes may negate the normal progression of levels in the progressive discipline.

Distribution of Policy

A copy of the Alcohol and Other Drug 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 are provided a copy of the Policy, via email, in the second week of their first semester. The email will include the same information as the annually distribution. New hires whose start date is after the annual distribution receive an email copy of the Policy from Security Operations and Systems. The email includes 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 Biennial Review of its programs. The Biennial 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 biennial review](#) is available for review.

Section VII: Smoke and Tobacco Policy

Policy Statement

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 Mid Michigan 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 does not allow weapons on campus, except those carried by properly authorized law enforcement officials or as permitted by civil law. For purposes of interpretation, a weapon shall be deemed as "any instrument which is designed with the capability of inflicting injury to persons." Additionally, there shall be no hunting of game with any weapon on any part of the College property. Exceptions to the Policy may be granted by the Board of Trustees for approved College programs and activities.

Section IX: Campus Non Discrimination, Harassment and Sexual Misconduct Policy

Policy Statement

Mid Michigan College strives to provide an environment where individual's rights are protected from all forms of discrimination, harassment and sexual misconduct. This includes acts of sexual violence, sexual assault, sexual harassment, dating violence, domestic violence, sexual exploitation, and stalking. For issues of clarity these violations are collectively referred to as **Prohibited Conduct**.

Members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Mid Michigan College 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. When an allegation of misconduct is brought to an appropriate administrator's attention and a Respondent is found to have violated Mid's Policy, sanctions will be used to reasonably ensure that such actions are never repeated. 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 is intended to define 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.

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. Mid has established designated Responsible Employees. These individuals have an obligation to report any incident of Prohibited Conduct to the Title IX Coordinator or Deputy as soon as it is brought to their attention. Failure by a Responsible Employee to report a suspected conduct violation may result in significant discipline, which could include removal from their position. 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.

The College has determined the following positions to be Responsible Employees:

- Various individuals working in Student Services (i.e., Advisors, Mentors, Recruiters, Admission), Student Life Director, and Athletics (including coaches, assistance coaches, and Athletic Director)
- Campus Security as well as the Associate Vice President, Director, and Coordinator of Security Operations and Systems

- Campus Security Authorities designated by the College under the Clery Act and not otherwise specified in this provision
- College Faculty, including full time and adjunct faculty
- Staff traveling with students or supervising students on College-sponsored events or travel
- Any individual (employee or non-employee) who serves as an advisor or coach to College-recognized student groups

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, in the Annual Security Report. Confidentiality is maintained when filing the report and no personal information about the Complainant or Respondent is revealed.

Prohibited Conduct

Discrimination

Mid Michigan College 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.

Examples of discrimination include, but are not limited to, denying an individual a job or promotion or denying a student the opportunity to participate in an educational activity because of their 'protected characteristics' (listed above).

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 work or learning 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 work environment, the College Title IX Coordinators 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 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.

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.

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

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
- Dating violence does not include acts covered under the definition of domestic violence

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 shares 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

Sexual Assault/Sexual Offense

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.
- 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 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.

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

First Amendment Rights and Verbal Harassment

First Amendment Rights apply in the work environment and in all educational programs, classrooms, and activities. It is not the intent of the College to infringe upon those rights. Rather, the College's Policy is established to protect all members of the campus community from acts of harassment that may create a hostile environment and prohibit someone from participating in or benefiting from College programs, work, or activities. The College recognizes that an individual's offensiveness to a particular expression or interpretation does not provide sufficient basis to establish a hostile environment by itself. To establish a hostile environment arising from verbal harassment, the harassment must be sufficiently severe, persistent or pervasive enough that it limits or denies an individual the ability to participate in or benefit from programs, activities, or work.

Pregnancy Discrimination

The College will not discriminate against any student or employee or exclude any student or employee from its educational programs or activities (including any class or extracurricular activity) on the basis of such individual's actual or potential parental, family, marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the individual voluntarily requests to participate in a separate portion of the program or activity of the College.

The College will not deny such an individual access to or participation in classes, extracurricular programs, athletics, honor societies, opportunities for student leadership, or other activities. The College will treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as justification for a leave of absence for so long a period of time as is deemed medically necessary by the person's physician; at the conclusion of which the person shall be reinstated to the status that was held when the leave commenced. Further, Mid will allow students the opportunity to make up any missed work in a manner selected by the student which is reasonably equivalent to the work missed and within a reasonable timeframe. The College may require a pregnant student or a student who has given birth to obtain a certification from a physician stating that the student is physically and emotionally able to continue participation in the normal education program or activity, so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

Complaint, Investigation, Resolution, and Outcome Process

Mid Michigan College 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 [online report form](#)
2. Contacting Campus Security
Harrison Campus (989) 339-4204, located in Office 206
Mt. Pleasant Campus (989) 339-7323, located in Office CSS146

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 promote accountability and protect the rights and safety of involved parties.

Title IX Coordinators Information:

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

Office: Harrison Campus Office 205

Mt. Pleasant Campus Doan Center Office 106

(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

Office: Harrison Campus Office 205

Mt. Pleasant Campus Doan Center Office 106

(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 Office 217

Mt. Pleasant Campus Doan Center Office 104

(989) 386-6692

lfassett1@midmich.edu

For incidents occurring at off-campus events or activities, please contact 911 or law enforcement with responding jurisdiction. Please complete the reporting 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 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 this 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.

Under Title IX, once a College discerns or reasonably identifies possible acts of discrimination, harassment or sexual misconduct (including sexual assault, dating violence, domestic violence or stalking), immediate action is required to review and determine what ensued. If acts of discrimination, harassment or sexual misconduct have occurred, the College must:

- Investigate
- Take prompt and effective steps to prohibit the misconduct
- Prevent its reoccurrence
- Remedy its effects

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; lesser 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 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' names 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 as 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, the matter will be handed over to the Case Manager who is responsible for simultaneously providing written notification to the Complainant and the Respondent of the results and include information regarding their rights to an appeal. 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

The process will follow the general administrative model outlined below:

1. A report of discrimination, harassment, or sexual misconduct is received.
2. The Case Manager reviews the initial complaint, assesses the severity of the matter and assigns the matter to a Title IX Investigator.
3. A Title IX Investigator conducts an initial review to determine if the alleged acts of misconduct are in violation of this Policy and/or any other Mid Policy.
4. 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. In these circumstances, special concern and consideration will be taken).
5. 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, of the following information:
 - a. Notification of the allegations of misconduct under investigation which constitute a potential violation of this 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, as well as contact information for the Case Manager
 - 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 will be provided. 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 to each party that they 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
6. 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.
 7. The Investigator will make contact and interview witnesses provided by the parties and review any materials submitted, such as text messages, photos, etc.
 8. 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.

9. 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.
10. 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.
11. 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.
12. 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.
13. 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.

Rights of the Parties

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

- An investigation conducted by officials who do not have a conflict of interest or bias for or against either party
- 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

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, mental 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 [Campus 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, [Questions, Answers, and Options for Victims of Sexual Misconduct](#)
- To have Rights and options reviewed in more detail, victims are encouraged to contact one of the following College’s Title IX Coordinators:

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

Office: Harrison Campus Office 205

Mt. Pleasant Campus Doan Center Office 106

(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

Office: Harrison Campus Office 205

Mt. Pleasant Campus Doan Center Office 106

(989) 386-6622, Ext. 394

mfarrell@midmich.edu

For Employees

Lori Fassett, Associate Vice President of Human Resources

Title IX Coordinator

1375 S. Clare Ave, Harrison, MI 48625

2600 S. Summerton Rd., Mt. Pleasant, MI 48858

Office: Harrison Campus Office 217

Mt. Pleasant Campus Doan Center Office 104

(989) 386-6692

lfassett1@midmich.edu

Respondent's Rights

When allegations of discrimination, harassment, or sexual misconduct are brought against a member of the campus community and an investigation is opened, the College is committed to providing a prompt, fair, impartial and equitable investigation and resolution of the incident.

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 [Campus Non-Discrimination, Harassment, and Sexual Misconduct Policy](#)
- To have these Rights and options reviewed in more detail, individuals are encouraged to contact one of the following College's Title IX Coordinators:

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
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Martricia Farrell, Director of Security Operations and Systems
 Deputy Title IX Coordinator/Clery Compliance Officer
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 1375 S. Clare Ave, Harrison, MI 48625
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 Office: Harrison Campus Office 217
 Mt. Pleasant Campus Doan Center Office 104
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lfassett1@midmich.edu

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

Education, Awareness, and Strategies

Mid forbids acts of Prohibited Conduct (acts of discrimination, harassment, and sexual misconduct including dating violence, domestic violence, stalking, and sexual assault). 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 intent is to offer educational opportunities that are culturally relevant, inclusive of diverse communities, 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.

2017 Primary Education, Awareness, and Prevention Activities

Primary educational efforts surrounding sexual misconduct are made available to all new incoming students and new employees through online training modules. New students, at the start of each semester (Fall, Winter, and Summer) receive an email that addresses sexual misconduct and includes a link to an online training module that addresses dating violence, domestic violence, sexual assault, and stalking. New employees of the College, during their onboarding process, are assigned various training modules which include modules on VAWA (Violence Against Woman Act), Sexual Harassment, and Title IX. Both of these primary prevention efforts:

- 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

2017 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 2017 calendar year. Departments such as 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, Woman'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 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
- Book Display: In conjunction with the Clothesline Project the Library and Learning Services displayed and had available for check-out, various books focused on intimate partner violence and sexual assaults; Books available provided in-depth insight and information into the cycles of violence, facts and fallacies surrounding domestic violence, how to stop the cycles of violence, how to recognize the signs of violence, and how to be an 'active' bystander
- Got Consent Campaign: Information and posters defining consent per Michigan law were posted in all restrooms throughout the campuses; An email was also sent to all Mid students educating them on what is and is not considered consent, how consent is defined, and contact information for the College's Title IX Coordinator
- Wear one/Protect Yourself Campaign: A statewide condom distribution campaign to prevent pregnancy and STDs, as well as to reduce barriers of cost, embarrassment of purchasing, and lack of access; Condoms were made available, on alternating weeks, in specified restrooms on the Harrison and Mt. Pleasant campuses, along with Got Consent Cards
- Love Shouldn't Hurt Presentation by Woman's Aid: Overview on the dynamics of domestic abuse and resources available to survivors and family members
- Facebook Posts to the Mid Facebook page: During the month of October and in conjunction with Domestic Violence Month, weekly information was made available such as on and off campus resources, various statistics and general information relating to domestic violence
- Resource pamphlets are made available throughout the campuses and in areas such as Student Services, Library and Learning Services, and restrooms on sexual assault, intimate partner violence, stalking, and bullying

[Bystander Intervention Strategies](#)

Bystanders can play a critical 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 depending on the bystander and the situation at hand. It is good to be aware of the situation, interpret if the situation requires intervention, assume responsibility for intervening and in what way, 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 purposely; 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, listed herein, 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 measures 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 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 College Responsible Employee, 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 is a Campus Security Authority, and in that function, 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 confidence who is not required to report the incident to one of the College's Title IX Coordinators. For such individuals, the College offers limited Crisis Counseling. This resource is subject to legal confidentiality which prohibits the release of information without the individual's express consent, except as required by law. If someone makes a report of criminal or sexual violence to the College's confidential resource, that person/resource will provide the individual with options and will provide information on how to submit a voluntary,

confidential report to the Clery Compliance Officer. This report permits the Clery Compliance Officer to determine if the incident should be reported among the crime statistics in the Annual Security Report. If the victim chooses to make a report, the Counselor will complete the Confidential Voluntary Report Form, leaving out any personal identifiable information and will forward it onto the Clery Compliance Officer.

Information on Mid's limited Crisis Counseling service can 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.

Other Resources for Survivors of Sexual Misconduct

Because Mid Michigan College's Crisis Counseling is limited, 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 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 Clery Crimes, college policies related to these acts and 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

Personal Protection Order - MCL § 600.2950

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; minor; ownership interest in animal; definitions.

Sec. 2950.

(1) Except as provided in subsections (27) and (28), 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) 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.

(i) 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.

(j) 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.

(k) 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 prior to the 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 one 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 due to 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 personal protection order may not be made mutual. 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 when 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 court shall designate the law enforcement agency that is responsible for entering 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.

(11) A personal protection order must include all of the following, and to the extent practicable the following shall be contained 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 more, immediate arrest and the civil and criminal contempt powers of the court, and that if he or she is found guilty of criminal contempt, he or she shall be imprisoned for not more than 93 days and may be fined not more than \$500.00.

(ii) If the respondent is less than 17 years of age, immediate apprehension or being taken into custody, and subject to 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 respondent is subject to 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 when 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 Michigan by any law enforcement agency.

(f) 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 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. The 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 the motion to modify or rescind the ex parte personal protection order within 14 days after the filing of the motion to

modify or rescind. 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 filing of the motion to modify or rescind.

(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 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 respondent from purchasing or possessing a firearm, notify the concealed weapon licensing board in 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 the 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 provided in 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 about 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 that 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 of the individual restrained or enjoined. 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 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 has received 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, the 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 about 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 shall 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 more 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, shall 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 for 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 chapter XIIA of the probate code of 1939, 1939 PA 288, MCL 712A.1 to 712A.32, and section 15b of chapter IV of the code of criminal procedure, 1927 PA 175, MCL 764.15b.

(26) A personal protection order issued under this section is also enforceable under chapter 17.

(27) 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.

(28) 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.

(29) 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.

(30) For purposes of subsection (1)(j), 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.

(31) 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 circuit court or 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 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 Woman 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"
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, 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 etc.; *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 Clery Act requires institutions to collect crime statistics from local police, Campus Security, and **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 this Annual Crime Statistics.

Additionally, pursuant to federal non-discrimination laws, specifically Title IX of the Education Amendments of 1972 to the Higher Education Act of 1965, institutions must identify those employees that are consider **Responsible Employees (RE)**. Under federal law, Responsible Employees are individuals of the College that have a duty to take action to report incidents or are individuals whom a student reasonably believes has the ability to take action when acts of discrimination, harassment or sexual misconduct-including dating violence, domestic violence, stalking or sexual assault occur. REs have a duty to report acts that they become aware of to one of the College’s Title IX Coordinators. The College has determined that CSAs are also Responsible Employees, and collectively refer to them as Mandated Reporters (MR). A Mandated Reporter is a comprehensive term used to encompass the dual role of a Responsible Employee and Campus Security Authority.

Identification of CSA

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 and/or an RE. 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 to remove any position or individual who no longer functions in the capacity of a CSA.

Example of Positions Identified as CSAs

Using the criteria set forth in the Clery Act, examples of Mid CSAs includes, but may not be limited to the following positions:

- Campus Security and all members of Security Operations and Systems
- Various individuals working in Student Services (i.e. Advisors, Mentors, Financial Aid Officers, Student Advancement, Admissions)
- Student Conduct and Wellness Coordinators
- TRiO staff
- Coaches, Assistant Coaches, Athletic Director
- Faculty serving as a Club Leader (or any other individual serving in this capacity)
- Individuals (employee or non-employee)who serves as a chaperon for college sponsored activities
- Title IX Coordinators

Notification and Training

Working from the updated list of CSAs, Security Operations and Systems (SOS) puts together a list of CSAs entitled ‘Mandated Reporter List’ and notifies the individuals on the list 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 Mandated Reporter fail to complete the training, their Supervisor is notified and disciplinary action may be taken.

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 assumed to be a Mandated Reporter, 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.

Additionally, those individuals designated solely as Responsible Employees by the College are encouraged to complete yearly training programs offered through Human Resources and the Office of Security Operations and Systems during the months of September, October, and November. These trainings are intended to familiarize REs with the legal obligations under federal law and applicable College policies.

Reporting an Incident

All Mid Michigan College Mandatory Reporters are required to report certain (alleged) crimes including hate crimes and instances of discrimination, harassment, or sexual misconduct that they become aware of. This is in an effort to keep the campus community safe and informed, allow for investigation, ensure proper statistical inclusion in the Annual Security Report, and to facilitate and ensure appropriate support and institutional response in cases of discrimination, harassment, and sexual misconduct.

If any **Clery Offenses** are reported to a Campus Security Authority, witnessed by them or a third party, they are required to report the incident using one of the following options:

Using the [Online Report Form](#)

Contacting Security Operations and Systems:

Martricia Farrell 989-386-6622, Ext. 394

Kim Barnes 989-386-6622, Ext. 236

Contacting Campus Security:

For Mt. Pleasant call 989-339-7323

For Harrison call 989-339-4204

Responsible Employees (which includes CSAs) are instructed to report acts of discrimination, harassment and sexual misconduct to one of the College's Title IX Coordinators. As Title IX Coordinators are also considered CSAs, they have a duty to report the incident to Security Operations and Systems. Reports may be submitted as follows:

Using the [Online Report Form](#)

Contacting one of the College's Title IX Coordinators:

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

Office: Harrison Campus Room 205

Mt. Pleasant Campus Doan Center Room 106

(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
Office: Harrison Campus Room 205
Mt. Pleasant Campus Doan Center Room 106
(989) 386-6622, Ext. 394
mfarrell@midmich.edu

For Employees
Lori Fassett, Associate Vice President of Human Resources
Title IX Coordinator
1375 S. Clare Ave, Harrison, MI 48625
2600 S. Summerton Rd., Mt. Pleasant, MI 48858
Office: Harrison Campus Office 217
Mt. Pleasant Campus Doan Center Office 104
(989) 386-6692
lfassett1@midmich.edu

In addition, if a serious crime occurs that may cause an ongoing threat to the campus community and it is reported to anyone identified as a Mid Mandated Reporter, 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. If there is any question about whether an ongoing threat exists, individuals should contact a member of the Security Operations and Systems Office immediately to discuss the matter further.

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 2017, 2016, 2015

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 Mid Michigan College's 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 2015, 2016, and 2017 that occurred on Mid's Clery campus defined geography.

Crime Statistics for the Harrison Campus

Harrison Campus Crime Statistical Data: Criminal Offense			
Offense	Year	Geographic Locations	
		On Campus	Public Property
Murder/Non-Negligent Manslaughter	2017	0	0
	2016	0	0
	2015	0	0
Manslaughter by Negligence	2017	0	0
	2016	0	0
	2015	0	0
Rape	2017	0	0
	2016	0	0
	2015	0	0
Fondling	2017	0	0
	2016	1	0
	2015	0	0
Incest	2017	0	0
	2016	0	0
	2015	0	0
Statutory Rape	2017	0	0
	2016	0	0
	2015	0	0
Robbery	2017	0	0
	2016	0	0
	2015	0	0
Aggravated Assault	2017	0	0
	2016	0	0
	2015	0	0
Burglary	2017	0	0
	2016	0	0
	2015	0	0
Motor Vehicle Theft	2017	0	0
	2016	0	0
	2015	0	0
Arson	2017	0	0
	2016	0	0
	2015	0	0

Harrison Campus Crime Statistical Data: VAWA Crime			
Offense	Year	Geographic Locations	
		On Campus	Public Property
Dating Violence	2017	0	0
	2016	0	0
	2015	0	0
Domestic Violence	2017	0	0
	2016	0	0
	2015	0	0
Stalking	2017	1	0
	2016	0	0
	2015	0	0

Harrison Campus Crime Statistical Data: Arrests and Referrals			
Offense	Year	Geographic Locations	
		On Campus	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2017	0	0
	2016	0	0
	2015	0	0
Referrals – Disciplinary: Weapons: Carrying, Possessing, etc.	2017	0	0
	2016	0	0
	2015	0	0
Arrests: Drug Abuse Violations	2017	0	0
	2016	0	0
	2015	0	0
Referrals – Disciplinary: Drug Abuse Violations	2017	0	0
	2016	0	0
	2015	0	0
Arrests: Liquor Law Violations	2017	0	0
	2016	0	0
	2015	0	0
Referrals – Disciplinary: Liquor Law Violations	2017	0	0
	2016	0	0
	2015	0	0

Mid Michigan College has no on-campus residential facilities

For the years 2015, 2016, 2017 there were no reported hate crimes for the Harrison Campus

For the years 2015, 2016, 2017 there were no unfounded crimes for the Harrison Campus

Crime Statistics for the Mt. Pleasant Campus

Mt. Pleasant Campus Crime Statistical Data: Criminal Offense			
Offense	Year	Geographic Locations	
		On Campus	Public Property
Murder/Non-Negligent Manslaughter	2017	0	0
	2016	0	0
	2015	0	0
Manslaughter by Negligence	2017	0	0
	2016	0	0
	2015	0	0
Rape	2017	0	0
	2016	0	0
	2015	0	0
Fondling	2017	0	0
	2016	0	0
	2015	0	0
Incest	2017	0	0
	2016	0	0
	2015	0	0
Statutory Rape	2017	0	0
	2016	0	0
	2015	0	0
Robbery	2017	0	0
	2016	0	0
	2015	0	0
Aggravated Assault	2017	0	0
	2016	0	0
	2015	0	0
Burglary	2017	0	0
	2016	0	0
	2015	0	0
Motor Vehicle Theft	2017	0	0
	2016	0	0
	2015	0	0
Arson	2017	0	0
	2016	0	0
	2015	0	0

Mt. Pleasant Campus Crime Statistical Data: VAWA Crime			
Offense	Year	Geographic Locations	
		On Campus	Public Property
Dating Violence	2017	0	0
	2016	0	0
	2015	0	0
Domestic Violence	2017	0	0
	2016	0	0
	2015	0	0
Stalking	2017	1	0
	2016	1	0
	2015	0	0

Mt. Pleasant Campus Crime Statistical Data: Arrests and Referrals			
Offense	Year	Geographic Locations	
		On Campus	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2017	0	0
	2016	0	0
	2015	0	0
Referrals – Disciplinary: Weapons: Carrying, Possessing, etc.	2017	0	0
	2016	0	0
	2015	0	0
Arrests: Drug Abuse Violations	2017	0	0
	2016	0	0
	2015	0	0
Referrals – Disciplinary: Drug Abuse Violations	2017	0	0
	2016	0	0
	2015	1	0
Arrests: Liquor Law Violations	2017	0	0
	2016	0	0
	2015	0	0
Referrals – Disciplinary: Liquor Law Violations	2017	0	0
	2016	0	0
	2015	0	0

Mid Michigan College has no on-campus residential facilities

For the years 2015, 2016, 2017 there were no reported hate crimes for the Mt. Pleasant Campus
For the years 2015, 2016, 2017 there were no unfounded crimes for the Mt. Pleasant Campus

Crime Statistics Non-Campus Locations

Non-Campus Locations Crime Statistical Data: Criminal Offense			
Offense	Year	Geographic Locations	
		Non Campus	
Murder/Non-Negligent Manslaughter	2017	0	
	2016	0	
	2015	0	
Manslaughter by Negligence	2017	0	
	2016	0	
	2015	0	
Rape	2017	0	
	2016	0	
	2015	0	
Fondling	2017	0	
	2016	0	
	2015	0	
Incest	2017	0	
	2016	0	
	2015	0	
Statutory Rape	2017	0	
	2016	0	
	2015	0	
Robbery	2017	0	
	2016	0	
	2015	0	
Aggravated Assault	2017	0	
	2016	0	
	2015	0	
Burglary	2017	0	
	2016	0	
	2015	0	
Motor Vehicle Theft	2017	0	
	2016	0	
	2015	0	
Arson	2017	0	
	2016	0	
	2015	0	

Non-Campus Locations Crime Statistical Data: VAWA Crime			
Offense	Year	Geographic Locations	
		Non-Campus	
Dating Violence	2017	0	
	2016	0	
	2015	0	
Domestic Violence	2017	0	
	2016	0	
	2015	0	
Stalking	2017	0	
	2016	0	
	2015	0	

Non-Campus Locations Crime Statistical Data: Arrests and Referrals			
Offense	Year	Geographic Locations	
		Non Campus	
Arrests: Weapons: Carrying, Possessing, etc.	2017	0	
	2016	0	
	2015	0	
Referrals – Disciplinary: Weapons: Carrying, Possessing, etc.	2017	0	
	2016	0	
	2015	0	
Arrests: Drug Abuse Violations	2017	0	
	2016	0	
	2015	0	
Referrals – Disciplinary: Drug Abuse Violations	2017	0	
	2016	0	
	2015	0	
Arrests: Liquor Law Violations	2017	0	
	2016	0	
	2015	0	
Referrals – Disciplinary: Liquor Law Violations	2017	0	
	2016	0	
	2015	0	

For the years 2015, 2016, 2017 there were no reported hate crimes for Non-Campus Locations

For the years 2015, 2016, 2017 there were no unfounded crimes for Non-Campus Locations

Caveat

In requesting crime statistical data from off-campus locations, Mid Michigan College (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. 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 the various departments and/or 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.