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Welcome to the Mid Michigan Community College’s 2017 Annual Security Report (ASR). MMCC’s Office of Student Oversight and Institutional Compliance (OSO) prepares and distributes this yearly report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This Report is designed to provide the campus community with timely, accurate and complete information about the safety of our campuses and any reported crime so that individuals can make informed decisions on how to keep themselves safe. This Report includes crime statistics for the previous three years in/on campus property, on public property within or immediately adjacent to college owned buildings, and on any properties that are frequented by students that are owned or otherwise controlled by the College but are not immediately adjacent to Campus property. The ASR contains information on current policies and measures that are implemented to create a safe and secure environment of learning for the Mid Michigan Community College community; including policies on Drug and Alcohol, Non-Discrimination, Harassment, and Sexual Misconduct, Smoke Free Campus, Weapons, and Campus Security. The Office of Student Oversight and Institutional Compliance is charged with collecting and compiling this documentation.

College employees and students are notified of the Annual Security Report by October 1st each year and it is also available for public reading by visiting www.midmich.edu/securityreport

Mid Michigan Community College (MMCC) is a two-year public community college. The College’s main 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. MMCC also operates a 44-acre campus in Mt. Pleasant, Michigan on the corner of Summerton and Broadway Street; the physical address is 2600 S. Summerton Road, Mt. Pleasant, Michigan. MMCC has established Memorandums of Understanding with Big Rapids Community Schools, Clare Community Schools, Farwell Community Schools, Harrison Community Schools, Huron Area Technical Center, Morley-Stanwood Community Schools, Shepherd Community Schools, Sacred Heart Academy and Snow Snake Ski and Golf which allows MMCC 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 MMCC Laker Basketball and Bowling Teams practice and hold events. Maps of the Harrison and Mt. Pleasant Campuses can be found at www.midmich.edu/clerygeography. No students reside on campus as the College does not have residential living locations.

Mid Michigan Community College’s Fall 2016 enrollment was 4117. There were 175 full-time and 91 part-time employees during the Fall 2016 Semester for a combined total of 205.

As an institution of education, MMCC has a responsibility to provide a learning environment for students, faculty, staff, and visitors that consistently provides safe and healthy surroundings. Our primary considerations are to provide an equitable, secure and safe College environment. As such, we rely on all members of the MMCC community to identify and report potential safety concerns. An important part of this process is through educating the community about guidelines for safety concerns, reporting processes, potential hazards, available resources, and crime statistic disclosures that are reported to Campus Security, Campus Security Authorities, and local law enforcement.

As previously stated, this reporting 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.

Our intent is that this Report will provide the campus community with timely and accurate information about crime and campus safety so that individuals can be cognizant of the protocols MMCC has implemented and make knowledgeable choices of ways to keep themselves safe. This Report will provide the reader with valuable information about MMCC and we ask that it be reviewed carefully, especially the information about crime prevention tips and reporting.

**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 which provide the campus community with information necessary to make informed decisions about their health and safety through timely warnings and emergency notifications.

- Provide educational programs and campaigns to promote awareness about dating violence, domestic violence, sexual assault, and stalking.

- Have procedures in place 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 past three years; provide information on campus security policy and procedures.

- Submit crime statistics reported in the ASR to the Department of Education.

- Maintain and disclose in a Daily Crime Log, 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 of the Annual Security Report
The Office of Student Oversight’s Annual Security Report is compiled in cooperation with various MMCC 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 to provide crime statistical data, as well as revised information on educational efforts and programs. To produce this report, the OSO prepares an annual written request for statistical information to all Campus Security Authorities, Student Services and Admission Deans, Directors, Coordinators, and local law enforcement with proper jurisdiction. All of the statistics are gathered, compiled and included in this Annual Security Report. The Office of Student Oversight 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 guide for safe practices on and off campus. It is available on the web at: [www.midmich.edu/securityreport](http://www.midmich.edu/securityreport). Each member of the college community receives an e-mail that describes the Report. The e-mail 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, Student Conduct and Institutional Compliance Coordinator, 1375 S. Clare Ave., Harrison, Michigan 48625, (989) 386-6622, Ext. 394, or by e-mailing your request to mfarrell@midmich.edu.

Daily Crime Log
Mid Michigan Community 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 the Office of Student Oversight. The Daily Crime Log is housed with the Office of Student Oversight and reflects all crimes reported that occurred on campus geography, including the Clery crime categories. The Daily Crime Log includes violations of law, not violations of college policies. Crimes must be placed into the Daily Crime Log within two business days after a crime has been reported to Campus Security or the Office of Student Oversight. 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 Student Oversight, 1375 S. Clare Avenue, Office 107, Harrison, Michigan or 2600 S. Summerton Road, Office 104, 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.
Overview of Campus Security/Law Enforcement

Mid Michigan Community College’s Safety and Security Policies were designed to ensure the safety of persons visiting or utilizing our campuses. Overall security concerns at MMCC are coordinated through the Office of Student Oversight with assistance from Campus Security and the Campus Safety and Security Committee. This Committee consists of the Executive Dean of Student & Academic Support Services, Coordinator of Student Conduct & Institutional Compliance, Director of Facilities, Vice President of Finance & Administration, Director of Nursing, Director of Information Technology, Lab Science Coordinator, 2 Custodians, Homeland Security Representative, Campus contract Security Representative, 2 Student Representatives, 2 Faculty, and a Representative from Student and Community Relations. MMCC 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 provided from 7:00 AM to 10:00 PM Monday through Thursday and from 7:00 AM to 4:30 PM on Friday. Summer hours may vary but will be maintained for the duration of daily class times and while MMCC 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 Student Oversight.

Mid Michigan Community College Security Officers do not have powers to arrest, but do have a duty to keep the campus community safe and uphold Campus Safety and Security Policies, the Campus Sexual Misconduct and Harassment Policy, and the Code of Conduct. As Campus Security Officers are considered Campus Security Authorities and Responsible Employees, they have a duty to report crime statistics to the Office of Student Oversight for inclusion in the Daily Crime Log and 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 MMCC staff work closely with all local, state, and federal law enforcement agencies with the proper jurisdiction to report criminal investigative incidents. 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. MMCC shall make timely reports to the campus community on crimes considered to pose an 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 MMCC-sponsored classes, events, or activities are taking place, local law enforcement (with the proper jurisdiction) should be contacted and thereafter reported to the Office of Student Oversight. 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.

During normal business hours, security of and access to public areas of College facilities will be open and accessible to students, faculty, staff, and visitors. These areas will be patrolled routinely by Campus Security. Non-public and restricted areas shall be accessible by authorized individuals using issued 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 lockdown or evacuation and restricted to authorized personnel only. A copy of the MMCC campus security patrol locations can be found at www.midmich.edu/clerygeography.

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 helpful when other members of the campus community report equipment problems to Campus Security, the Office of Student Oversight, the 411 helpdesk, Facilities Management or by logging into the portal and submitting a helpdesk ticket using the online form.

Incident Reporting

To facilitate the College’s commitment in maintaining a secure, positive learning environment, students, staff and visitors are encouraged to promptly report all crimes, emergencies and public safety-related incidents to Campus Security or the Office of Student Oversight so that issues can be assessed and properly addressed. Reports received by Campus Security are forwarded to the Office of Student Oversight for review and possible action. Members of the Office of Student Oversight are trained to receive, document, investigate and determine how reported crimes shall be administered. Further, all matters will be reviewed to determine if notification is required to the campus community.

Campus Security and/or the Office of Student Oversight will work with individuals that report a crime to obtain information, identify potential witnesses and conduct an investigation in the effort to identify the responsible party and remedy the situation. As deemed appropriate, crime suspects may be adjudicated through MMCC’s conduct process or the criminal justice system. Criminal incidents will be reviewed thoroughly for crime statistical disclosures requirements.

If you or someone else are in the midst of any kind of emergency, immediate harm or threat of harm, please contact 9-1-1. Reports of any act (criminal or otherwise) which threaten a person, damage property or result in harmful implications can be made in person to Campus Security or to the Office of Student Oversight. The Office of Student Oversight personnel includes, the Dean of Student and Academic Support Services, the Coordinator of Student Conduct and Institutional Compliance, and the Student Conduct and Institutional Compliance Officer. Reports can also be submitted through the Maxient online reporting system which can be accessed through the College Portal and is monitored by the Office of Student Oversight. Maxient provides a safe and anonymous way for reporting crimes.

Mid Michigan Community College encourages prompt reporting of all crimes to Campus Security and the appropriate police agencies when the victim of a crime elects to, or is unable to, make such a report. MMCC recognizes that some individuals may feel more comfortable reporting directly to a College official. Therefore, reports may be made directly to officials listed below. These personnel will assist by notifying the appropriate College department, law enforcement, and/or filing a Maxient report so that the matter may be properly addressed.
Wellness Concerns
MMCC recognizes that our focus on safety and security needs to include the issues of wellness and behavioral challenges of our students. These challenges may be in the form of academic difficulties or significant life obstacles. To address these issues, students can be referred to our Student Success and Outreach Officer (SSOO), an extension of the Office of Student Oversight. The SSOO has partnerships with community systems and also resources for students that face significant wellness challenges. For academic concerns, the Student Success and Outreach Officer has oversight of the Referral Messaging System (RMS) which Faculty can utilize to submit concerns about their classroom students.

For academic concerns, please utilize the RMS. For wellness concerns, the Maxient online system can be accessed to submit an online concern or you may contact:

Student Success and Outreach Officer
Office of Student Oversight:
Amy Goethe (989) 386-6622, Ext. 256
Harrison Campus, Office 108B

Voluntary Confidential Reporting Procedure
If you are a victim of a crime and do not wish to pursue action within the College's system or the criminal justice system, consider the option of submitting a confidential report. The purpose of a confidential report is to comply with your choice to keep the matter private while taking steps to
ensure your future 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. Confidential reports for this purpose can be made through the Maxient System or to the Office of Student Oversight's Case Manager, Becky Knickmeier, 1375 S. Clare Ave., Office 106, Harrison, MI 48625; (989) 386-6638; rknickmeier@midmich.edu.

In addition to the above venues to report incidents and obtaining resources from them, you may report crimes that you witness or have information about, anonymously, to the following agencies:

1. Crimes occurring in Clare or Isabella Counties      http://www.michigan.gov/ok2say/
2. Crimes occurring in the City of Mt. Pleasant      (989) 779-9111 (tip line)

**Emergency Preparedness**

MMCC has a detailed Crisis Response Plan that outlines the College's immediate response to a crisis and its operational procedures. This includes the use of electronic and cellular communications in the event of a major emergency. The Core Crisis Response Team along with Campus Security, the Office of Student Oversight, and members of the Campus Safety and Security Committee are assisted by local law enforcement and Homeland Security to review, update and routinely reassess the Crisis Response Plan.

Campus Security along with the Office of Student Oversight, are positioned to have the initial responsibility of making a determination and requesting the necessary resources to investigate any situation that may constitute an emergency or dangerous situation. The Office of Student Oversight has the responsibility of notifying the Core Crisis Response Team of any such incident so that the 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 imposed, including notification to the campus community.

**MidAlert!**

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

Emergency notifications are sent to all active MMCC MidMail Accounts. Students currently enrolled at MMCC 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 emergency 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 MMCC issued e-mail account and any notifications posted on the MMCC home page at www.midmich.edu. Individuals may also choose to forward their MidMail account to another e-mail. For assistance in doing so, users should contact the help desk at helpdesk@midmich.edu.

To enroll, to update preferences, or to “opt-out” please visit: https://account.midmich.edu/profile

**The information provided is confidential and will not be shared. Cell phone carriers may charge standard text messaging fees.

Visitor Information
To keep them informed, visitors 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. Visitors 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 assist in this endeavor, when visitors register an event with our Community Relations Department, they will receive an e-mail/letter addressing the MidAlert! feature and will be directed to a visitors’ webpage that will house this information. Visitor registration information will be posted in common areas of the Campus.

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

All members of the MMCC Community are reminded through this Annual Security Report that they are required to notify Campus Security or the Office of Student Oversight 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 MMCC’s Core Crisis Response Team of the situation so they may determine if the situation does, in fact, pose an immediate threat to the community.

When situations are presented to MMCC’s Core Crisis Response Team, the members will convene, assess the significance, level of danger, and immediate threat to the health, safety and security of the college community. Should they determine that an Emergency Notification is warranted, the Core Crisis Response Team will determine the content of the message and will utilize the appropriate systems (stated below) to communicate the threat to the MMCC community or the afflicted segment of the community if the threat is limited to a particular population, campus location, or building. Taking into account the safety of the college community, the Team will initiate the Notification System. This communication will be through e-mails to all active MMCC e-mail accounts and may also consist of text and automated voice calls, the public address system, College website, and 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 Response Team may need to confer with local, state and federal agencies to help determine the magnitude of the situation, the best response, and the segments of the greater community that may need notification. In critical circumstances, the Core Crisis Response Team will post updates on the College website and may send follow up e-mails, texts or automated voice phone messages.

As required by the Higher Education Opportunity Act (Public Law 110-315), MMCC’s Core Crisis Response 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 President, Vice President of Finance & Administrative Services, Vice President of Student & Community Relations, Vice President of Academic Services, Dean of Student & Academic Support Services, Facilities Director, Director of Personnel Services, and the Chief Information Officer.

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

1. **Situations where there is potential for serious injuries or serious injuries have occurred.** Examples:
   - Outbreaks of serious illness
   - Gas leaks
   - Armed assailant
   - Bomb threat
   - Explosion
2. **Situations that cause a major disruption to the campus community and/or campus operations.** Examples:

- Tornado
- Power outages
- Severe accident
- Serious acts or threats to campus property

**Emergency Notifications Process:**

1. Upon notification by Campus Security, the Office of Student Oversight, 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 Response 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.

2. The Core Crisis Response Team will, without delay, determine the content of the Notification and initiate the Notification System, unless issuing a notification would, in the professional judgment of the Team, compromise or hinder the response or efforts to assist the victim(s) or mitigate the emergency.

3. Emergency Notification messages and subsequent updates may be issued to the campus community at the direction of the Core Crisis Response Team through a variety of components including but not limited to:
   - **MidAlert!** MMCC’s Emergency Alert System, which includes text messaging and automated voice calls. (Students, faculty, staff and visitors must enroll)
   - E-mail to all active MMCC MidMail accounts
   - College website ([www.midmich.edu](http://www.midmich.edu))
   - Postings on College buildings
   - Public address system (PA/phones)
   - Through local media

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

**Timely Warning Notice**

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

Members of the Office of Student Oversight 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 Response Team. The Core Crisis Response 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 Response Team, with assistance from the Office of Student Oversight or member thereof, will determine the content of the message and a Timely Warning will be disseminated to students, faculty, and staff through a “blast e-mail” to all active MidMail accounts. Visitors to the Campus, who have enrolled to receive notifications, will be sent a text message with directions to a link for the entire Timely Warning Notice. At times, other methods of communicating the Timely Warning Notice may be used in conjunction with the “blast e-mail.” These may include any of the following: MidAlert! (voice and text messaging), public address system, College website, posted notices in buildings, and/or local media.

**Criteria for Issuance of a Timely Warning Notice**
The intent of a Timely Warning Notice (TWN) is to alert the campus community of ongoing threats and enable individuals to protect themselves. It is also considered a tool to use in the prevention of similar crimes.

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

*NOTE: The College will not withhold a basic description of the reported crime under auspices of the risk of compromising law enforcement efforts. Specific details such as the exact location, the specific date, etc., could be withheld if releasing such information would compromise law enforcement efforts (such as conducting an investigation or conducting an undercover operation, etc.).
The College will not issue a Time Warning Notice if the subject has been apprehended and the threat of imminent danger to the MMCC 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 Student Oversight, or reported to a Campus Security Authority in a manner that would allow the issuance of a “timely” notice to the college community. In situations such as these, our general guidance is that a report filed more than ten days after the date of the incident may not allow the College to issue a “timely” notice to the campus community. These situations would be evaluated on a case-by-case basis.

**How Timely Warning Notices are issued:**

1. The Office of Student Oversight 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 may warrant a Timely Warning. (Public Safety Notices may be issued for non-Clery Crimes.) Thereafter, a member of the Office of Student Oversight will contact the Core Crisis Response Team or member thereof.

2. The Core Crisis Response 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, at once, with the assistance from the Office of Student Oversight, they will determine the content of the notification and initiate the Notification System.

3. The Notice will be disseminated to the campus community through a “blast e-mail” to all MidMail accounts, visitors to the campus that have enrolled to receive text message will receive a text message directing them to a link for the full notice. MMCC may also use one or more of the following channels to distribute the Timely Warning notice:

- **MidAlert!** MMCC’s Emergency Alert System, which includes text messaging and automated voice calls. (Students, faculty, staff and visitors must enroll)
- E-mail to all active MMCC MidMail accounts
- Visitors to the campus have the option to enroll in MidAlert! text messages, and those enrolled will receive a text
- College website (www.midmich.edu)
- Posting on college buildings
- Public address system (PA/phones)
- Through local media

**Public Safety Advisory**

In situations which serious or significant incidents occur outside of our Clery reportable geography, Mid Michigan Community College may issue Public Safety Advisories when deemed necessary by the College’s Core Crisis Response Team. 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, MMCC will provide the campus community with information via blast e-mail to all MMCC e-mail 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.

**Emergency Response and Evacuation Testing Procedure**

Mid Michigan Community 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 the Safety and Security Committee in conjunction with the Office of Student Oversight, Campus Security and the Core Crisis Response Team. These tests may be announced or unannounced. The purpose of these tests would be to familiarize the campus community with the sound of alarms, locations of emergency exits within the buildings, location of designated meeting or shelter/Triage areas, testing of various notification systems such as the public address system, e-mail notification, MidAlert! and to provide guidance about exiting the facility for an emergency evacuation. (Mid Michigan Community College's emergency procedures, building evacuation routes and shelter locations are posted in classrooms and various locations throughout the College.) MMCC will publish its Emergency Response Evacuation Procedures in conjunction with the test, annually.

The test will be monitored by members of the Safety and Security Committee, Office of Student Oversight, Campus Security and the Core Crisis Response Team 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 the Safety and Security Committee and presented to the appropriate department or individuals so that improvement of processes can be impinged.

Documentation of the test will be submitted to the Office of Student Oversight for Clery Act-related documentation which 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.

**Evacuation Procedure**

MMCC recognizes that physical emergencies may occur which would warrant evacuation of College buildings and has developed procedures to help facilitate such an event. For the Emergency Evacuation plan to be successful, it must have the cooperation of every member of the campus community and as such, each member should become familiar with posted evacuation procedures. Evacuation procedures and various other safety information is distributed annually to the campus community, via e-mail, and 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/Triage Locations are e-mailed to the campus community in conjunction with a test/drift and will be made available online under Campus Safety and Security.

Decision Making for Evacuation:

- Depending on the severity of the situation and response time, the Core Crisis Response Team will assess the incident and determine if evacuation of all or part of the campus is warranted, as well as what method of notification will be used; notification(s) will be initiated.
- Campus Security or a member of the Core Crisis Response Team will make contact with appropriate local government agency support, as necessary.
- Alarms may be sounded depending on the severity of the situation, and/or 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 a warning to evacuate the building and proceed to the designated areas.
- Emergency Notification messages and subsequent updates will be scripted and issued to the campus community at the direction of the Core Crisis Response Team through a variety of components including but not limited to:
  
  - **MidAlert!** MMCC’s Emergency Alert System, which includes text messaging and automated voice calls. (Students, faculty, staff and visitors must enroll)
  - E-mail to all active MMCC MidMail accounts
  - College website ([www.midmich.edu](http://www.midmich.edu))
  - Postings on college buildings
  - Public address system (PA/phones)
  - Through local media

- Campus Security, members of the Core Crisis Response 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 relayed from the Core Crisis Response Team.

Evacuation Procedure:

- Anytime an alarm or verbal Evacuation Order is issued, all students, faculty, staff and visitors **MUST** evacuate immediately.
- Close all windows and doors as you evacuate your area and walk to the nearest evacuation exit.
- Assist disabled persons or visitors leaving the building.
- Do **not** use elevators.
- Report to the designated Evacuation/Triage meeting area. These areas are specifically selected for distance and access to necessary services. They are in accordance with a distance
of at least 100 feet from the building. Use caution at all times and keep sidewalks and streets clear for emergency personnel.

- Follow the directions of Campus Security, Campus Administration, appointed personnel and/or the responding governmental agency.
- Do not return to the building until directed to do so by Campus Security or Campus Administration. Ceasing the alarm does NOT mean it is safe to re-enter the building. Clearance will be given verbally and visually. Visual communication will be enhanced by use of Warning Flags. Red flags will indicate a warning to evacuate the building and proceed to the designated areas; green flags will visually issue a clearance to the Campus Community that they are permitted to leave the evacuation area.

**Tornado Evacuation Procedure**

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. Therefore, it is very important that all college personnel be familiar with tornado procedures, review them regularly, and participate in tornado drills when administered.

**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 by the National Weather Service, the campus community should:

1. Monitor local weather reports
2. Visit the MMCC Safety and Security page on the website
3. Stay connected with MMCC Security and MMCC's Core Crisis Response Team for updates
4. Review the MMCC Emergency Plans/Maps (located in classroom and hallways) for designated tornado shelter areas
5. 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. 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 the National Weather Service, the Core Crisis Response Team, with assistance from Campus Security will:

1. Issue the notification and need to report to “shelter locations”, through the College PA/Phone System, which will be repeated several times.
2. Assuming that time permits, the College’s Emergency Notification System (MidAlert!) will be activated and an alert will be sent via text, phone and e-mail to the campus community.
3. Students, Faculty, and staff are asked to remain in the designated shelter areas until such times as an “All Clear” has been issued through the PA/Phone system by Campus Security or members of the Core Crisis Team. A MidAlert! will also be issued via text, phone and e-mail to the campus community issuing the “all clear.”

When a Tornado Warning is issued by the National Weather Service, MMCC personnel should:

1. Direct students and other visitors to proceed quickly (in an orderly fashion) to the designated shelter areas; they should not leave the building
2. Once rooms have been evacuated, turn off lights and close classroom/office doors
3. Provide assistance to persons with disabilities
4. Refrain from using the elevators
5. Remain in the shelter area until Campus Security or the Core Crisis Response Team has given an “All clear” signal

*If you are outside when a tornado occurs and are unable to take inside shelter, lie flat in a ditch or depression and protect your head. Avoid large trees, metal poles and other electrical conductors. Vehicles should not be used as shelter.*

Remember:
A **Tornado Warning** is when a tornado is actually spotted in the area.
A **Tornado Watch** is when conditions may result in a tornado.

**Crime Prevention, Safety & Security Awareness Programs**

The safety of our College Campuses is our foremost concern. In keeping with this responsibility, the Office of Student Oversight in conjunction with Student Life, Athletics, Personnel Services, and Student Services work together to promote crime prevention and security awareness programs and activities throughout the year. These programs are designed to eliminate or minimize the probability of criminal incidents whenever possible. The encompassing goal is to create a secure environment that encourages students, faculty, and staff to be responsible for their own safety and look out for the welfare of others.

MMCC emphasizes community awareness/interaction through the dissemination of materials and presentations focused toward safety and security awareness. Such programs and practices vary from crime prevention presentations to bi-weekly postings of wellness and safety tips. In detail, some of the College’s annual efforts include:

- Posting Crime Prevention Awareness and Wellness information on college bulletin boards and in the Laker Wave
- Providing Security Cards to Student Services staff to distribute during new student orientation and advising appointments; Cards include information on Campus Security, Office of Student Oversight, the College’s Title IX Coordinators and who and how to report crimes
• Utilizing County and State Police Crime Prevention Specialists as speakers throughout the academic year, which includes information on personal safety, as well as bystander intervention strategies
• Campus Security invited into classrooms to discuss safety efforts on Campus and services provided
• Providing Campus community with information on the College's Behavior Intervention Team and assistance they can provide
• Inviting local law enforcement to participate in security drills, as well as serve on MMCC’s Campus Safety and Security Committee
• 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
• Forming partnerships with local District Court/Recovery Courts, various police agencies with responding jurisdiction, Woman’s Aid Services etc., in an effort to have open 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 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 escorts from strangers
• **Patrols** performed routinely by Campus Security on both campuses
• **Office of Student Oversight and the Student Oversight Committee** serve as resources to all members of the campus community. The Committee and Office is charged with enforcing policies regarding student conduct and investigating reports of alleged violations. Included within the Office of Student Oversight is the Behavior Intervention Team which provides preventative measures throughout the college community to reduce the risk of student incidents (student is defined as any persons having been issued an MMCC student identification number)
• **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 the College supplies through training materials and video presentations. They address issues involving sexual violence prevention, including domestic violence, dating violence, sexual assault, and stalking

It is important that each person take ownership for their 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 in which to work, study and subsist. It is our expectation that individual use of this information will help prevent a person from becoming a victim 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 the 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; an assailant usually looks for someone that seems 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 MMCC 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 area.
- 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 bookbags, purses, cellular phones, CD players, MP 3 players, unattached speakers and other items of value that can be seen inside your car.

Protect Your Vehicle by:

- Mounting stereos and CDs 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.
Alcohol and Other Drug Policy and Prevention Programs

Policy Statement
Mid Michigan Community prohibits the use, possession, consumption, sale, distribution, and unlawful manufacture of alcohol, drugs, narcotics or controlled substances on MMCC’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 MMCC’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." The full publication is available online at: [https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf](https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf)

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:**

**Drug 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, overdose effects, and influence on the mind and body are summarized in chart form on the next several pages.
### Class of Substance

<table>
<thead>
<tr>
<th><strong>Narcotics</strong></th>
<th>Legal Status in the United States</th>
<th>Effects on the Mind</th>
<th>Effects on the Body</th>
<th>Effects of Overdose</th>
</tr>
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<tr>
<td>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.</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>

### Class of Substance

<table>
<thead>
<tr>
<th><strong>Stimulants</strong></th>
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<tr>
<td>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,</td>
<td>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</td>
<td>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, and extend prolonged</td>
<td>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</td>
<td>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-</td>
</tr>
</tbody>
</table>
Bontril, Preludin, Fastin, Adipex P, Ionomin, and Meridia) and illicitly produced drugs such as methamphetamine, cocaine, and methcathinone. 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.

periods of wakefulness, and “get high.” Chronic, high-dose use is frequently associated with agitation, hostility, panic, aggression, 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.”

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.

regulating system, physical exertion increases the hazards of stimulant use.
<table>
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</tr>
</thead>
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<td><strong>Depressants</strong></td>
<td>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.</td>
<td>Depressants used therapeutically do what they are prescribed for: induce sleep, relieve anxiety and muscle spasms; prevent seizures. They also cause amnesia, leaving no memory of events that occur while under the influence, reduce reaction time, impair mental functioning and judgment, and cause confusion. Long-term use of depressants produces psychological dependence and tolerance.</td>
<td>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.</td>
<td>High doses of depressants or use of them with alcohol or other drugs can slow heart rate and breathing enough to cause death.</td>
</tr>
</tbody>
</table>

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 dependence on and 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.

<table>
<thead>
<tr>
<th>Class of Substance</th>
<th>Legal Status in the United States</th>
<th>Effects on the Body</th>
<th>Effects on the Mind</th>
<th>Effects of Overdose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hallucinogens</td>
<td>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.</td>
<td>Physiological effects include elevated heart rate, increased blood pressure, and dilated pupils.</td>
<td>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 and 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.</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Marijuana/Cannabis</td>
<td>Marijuana is a mind-altering (psychoactive) drug, produced by the Cannabis sativa plant.</td>
<td>When marijuana is smoked, the THC passes from the lungs and into the bloodstream which carries the chemical</td>
<td>Short-term physical effects from marijuana use may include: sedation, bloodshot eyes, increased heart rate,</td>
<td>No death from overdose of marijuana have been reported.</td>
</tr>
</tbody>
</table>
Marijuana contains over 480 constituents. THC (delta-9-tetrahydrocannabinol) is believed to be the main ingredient that produces the psychoactive effect. 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.

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 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.
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 one’s ability to drive or lead to an increase in risk-taking behavior. Increased appetite and short-term memory impairment are common.

<table>
<thead>
<tr>
<th>Class of Substance</th>
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<th>Effects on the Mind</th>
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<th>Effects of Overdose</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Steroids</strong></td>
<td>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.</td>
<td>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”).</td>
<td>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...</td>
<td>Anabolic steroids are not associated with overdose. The adverse effects a user would experience develop from the use of steroids over time.</td>
</tr>
</tbody>
</table>
Testosterone, nandrolone, stanozolol, methandienone, and boldenone are some of the most frequently abused anabolic steroids. Blood cell count, breast cancer, and the wasting of tissue as a result of AIDS. Rage). When users stop taking steroids, they may experience suicidal depression. Anabolic steroid use may also cause psychological dependence and addiction. 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.

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” which is available online at: [https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm](https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm)

Additional information about the physical and psychological consequences of substance use and/or abuse is available in the MMCC Library, through the Office of Student Oversight, and at various Substance Abuse Agencies. Students and employees of MMCC 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. The full publication is available online at: [https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf](https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf)

**Available Counseling and Treatment Programs**

Mid Michigan Community 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 MMCC 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 at [www.drugscreening.org](http://www.drugscreening.org). Local assistance is available from the following:

- **Ten Sixteen Recovery Network**  
  (989) 773-9655-servicing Isabella County  
  (989) 802-0742-servicing Clare County  
  (989) 426-8886-servicing Gladwin County  
  [http://www.1016.org](http://www.1016.org)

- **Addiction Solutions**  
  (989) 779-9449  
  [http://www.asccts.com](http://www.asccts.com)

- **Community Mental Health for Central Michigan**  
  (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  
  [http://www.cmhcm.org](http://www.cmhcm.org)

**Drug and Alcohol Abuse Prevention Strategies**

The College incorporates evidence-based interventions, collaborations, and promotes 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 Office of Student Oversight, Academic Advising, Student Life, and Personnel Services, but are also provided in collaboration with the Michigan State Police, Ten16 Recovery Network, and Clare/Gladwin Recovery Court. Outlined below are a few of the prevention and awareness activities that take place throughout the academic year:

- Alcohol-free events during the day and evening hours
- Substance Abuse Prevention information material available to students, faculty, and staff through the Office of Student Oversight (OSO) 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
- Education and awareness symposium focused on the ‘opioid epidemic’
- Efforts to create a healthy living lifestyle normative environment
- 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)
- Limited Crisis Counseling
Preventative measures are also implemented by Personnel Services 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 will receive a brief overview of the Drug & Alcohol Policy, where the policy is located on the MMCC website, and reference/information about reporting any suspected Drug and/or Alcohol use by employees.
- The Alcohol and Other Drug Policy will also be emailed to new employees as part of their new employee “welcome” packet.

Federal and State Legal Penalties
Should a violation of any law take place on MMCC 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, provides, 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:**

<table>
<thead>
<tr>
<th>Substance/Quantity</th>
<th>Penalty</th>
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<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Offense:</strong> Not less than 5 years and not more than 40 years. If death or serious bodily injury, not less than 20 years or more than life. Fines of not more than $5 million if an individual; $25 million if not an individual.</td>
<td>Cocaine 5 kilograms or more mixture</td>
<td>Cocaine Base 280 grams or more mixture</td>
<td></td>
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<tr>
<td><strong>Second Offense:</strong> Not less than 10 years; not more than life. If death or serious bodily injury, life imprisonment. Fines of not more than $8 million if an individual; $50 million if not an individual.</td>
<td>Fentanyl 400 grams or more mixture</td>
<td>Fentanyl Analogue 100 grams or more mixture</td>
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<tr>
<td>Heroin 1 kilogram or more mixture</td>
<td>Heroin 1 kilogram or more mixture</td>
<td>LSD 10 grams or more mixture</td>
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</tr>
<tr>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture</td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture</td>
<td>PCP 100 grams or more pure or 1 kilogram or more mixture</td>
<td></td>
</tr>
<tr>
<td>Substance/Quantity</td>
<td>Penalty</td>
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<td></td>
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<td>----------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td></td>
<td></td>
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<tr>
<td>Any Amount Of Other Schedule I &amp; II Substances</td>
<td><strong>First Offense:</strong> Not more than 20 years. If death or serious bodily injury, not less than 20 years or more than Life. Fine $1 million if an individual; $5 million if not an individual. <strong>Second Offense:</strong> Not more than 30 years. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual; $10 million if not an individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any Drug Product Containing Gamma Hydroxybutyric Acid</td>
<td><strong>First Offense:</strong> Not more than 10 years. If death or serious bodily injury, not more than 15 years. Fine not more than $500,000 if an individual; $2.5 million if not an individual. <strong>Second Offense:</strong> Not more than 20 years. If death or serious injury, not more than 30 years. Fine not more than $1 million if an individual; $5 million if not an individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV) 1 Gram</td>
<td><strong>First Offense:</strong> Not more than 5 years. Fine not more than $250,000 if an individual; $1 million if not an individual. <strong>Second Offense:</strong> Not more than 10 years. Fine not more than $500,000 if an individual; $2 million if not an individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any Amount Of Other Schedule III Drugs</td>
<td><strong>First Offense:</strong> Not more than 1 year. Fine not more than $100,000 if an individual; $250,000 if not an individual. <strong>Second Offense:</strong> Not more than 4 years. Fine not more than $200,000 if an individual; $500,000 if not an individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)</td>
<td><strong>First Offense:</strong> Not more than 1 year. Fine not more than $200,000 if an individual; $500,000 if not an individual. <strong>Second Offense:</strong> Not more than 4 years. Fine not more than $200,000 if an individual; $500,000 if not an individual.</td>
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</table>

### Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil

<table>
<thead>
<tr>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants</td>
<td><strong>First Offense:</strong> Not less than 10 years or more than life. If death or serious bodily injury, not less than 20 years, or more than life. Fine not more than $10 million if an individual; $50 million if other than an individual. <strong>Second Offense:</strong> Not less than 20 years or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual; $75 million if other than an individual.</td>
</tr>
<tr>
<td>Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</td>
<td><strong>First Offense:</strong> Not less than 5 years or more than 40 years. If death or serious bodily injury, not less than 20 years or more than life. Fine not more than $5 million if an individual; $25 million if other than an individual. <strong>Second Offense:</strong> Not less than 10 years or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual; $50 million if other than an individual.</td>
</tr>
<tr>
<td>Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants</td>
<td><strong>First Offense:</strong> Not more than 20 years. If death or serious bodily injury, not less than 20 years or more than life. Fine $1 million if an individual; $5 million if other than an individual. <strong>Second Offense:</strong> Not more than 30 years. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual; $10 million if other than an individual.</td>
</tr>
<tr>
<td>Hashish More than 10 kilograms</td>
<td><strong>First Offense:</strong> Not less than 10 years or more than life. If death or serious bodily injury, not less than 20 years, or more than life. Fine not more than $10 million if an individual; $50 million if other than an individual. <strong>Second Offense:</strong> Not less than 20 years or more than life. If death or serious injury, not more than 30 years. Fine not more than $2 million if an individual; $10 million if not an individual.</td>
</tr>
<tr>
<td>Hashish Oil More than 1 kilogram</td>
<td><strong>First Offense:</strong> Not less than 10 years or more than life. If death or serious bodily injury, not less than 20 years, or more than life. Fine not more than $20 million if an individual; $75 million if other than an individual. <strong>Second Offense:</strong> Not less than 20 years or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $30 million if an individual; $150 million if other than an individual.</td>
</tr>
</tbody>
</table>
Marijuana
less than 50 kilograms marijuana (but
does not include 50 or more
marijuana plants regardless of
weight)

First Offense: Not more than 5 years. Fine not more than $250,000 if
an individual; $1 million if other than an individual.

Hashish
10 kilograms or less

Second Offense: Not more than 10 years. Fine $500,000 if an
individual; $2 million if other than individual.

Hashish Oil
1 kilogram or less

The Michigan Medical Marijuana Act (MMMA) conflicts with federal criminal laws governing
controlled substances, as well as federal laws that require institutions receiving federal funds from
contract or grants to maintain a drug-free campus and workplace (see Department of Ed Section
484(r) for information on Higher Education Act of 1965 and rules regarding suspension of Federal
Financial Aid for drug-related offenses). MMCC 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 the Policy and is prohibited on College property
or at College sponsored activities or events.

State of Michigan consequences of drug and alcohol 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.

Pursuant to the Michigan Liquor Code of 1998:

- It is illegal for persons under the age of 21 to consume alcohol and can result in a Minor in
  Possession violation (MIP)
- It is illegal to purchase, provide or serve alcohol to anyone under the age of 21
- It is illegal for those under the age of 21 to drive after drinking any amount of alcohol
- It is illegal for those 21 and older to drive with a blood alcohol content (BAC) of .08 or higher
- It is illegal to be on public property with open containers of alcohol. Public property includes
  sidewalks, streets, and public buildings
- It is illegal 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. The following penalties for violation of Michigan Law are maximum penalties. Actual sentences may differ at the discretion of the Judge.

### Use of a Controlled Substance

<table>
<thead>
<tr>
<th>Use of controlled substance classified as Schedule 1, 2, 3, or 4 (except Narcotic Drugs and Marijuana), or controlled substance analogue</th>
<th>Misdemeanor; punishable by imprisonment for not more than 1 year or a fine of not more than $1,000.00, or both</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of controlled substance-narcotic; cocaine; methamphetamine; classified as Schedule 1 or 2</td>
<td>Misdemeanor; punishable by imprisonment for not more than 1 year or a fine of not more than $2,000.00, or both</td>
</tr>
<tr>
<td>Use of controlled substance – LSD; classified as Schedule 5</td>
<td>Misdemeanor; punishable by imprisonment for not more than 6 months or a fine of not more than $500.00, or both</td>
</tr>
<tr>
<td>Use of Marijuana, salvia divinorum, Catha edulis; Synthetic equivalents of the substances contained in the plant, or in the resinous extractives of cannabis and synthetic substances</td>
<td>Misdemeanor; punishable by imprisonment for not more than 90 days or a fine of not more than $100.00, or both</td>
</tr>
</tbody>
</table>

### Possession of a Controlled Substance

<table>
<thead>
<tr>
<th>Possession of controlled substance classified as Schedule 1 or 2 that is a narcotic; cocaine</th>
<th>Felony; punishable by imprisonment for life or any term of years or a fine of not more than $1,000,000.00, or both</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1000 grams or more</td>
<td>---</td>
</tr>
</tbody>
</table>
### Possession of Methamphetamine/Ecstasy
- **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
- **Felony; punishable by imprisonment for not more than 2 years or a fine of not more than $2,000.00, or both**

### Possession of Marijuana
- **Misdemeanor; punishable by imprisonment for not more than 1 year or fine of not more than $2,000.00, or both**

### Manufacture, Creating, or Delivering a Controlled Substance, Prescription form

<table>
<thead>
<tr>
<th>Possession</th>
<th>Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 grams or more</td>
<td>Felony; punishable by imprisonment for life or any term of years or a fine of not more than $1,000,000.00, or both</td>
</tr>
<tr>
<td>450 grams or more, but less than 1000 grams</td>
<td>Felony; punishable by imprisonment for not more than 30 years or a fine of not more than $500,000.00, or both</td>
</tr>
<tr>
<td>50 grams or more, but less than 450 grams</td>
<td>Felony; punishable by imprisonment for not more than 20 years or a fine of not more than $250,000.00, or both</td>
</tr>
<tr>
<td>50 grams or less</td>
<td>Felony; punishable by imprisonment for not more than 20 years or a fine of not more than $250,000.00, or both</td>
</tr>
</tbody>
</table>

### Manufacture/Delivery of Methamphetamine/Ecstasy
- **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 (excepting marijuana; cocaine; narcotic)
- **Felony; punishable by imprisonment for not more than 7 years or a fine of not more than $10,000.00, or both**

- **450 grams or more, but less than 1000 grams**  
  - **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**  
  - **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**  
  - **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**  
  - **Felony; punishable by imprisonment for not more than 4 years or a fine of not more than $25,000.00, or both**

- **Possession of Methamphetamine/Ecstasy**  
  - **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**  
  - **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**  
  - **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**  
  - **Misdemeanor; punishable by imprisonment for not more than 1 year or fine of not more than $2,000.00, or both**
| Manufacture/Delivery of controlled substance classified as Schedule 4 | 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 Marijuana or a mixture containing marijuana | |
| • 45 kilograms or more or 200 plants or more | 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 | Felony; punishable by imprisonment for not more than 7 years or a fine of not more than $500,000.00, or both |
| • Or 20 plants or more, but fewer than 200 | |
| • Less than 5 kilograms or fewer than 20 plants | Felony; punishable by imprisonment for not more than 4 years or a fine of not more than $20,000.00, or both |
| Manufacture/Delivery of a substance classified as Schedule 5 | 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 | Felony; punishable by imprisonment of not more than 7 years or a fine of not more than $5,000.00, or both |

For more information regarding penalties in the State of Michigan, please see Michigan Legislature at [www.legislature.mi.gov](http://www.legislature.mi.gov) or Michigan Secretary of State at [www.michigan.gov/sos](http://www.michigan.gov/sos)

**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. MMCC had adopted intervention strategies for addressing violations of the Alcohol and Other Drug (AOD) 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 Office of Student Oversight (OSO) is charged with overseeing the conduct and resolution process for students. Personnel Services has management of the conduct and resolution process for employees.

Students:
The Office of Student Oversight will work with students charged with violations of the AOD 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

<table>
<thead>
<tr>
<th>Response Level 1 - Possession or Consumption with minimal disruption</th>
<th>Possible Intervention &amp; Sanctions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• First alcohol possession/consumption violation</td>
<td>• Establish Conduct record</td>
</tr>
<tr>
<td>• Meeting with Student Success and Outreach Officer</td>
<td>• Attendance at Recovery Court</td>
</tr>
<tr>
<td>• Issuance of a Warning</td>
<td>(Clare, Gladwin or Isabella County)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Response Level 2 – Concerning or Disruptive Behavior</th>
<th>Possible Intervention &amp; Sanctions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Second alcohol possession/consumption, OR</td>
<td>• Meeting with Crisis Counselor</td>
</tr>
<tr>
<td>• First alcohol possession/consumption involving disruption (e.g. creating disturbance in the classroom, verbal altercation, minor vandalism/destruction of property etc.)</td>
<td>• Mandated educational or reflective assignment</td>
</tr>
<tr>
<td>• Implementation of improvement plan and/or follow recommendations decided by Crisis Counselor</td>
<td>• Disciplinary Probation until terms of improvement plan completed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Response Level 3 – Persistent Concerning Behavior or Single Serious Incident</th>
<th>Possible Intervention &amp; Sanctions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Three or more alcohol possession/consumption, or</td>
<td>• College Suspension Review</td>
</tr>
<tr>
<td>• Two or more alcohol possession/consumption involving disruption, or</td>
<td>• External Alcohol Assessment (at own expense)</td>
</tr>
<tr>
<td>• First time serious incident (e.g. physical altercation, threat to self or others, selling or furnishing alcohol to minor, police involvement etc.)</td>
<td>• Consideration of deferred suspension (based on assessment and follow through with recommendations/treatments)</td>
</tr>
<tr>
<td>• Referral for prosecution</td>
<td></td>
</tr>
</tbody>
</table>
### 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.)

- College Dismissal Review
- Referral for prosecution

### Drug Violations

**Response Level 1 - Possession or Consumption with minimal disruption**

- First Marijuana possession/use
- First Drug paraphernalia possession/use

- Establish Conduct Record
- Meeting with Student Success and Outreach Officer
- Attendance at Recovery Court (Clare, Gladwin or Isabella County)
- 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

- Meeting with Crisis Counselor
- Mandated educational or reflective assignment
- Implementation of improvement plan and/or follow recommendations decided by Crisis Counselor – may include 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

- 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

<table>
<thead>
<tr>
<th>Possible Intervention &amp; Sanctions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery, manufacture, or sale of a controlled substance, including marijuana</td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td>College Dismissal Review</td>
</tr>
<tr>
<td>Referral for prosecution</td>
</tr>
</tbody>
</table>

*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.*

**Employees:**

If an employee is found to be in violation of our Alcohol and Other Drug Policy, Personnel Services is responsible for working with the employee to determine appropriate intervention strategies, rehabilitative or disciplinary measures and sanctions. Current policies and contracts will be referenced to ensure that the College is adhering to any language in currently enacted hourly, Faculty or Administrative contracts. The College is guided by contractual language. Each reported incident will be reviewed individually. Processes for addressing different factions of the College are listed below.

**Drug Free Campus & Workplace Act**

**Substance Abuse for Full-Time Faculty:**

The Faculty Senate Association and MMCC 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.

MMCC agrees that any instructor with an alcohol or drug abuse problem that requests diagnosis or treatment will not jeopardize his/her job rights or job security and that such problems will be handled in an effective, confidential manner.

Any report of actual or alleged alcohol and/or drug abuse shall be promptly reported to the instructor of concern.

**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.

Review of College Prevention Program and Policy
The Drug Free Campuses and Drug Free Workplace Acts require institution of higher education to conduct a biennially review of its programs. The Biennially review is conducted on even-numbered years and is designed to determine effectiveness, implement change as needed, and ensure that intervention and sanctions developed are enforced consistently. Within the biennial review the College is required to disclose the number of alcohol and drug violations occurring on campus or at College sponsored activities or events, as well as the number and types of sanctions imposed on students and employees as a result of violations to the AOD policy. A copy of MMCC’s most recent biennially review is available on the MMCC website and house under the Office of Student Oversight, or through the following link: https://www.midmich.edu/community/about-mmcc/student-right-know/policies/alcohol-other-drug-policy/alcohol-other-drug-biennial-review.

Smoke and Tobacco Free Policy
To promote the health and well-being of its 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, vehicles, and grounds that are owned, leased or operated by Mid Michigan Community College. 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 MMCC 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 channels and processes defined under MMCC’s Conduct Guidelines.

Weapons Policy
No weapons shall be permitted on Campus, except those carried by properly authorized law enforcement officials. Civil Law controlling weapons is regarded as Campus ruling. For purposes of
interpretation, a weapon shall be deemed as "any instrument which is designed with the capability of inflicting injury to persons." There shall be no game hunting with any sort of a weapon on any part of the College property. The College Board of Trustees may grant exceptions to this Policy for approved College programs or activities.

Campus Non-Discrimination, Harassment and Sexual Misconduct Policy and Information

Policy Statements
Mid Michigan Community College (MMCC) is committed to maintaining a safe but unhindered environment for students, faculty, staff, and visitors to work and learn. Our College should be an environment where individual’s rights are protected from all forms of discrimination, harassment and sexual misconduct which includes acts of sexual violence, sexual assault, sexual harassment, dating violence, domestic violence, sexual exploitation and stalking; referred to collectively 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 Community College implements and maintains a zero tolerance posture with acts of Prohibited Conduct. When an allegation of misconduct is brought to an appropriate administrator’s attention and a Respondent is found to have violated the Campus Non-Discrimination, Harassment and Sexual Misconduct Policy, sanctions will be used to reasonably ensure that such actions are never repeated. The 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
MMCC encourages all members of the campus community to promptly report allegations of Prohibited Conduct to one of the Title IX Coordinators or Deputy Coordinator. MMCC has 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 a complaint is made. 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 individuals to be Responsible Employees:

- All individuals working in Student Services, Student Life, Admissions, Campus Security, and Athletics
- Campus Security Authorities designated by the College under the Clery Act and not otherwise specified in this provision
- College Faculty or 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
MMCC 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 MMCC 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. MMCC 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, MMCC 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 this 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 MMCC 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 and thoroughly investigated by one of the College’s Title IX Coordinators or designees. The College will make reasonable and appropriate efforts to ensure an individual’s privacy 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. The College is required by the Federal Clery Act to statistically report certain categories of crimes including certain types of sexual misconduct to the Clery Compliance Officer. Confidentiality is maintained when filing the report and no personal identifiable information about the Complainant or Respondent is revealed. The Annual Disclosure of Crime Statistics reports the types of criminal incidents, only.

Prohibited Conduct

Discrimination
Mid Michigan Community 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 Michigan Community College 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
MMCC 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.
Sexual Misconduct

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

- **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, the College’s educational programs and/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, the College’s educational programs and/or activities

- **Non-Consensual Sexual Intercourse or Penetration:** The insertion of any object, however slight, into the vagina or anus of another without their consent; inserting a penis into the mouth of another without their consent; orally penetrating the vagina of another without their consent (or any of the above mentioned when the person is incapable of giving consent due to physical or mental incapacitation or age)

- **Non-Consensual Sexual Contact:** Intentional contact with the breasts, buttocks, groin, or genitals; touching another with any of these body parts or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner even if not involving contact with/of breasts, buttocks, groin, genitals, mouth or other orifice

- **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

Examples of conduct that may constitute sexual or gender-based harassment include but are not limited to, the following:

- Prostituting another
- Non-consensual video or audiotaping of sexual activity
- Going beyond the boundaries of consent (such as letting others hide in a closet and watch while engaging in consensual sex)
- Knowingly transmitting an STD or HIV to another
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals
- Sexual violence including sexual assault, rape, sexual battery and sexual coercion
- Threats or insinuations which lead the victim to reasonably believe that granting or denying sexual favors will affect his/her reputation, education, employment, advancement, or standing within the College
- Unwanted written, verbal, or electronic statements of a sexual nature directed at an individual, including sexually suggestive comments, jokes, or innuendoes
- Written, verbal, or electronic statements that disparage a person based on a perceived lack of stereotypical masculinity or femininity or perceived sexual orientation
- Sexual conduct such as stalking, cyberstalking, recording or transmitting sexual images; voyeurism
- Repeatedly using sexually degrading words or sounds to describe a person
- Unwanted and unnecessary touching, patting, hugging or other physical contact
- Recurring comments or questions about an individual's sexual prowess, sexual deficiencies, or sexual behavior
- Excluding a person from a program or activity based on pregnancy
- Excluding a person from a program, activity or facility based on sexual orientation or gender identity

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim

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

**Domestic Violence:** A felony or misdemeanor crime of violence committed by any of the following individuals:

- A current or former spouse or intimate partner of the victim
A person with whom the victim 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

**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. (MMCC 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

**Pregnancy Discrimination**

The College will not discriminate against any student or employee or exclude any student or employee from its educational and/or work 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 any student 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 student or employees’ physician; at the conclusion of which the person shall be reinstated to the status that was held when the leave commenced. Further, MMCC 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 employee or a student or employee who has given birth to obtain a certification from a physician stating that the person 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 and employees for other physical or emotional conditions requiring the attention of a physician.

**Complaints, Investigation and Resolution Procedures**

**Complaints**

Mid Michigan Community 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. The College reserves the right to act as a Complainant and initiate proceedings without a formal complaint by the 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. The online reporting form is the most effective reporting method and can be found at:

[www.midmich.edu/incidentreport](http://www.midmich.edu/incidentreport)

Campus Security can be reached at:

- Harrison Campus (989) 339-4204
- Mt. Pleasant Campus (989) 339-7323
Reports may also be made directly to one of Mid Michigan Community College’s Title IX Coordinators or Deputy Coordinator. All Title IX Investigators receive yearly training on issues related to sexual discrimination, sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, and stalking along with how to conduct an investigation and implement processes that protect the safety of victims and promote accountability.

**Title IX and Deputy Coordinator for Students:**

**Kim Barnes**
Executive Dean  
Student/Academic Support Services  
Chief Title IX Coordinator  
Mid Michigan Community College  
1375 S. Clare Ave.  
Office 112  
Harrison, MI 48625  
(989) 773-6622, Ext. 236  
k barnes@midmich.edu

**Marricia M. Farrell**
Conduct & Institutional Compliance Coordinator  
Office of Student Oversight  
Deputy Title IX Coordinator  
Mid Michigan Community College  
1375 S. Clare Ave.  
Office 107  
Harrison, MI 48625  
(989) 386-6622, Ext. 394  
Mfarrell@midmich.edu

**Title IX Coordinator for Employees:**

**Lori Fassett**
Executive Director  
Personnel Services  
Title IX Coordinator  
Mid Michigan Community College  
1375 S. Clare Ave.  
Office 217  
Harrison, MI 48625  
(989) 386-6622 ext. 692  
lfassett1@midmich.edu

If a complaint involves both a student and employee, a joint investigation will occur involving both the Student and 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 should thoroughly and concisely describe the alleged incident(s) including date, time and location. Any supporting documentation should be included with the complaint. The names of potential witnesses should also be included.
Upon receipt of the complaint, an initial review will commence to determine whether acts of Prohibited Conduct have occurred that are in direct violation of the Policy. The type of disciplinary proceeding follows the College administrative model and may be informal or formal. If there is reasonable cause, the College will initiate a prompt, fair and impartial investigation and if appropriate, impose interim measures. These interim measures may include assistance in changes to academic issues, matters of transportation, working situations, or protective measures such as separating the parties, placing limitations on contact between the parties, making alternate class placement or workplace arrangements, or suspension. The College will confidentially maintain details of any accommodations or protective measures provided to the Victim to the extent that such confidentiality would not impair the ability of the College to provide the accommodations or protective measures.

Investigation of the complaint is designed to provide a fair, impartial, and reliable determination as to whether any violation of the Policy has occurred. If so, the College will implement a prompt and effective remedy designed to end the Prohibited Conduct, prevent its recurrence and address its effects on the Complainant and others, as appropriate. For sexual harassment findings including sexual misconduct, the College will take these actions regardless of whether or not the sexual violence is the subject of a criminal investigation.

This procedure is administrative in nature and applies to acts of discrimination, harassment, and sexual misconduct, including sexual assault, dating violence, domestic violence, and stalking. Other grievances, behavior, or conduct issues shall be addressed through other appropriate college channels.

**Investigations**

All received reports and complaints of alleged violations of the Policy will be promptly reviewed and investigated. Appropriate action will be taken as quickly as possible by the Title IX Coordinator or Deputy. A final resolution will be rendered within a reasonably prompt timeframe which will not exceed 60 days from receipt of the complaint, unless an extension has been granted for good cause. If an extension is granted, written notice will be provided to both the Complainant and Respondent, outlining the reason for the extension. This timeframe excludes any appeal that may be filed. The College will use a preponderance of the evidence standard (more likely than not) when making the final determination.

Mid Michigan Community College will make every effort to protect the rights and privacy of the Complainant as well as the Respondent. While confidentiality cannot be guaranteed, the College will make every effort to protect the Complainant’s identity during the investigation. 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 investigate and determine what ensued. If acts of discrimination, harassment or sexual misconduct have occurred, Mid Michigan Community College (MMCC) must:

- Investigate
- Take prompt and effective steps to prohibit the misconduct
- Prevent its reoccurrence
Further, MMCC must take steps to protect the Complainant, as necessary. This includes providing interim measures prior to the conclusion of the investigation and final determination, which may include changes to academic, work, or living arrangements, College no contact orders, and information on internal and/or external service or resources, such as: counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and student financial aid. 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 change in student status or conduct situation. In the case of a significant and articulable health and/or safety risk, the College may contact parents/family/guardians to inform them of the situation and/or gather information.

**Voluntary Informal Resolution**

In the event that the Title IX Investigator believes that the matter may be resolved by informal means, the Investigator may suggest the informal process to the Complainant and Respondent. If agreeable, the Investigator may work with the parties to reach a resolution. The informal resolution will still act to end the misconduct, prevent its reoccurrence and remedy its effects; lessor sanctions may be imposed. In cases where an informal resolution is reached, the Investigator will prepare the Informal Case Resolution Agreement and provide simultaneous copies to both the Complainant and Respondent. The Complainant and Respondent may end the informal resolution process at any point and request, in writing to the Investigator assigned, that the matter proceed to the formal investigation/Administrative Model.

**NOTE** In cases of alleged sexual violence the informal resolution process is not considered.

**Investigative Process**

When the Title IX Coordinator or Deputy conclude that an alleged violation of this Policy has occurred and an investigation is warranted, the matter will follow the general timeline below to be completed within 60 days (excluding any appeal):

- A report of discrimination, harassment, or sexual misconduct is received (Day 1)
- Case Manager reviews initial complaint, assesses severity of matter, and assigns matter to a Title IX Investigator (Day 1-2)
- Title IX Investigator conducts a secondary review to determine if the alleged acts of misconduct are in violation of this Policy, and/or any other MMCC Policy and if so, may implement interim measures and open an investigation into the matter (Day 3-5)
- The Title IX Investigator will notify both the Complainant (if participating) and the Respondent, either in writing (e-mail is an acceptable method of delivery) or individually in person, and in a timely manner a written statement which will include (Day 6-11)
Notification of the allegations of misconduct under investigation which will include, to the extent then known, a reference to specific provisions of the Campus Non-Discrimination, Harassment, and Sexual Misconduct Policy that have allegedly been violated

- A link or copy of the College’s Non-Discrimination, Harassment, and Sexual Misconduct Policy, as well as a copy of MMCC’s Code of Conduct
- The contact information for the Title IX Investigator handling the matter and the Case Manager
- Information regarding behavior that could be construed as retaliation against the Complainant, Respondent, or witnesses. The College prohibits this behavior and persons could be subject to immediate disciplinary action, up to and including, suspension, dismissal or termination
- An outline of the Administrative Model/Investigation process, including information on the standard of evidence that used when making a determination, which is by preponderance of evidence or more likely than not
- A copy of the Victim’s Bill of Rights for the Complainant and have those rights clarified, as needed
- A copy of the Respondent’s Bill of Rights for the Respondent and have those rights clarified, as needed
- Information to the Complainant and Respondent that each will be permitted to submit a list of witnesses to the Investigator, as well as any relevant documentary evidence such as texts, e-mails, photographs, etc.
- Information regarding interim measures, how to request such measures and receive assistance in implementing them
- In instances of sexual misconduct, a written resource guide for victims of Sexual Misconduct; included in this will be information on preserving evidence, obtaining a sexual assault exam, internal and external resources for healthcare and counseling, and procedures for obtaining a Personal Protection Order
- Where Crimes of Violence have occurred, the Complainant will be advised of the right to involve local law enforcement, in addition to pursuing remedies and/or sanctions through the College’s process; to exercise their right not to involve law enforcement
- 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). 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.
• The Title IX Investigator will conduct meetings with the Complainant, Respondent and any witness identified by either party. During the meetings, each individual will be afforded the opportunity to share their version of events, provide any supporting documentation and suggest any other witnesses that may be relevant (Day 11-21)

• Utilizing the statements provided, the Title IX Investigator will prepare the preliminary Case Summary with any attachments. A copy will be sent to both the Complainant and Respondent for review. E-mail is an acceptable method of delivery (Day 21-27)

• Complainant and Respondent will be given five (5) days to prepare a written rebuttal to the information in the preliminary Case Summary and/or address any additional information, facts or witnesses that were unavailable during the investigation but could have a potential effect on the outcome of the case (Day 28-32)

• The Title IX Investigator will consider any additional information provided by the parties, conduct any additional interviews and/or investigations as deemed necessary, and will compile the final Case Summary (Day 33-39)

• The Title IX Investigator will submit the Final Case Summary, any rebuttal statements/attachments to the Title IX Coordinator assigned to the case for review and final determination. A copy of the Final Case Summary, as submitted to the Title IX Coordinator, will also be sent to the Parties (Day 40-41)

• The Title IX Coordinator will prepare a Case Resolution which will include their findings, rationale, and sanctions (Day 42-53)

• 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 (Day 54-60)

As part of the investigative process, the Investigator will promptly meet with the Complainant to obtain all of the necessary and relevant information, including a detailed description of the incident(s) and the identity of any Complainant witnesses. A written statement must be provided detailing witness contact information and stating justification for witness testament. Note that if sufficient requested information is not given, the Investigator is not under obligation to contact such witnesses. Further, the number of witnesses and permission to add witnesses at a later time are at the discretion of the Investigator, as time allows. Any person(s) against whom a complaint is made (Respondent) will be notified, in writing, of the complaint and will have the opportunity to respond to the allegations; present any and all relevant information including witness statements or other evidence. The stipulations regarding witnesses also apply to the Respondent and any witnesses that may be presented on their behalf.

Appropriate documentation of the complaint and the investigation will be maintained by the Investigator and will be disclosed to others on a need-to-know basis consistent with state and federal
law. Documentation is provided to the Title IX Coordinator assigned to the case for final determination. If appropriate, the Investigator may refer the case to a criminal justice/law enforcement agency for investigation.

After concluding the investigation, the Investigator will entrust the matter over to the Title IX Coordinator assigned to the case for review and final determination using the preponderance of evidence standard. 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 notifying the Complainant and the Respondent, in writing, of the results and include information regarding their rights to an appeal.

If the Title IX Coordinator issues a finding of responsible, the College will take all necessary steps 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 communications with the parties will be done in a timely manner and in an effort to conclude the matter within 60 days.

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:

- 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 the Complainant, a Sexual Assault Victim’s Advocate, provided the Advisor is not a person with information relevant to the allegations that may be interviewed by the Investigator during the investigation. The Advisor may not answer questions regarding the subject matter of the investigation for the Complainant or the Respondent. The Advisor may observe and consult with the Complainant or Respondent and take appropriate action to ensure that the investigation does not violate policies or collective bargaining agreements.
- Comparable and timely access to all information considered by the Title IX or Deputy Coordinator in resolving the complaint
Notification of Outcomes
Both the Complainant and the Respondent will receive simultaneous written notification of the Investigation outcome through the Final Case Determination prepared by the Title IX Coordinator. This will include the findings, rationale, and any sanctions imposed. 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 would be provided with the written notice of outcome, including the Final Case Determination with findings and rationale.
- The College may publicly release the name, nature of the violation and sanction, for any student who is found in violation of a College Policy that is a “crime of violence,” including: 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, 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. Other Parties 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 complain on behalf of another person or group. For information on how to file a complaint with OCR, visit http://www2.ed.gov/about/offices/list/ocr/complaintintro.html or contact 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

Victim and Respondent’s Rights
Victim’s Rights:
MMCC will afford specified rights to any student or employee that reports an incident of discrimination, harassment or sexual misconduct. 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, Office of Student Oversight, 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. MMCC 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 of preserving such evidence

In instances of sexual assaults, to be provided with information on how to obtain a sexual assault medical examination

To be given information on how to petition for a Personal Protection Order through the Circuit or Family Court, with proper authority to issue such an Order

To be provided with information regarding the availability of counseling, health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available both on-campus and through off-campus external agencies

To be afforded alternative class assignments or working arrangements and other assistance if requested and reasonably available. This is regardless of whether or not a formal report is made

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

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

To be provided with detailed information about the College’s conduct rules and procedures

To be provided with an investigation and resolution that is prompt, fair and impartial

To be granted a Campus No Contact Order against another member of the campus community who has engaged in or threatens to engage in stalking, threatening, harassing, or other improper behavior that presents a danger to the welfare of the victim or others

To have an investigation and proceeding conducted by officials who receive annual sexual violence and misconduct training

To petition that any member of the investigation or conduct proceeding be removed on the basis of 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 the Complainant, a Sexual Assault Victim’s Advocate, provided the Advisor is not a person with information relevant to the allegations who may be interviewed by the Investigator during the investigation. The Advisor may not answer questions regarding the subject matter of the investigation for the Complainant. 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 simultaneous 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 along with any changes that should result from an appeal and when results/findings become final
• To receive information on the College’s responsibility to make a confidential report (required by the Clery Act) for the purpose of tracking campus crime statistics
• To be provided with a paper copy of the College's Code of Conduct and the College's Campus Non-Discrimination, Harassment and Sexual Misconduct Policy, upon request. Copies of the Code of Conduct may also be found by visiting www.midmich.edu/conduct. The Campus Non-Discrimination, Harassment, and Sexual Misconduct Policy is located at www.midmich.edu/titleix

Respondent's Rights:
When allegations of discrimination, harassment, or sexual misconduct are brought against a member of the campus community, the College is committed to providing a prompt, fair and impartial investigation and resolution of the incident.

In an investigation of alleged discrimination, harassment or sexual misconduct Respondent’s 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 student services
• To request alternative class assignments or working arrangements when such accommodations are related to problems associated with discrimination, harassment, or sexual misconduct allegations
• To be informed of the College’s investigation and conduct process/procedures
• To be informed about 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 behavior/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 annual sexual violence and misconduct training
• To petition that any member of the investigation or conduct proceeding be removed on the basis of demonstrated bias
• To present witnesses during the investigation and conduct process
• 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, an attorney, provided the Advisor is not a person with information relevant to the allegations who may be interviewed by the Investigator during the investigation. The Advisor may not answer questions regarding the subject matter of the investigation for the Respondent. 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 notice (along with Complainant) on the right to file an appeal of the proceeding along with 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 on the College’s responsibility to make a confidential report (required by the Clery Act) for the purpose of tracking campus crime statistics
- To be provided with a paper copy of the College's Code of Conduct and the College's Campus Non-Discrimination, Harassment, and Sexual Misconduct Policy, upon request. Copies of the Code of Conduct may also be found by visiting www.midmich.edu/conduct. The Campus Non-Discrimination, Harassment, and Sexual Misconduct Policy is located at www.midmich.edu/titleix

**Education, Prevention and Resources**

**Education**

MMCC disallows acts of Prohibited Conduct (acts of discrimination, harassment, and sexual misconduct along with acts of 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 educational opportunities promote positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality that encourage safe bystander intervention and seek to change behavior and social norms. These programs are made available to all incoming students and new employees (primary prevention). Throughout the year, Personnel Services and The Office of Student Oversight offer ongoing awareness and prevention campaigns to students, faculty and staff. These campaigns:

- 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 used by MMCC
- 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 to report discrimination, harassment, sexual misconduct and/or violence on campus or to local law enforcement

Prevention and Awareness Activities offered during the 2016-17 year
MMCC is committed to providing ongoing prevention and awareness promotions that educate students and employees on Title IX issues. It uses an array of means to disseminate information such as presentations, interactive projects, and collaborative assignments. MMCC partnered with the Michigan State Police, Woman’s Aid, Student Services, Admissions, Student Life, and various other internal and external constituents and offered the following activities/events:
• Inclusive Online Training was made available to all new MMCC students at the start of the Fall, Winter, and Spring Semester
• VAWA online training was made available to all MMCC employees through Personnel Services
• 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
• Film/Special Viewing of “The Hunting Ground” a documentary about sexual assault on college campus. Speakers after the event included MMCC’s Title IX Coordinator and Deputy and representatives from Woman’s Aid Services
• Clothesline Project: Survivors and secondary domestic violence survivors decorated T-shirts discussing their experience. The shirts were showcased to raise awareness and build a network of recovery
• Recognizing Dangerous Situations: Michigan State Police presented on how to recognize dangerous situations, how to avoid becoming a victim, and general tips for personal safety
• Denim Day: Used to raise awareness on sexual assault
• Student Orientation: External agencies sat up booths and provided information and community resources (participants included Michigan State Police, Woman’s Aid, 211)
• Resource pamphlets are placed in the restrooms, Student Services, and available in the library on Sexual Assault, Dating Violence, Domestic 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 MMCC 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, www.rainn.org)
• Be aware of your surroundings. Knowing where you are and who is around you may help you find a way of escaping a bad situation.
• Try to avoid isolated areas. Obviously, it is more difficult to get help if no one is around.
• Walk with purpose. Even if you don’t know where you are going, walk confidently and act like you do.
• Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
• Make sure your cell phone is with you and charged.
• Don’t allow yourself to be isolated with someone you do not know or someone you do not trust.
• When using a headset, avoid putting earphones in both ears so that you can be more audibly aware of your surroundings, especially when walking alone.
• Don’t leave your drink unattended and do not accept drinks from people you do not know or trust.
• Watch out for your friends, and vice versa.
• If you suspect that you or a friend has been drugged, contact local law enforcement immediately—Call 9-1-1!

Recommended Procedures for Victims of Sexual Misconduct
• An individual who has been the victim of sexual misconduct including acts of domestic violence, dating violence, sexual assault, stalking or any other form of sexual misconduct is encouraged to immediately report the incident to one of the College’s Title IX Coordinators or designee.
• Delayed reporting may limit the College’s ability to investigate and remedy the misconduct.
• MMCC 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. MMCC will assist a victim in notifying local law enforcement if they so choose.

- The College will provide the victim with a list of their rights and the school’s responsibilities for orders of protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal court, family court, or by the College.
- Victims of crimes of violence 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. When necessary, victims should seek immediate medical attention at a local hospital and take a full change of clothing to use after the medical exam.
- Victims of sexual assault may obtain a sexual assault exam through a Sexual Assault Nurse Examiner (SANE) in Clare, Gladwin, and Isabella Counties through McLaren Hospital in Mt. Pleasant, Michigan. 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; they 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, e-mails, text messages, etc., rather than bodily evidence; it is still necessary to take steps to preserve data in these instances, as well.
- All reports of Prohibited Conduct made to a Responsible Employee will immediately be referred to one of the Title IX Coordinators for review, regardless of the Complainant’s desire to file criminal charges. As the Title IX Coordinator is a Campus Security Authority, the Coordinator will report the disclosed incident to the Office of Student Oversight, eliminating any personal information about the Complainant and Respondent for purposes of Clery Crime Reporting.

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 confidentially that will not be 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 the option and information on how a voluntary, confidential report can be submitted 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 this 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 forward it onto the Clery Compliance Officer.

For more information on MMCC’s limited Crisis Counseling services please contact the Office of Student Oversight Case Manager, Becky Knickmeier at rknickmeier@midmich.edu or (989) 386-6638.

Community Resources
As Mid Michigan Community College only offers limited Crisis Counseling, the College realizes the importance of having community references readily available. The list of external resources is available online and updated regularly by the Student Success and Outreach Officer, which is an extension of the Office of Student Oversight at: https://www.midmich.edu/student-resources/support-for-success/community-assistance.

For a comprehensive list of additional resources available in this area, please contact 2-1-1; simply dial 211, toll free calls at (888) 636-4211, or visit their website: http://www.211nemichigan.org

If you or someone else are in the midst of an emergency, crisis, or are in harm’s way, PLEASE contact 911!

Commonly Asked Questions and Answers Regarding Act of Sexual Misconduct

What Should I Do If I Am Victim?
Call 9-1-1 in the midst of any kind of emergency, immediate harm, or threat of harm.

As a victim of sexual violence, domestic violence, dating violence, or stalking, victims are encouraged to seek immediate assistance from police and healthcare providers for their physical, emotional and medical care. Victims have the option to notify police and seek medical attention. A College Title IX Coordinator can assist the victim in notifying the police, if desired. Any delay in reporting may limit the College’s ability to investigate and remedy the effects.

Should I Preserve Evidence?
It is important to take steps to preserve and collect evidence, as it may be necessary for proof of the crime or in obtaining a protection order. 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. When necessary, seek immediate medical attention at a local hospital and take a full change of clothing for use after the medical exam. In instances of stalking, evidence is more likely to be in the form of letters, e-mails, text messages, etc., rather than physical indications. However, it is still necessary to take steps to preserve evidence in these instances as well.
Should I Seek Medical Attention?
Victims of sexual assault are encouraged to seek medical attention. It is important to be examined for injuries. Information on counseling services, pregnancy, and STDs will also be provided. Another important reason to seek medical attention is to collect any physical evidence for a criminal investigation, if pursued, through a sexual assault evidence collection kit. Evidence may be collected within 120 hours of the assault, but evidence is best collected within a 6-hour window of time.

Where Can I Go for a Sexual Assault Evidence Collection Kit?
Most emergency rooms offer a sexual assault evidence collection kit, but the staff may recommend that the exam be performed by a Sexual Assault Nurse Examiner (SANE). SANE personnel have received specialized training in the collection of evidence, testing, and treatment. They address their work with specialized sensitivity and knowledge. Currently, McLaren Hospital in Mt. Pleasant, Michigan has such specialized nursing available and on-call.

How Much Does the Exam Cost?
In Michigan, the Crime Victim Services Commission, SAFE Response Program ensures that sexual assault victims are never directly billed for a medical forensic exam. The SAFE Response program will pay for the exam whether or not the victim chooses to report the assault to local law enforcement. If the victim has medical insurance which would cover the cost of the exam, SAFE Response legislation requires that insurance be used to pay for the exam unless the victim believes that billing the insurance would substantially interfere with their personal privacy or safety.

If I Seek Medical Assistance, Will I Have To File a Police Report?
Many hospitals have a policy to report sexual assaults to the police. However, being treated at an emergency department or having a sexual assault evidence collection kit completed does not mean that you have to talk to the police. You can choose not to speak with them. If you are unsure about participating in the criminal process, having the sexual assault evidence collection kit completed will help keep your options open. The kit cannot be released to the police without your consent.

What Should I Report? And Who Do I Report to?
All forms of Prohibited Conduct (discrimination, harassment or sexual misconduct, sexual violence, sexual assault, sexual harassment, dating violence, domestic violence, sexual exploitation and stalking) should be reported to one of the College’s Title IX Coordinators. The Title IX Coordinators have received specialized training on the College’s policies and procedures along with annual training on issues related to dating violence, domestic violence, sexual assault and stalking. Coordinators are available to explain and discuss procedural assistance, rights to file a complaint, handle confidentiality, present available on and off campus resources, and other related matters.

Kim Barnes
Executive Dean
Student/Academic Support Services
Chief Title IX Coordinator
Mid Michigan Community College
1375 S. Clare Ave.

Marricia M. Farrell
Conduct & Institutional Compliance Coordinator
Office of Student Oversight
Deputy Title IX Coordinator
Mid Michigan Community College
For complaints involving employees:

**Lori Fassett**
Executive Director
Personnel Services
Title IX Coordinator
Mid Michigan Community College
1375 S. Clare Ave.
Office 217
Harrison, MI 48625
(989) 386-6622 ext. 692
lfassett1@midmich.edu

What Happens If I File a Complaint with the Title IX Office?
The matter will be assigned to an Investigator and an investigation into the complaint will commence. This process will include gathering evidence and taking statements from the Complainant, Respondent, and any witnesses to the incident.

What Rights Do I have?
During the investigation and through resolution of a Complaint, both the Complainant and the Respondent shall have equal rights, which include:

- Equal opportunity to present witnesses and other relevant evidence
- Equal opportunity to review statements or any evidence provided by the other party
- Equal opportunity to review and comment on 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 the Complainant, a Sexual Assault Victim’s Advocate, provided the Advisor is not a person with information relevant to the allegations who may be interviewed by the Investigator during the investigation. The Advisor may not answer questions regarding the subject matter of the investigation for the Complainant or the Respondent. 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 Coordinator in resolving the Complaint
If I File A Complaint, Will My Name Be Released?
The College will make reasonable and appropriate efforts to ensure an individual's privacy and protect their 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. In limited circumstances, the College reserves the right to investigate despite a Complainant's request for confidentiality. This exception would be in circumstances involving serious or repeated conduct or where the Respondent may pose a continuing threat to the campus community.

Can I Have A Support Person With Me During the Investigation?
Yes! Both the Complainant and Respondent may have an Advisor present at any meeting or proceeding. 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 the Complainant, a Sexual Assault Victim’s Advocate, provided the Advisor is not a person with information relevant to the allegations who may be interviewed by the Investigator during the investigation. The Advisor may not answer questions regarding the subject matter of the investigation for the Complainant or the Respondent. 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.

What Are the Possible Outcomes of an Investigation and How Will I be Notified?
After concluding the investigation, the Investigator will hand the matter over to the Title IX Coordinator assigned to the case for review and final determination. The Title IX Coordinator will simultaneously notify the Complainant and the Respondent, in writing, of the results.

If the Title IX Coordinator issues a finding of responsible, the College will take any necessary steps to end the misconduct. Additionally, the College will take all necessary steps to prevent the recurrence of said misconduct. Corrective action will be taken as appropriate. 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.

What If I Don’t Agree with the Outcome. Can I Appeal?
When being notified of the Final Determination, the Respondent and the Complainant will also receive instructions for filing an Appeal. This appeal petition must be submitted in writing to the Title IX Coordinator within five (5) business days of receiving the written final determination. The original findings and sanctions are presumed to have been decided reasonably and appropriately. Disagreement with the finding is not a basis for an Appeal. Therefore, the only grounds for appeal are as follows:
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, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

The sanctions imposed are substantially disproportionate to the severity of the violation.

**What Should I Do If I Am Retaliated Against for Making a Complaint?**

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. Any person found to have retaliated against a person for engaging in protected activity will be in Policy violation and will be subject to disciplinary action.

**How Do I know If I am Victim Of .......?**

**Dating Violence**-can be physical, sexual, verbal or emotional. Ask yourself the following questions:

- Does your partner insult or make fun of you?
- Is your partner jealous when you want to see your family, friends or be in certain social situations?
- Does your partner constantly text or send you messages to monitor you?
- Has your partner ever thrown things, hit, kicked, shoved, strangled or grabbed you?
- Has your partner posted sexual photos of you online without your permission?
- Has your partner forced you to have sex or perform sexual acts when you didn’t want to?

**Domestic Violence**-is a pattern of assaultive and coercive behaviors which includes physical, sexual, psychological attacks, as well as economic threats that adults or adolescents use to control their intimate partners. Ask yourself the following questions:

- Has your partner discouraged you from taking classes or seeking employment?
- Does your partner limit your access to money, the phone, or the car?
- Does your partner tell you that no one would ever want you if you left them?
- Does your partner sometimes act like two different people?
- Has your partner ever hit, choked, pushed, bitten, or slapped you?

**Stalking**-is a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable personal to feel terrorized, frightened, intimidated, threatened, harassed, or molested; an act that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested. Ask yourself the following questions:

- Has someone been repeatedly following you?
• Has someone been repeatedly and unwantedly approaching or confronting you in a public place or on private property, despite requests to stop?
• Has someone unwantedly been appearing at your place of employment, despite requests to stop?
• Has someone unwantedly been contacting you by phone; sending e-mail, text messages?

(The above is a sampling of questions and are not intended to be the sole determining factors for identifying dating violence, domestic violence, sexual violence or stalking)

If you answered yes to any of the above questions or are frightened about something in your relationship and want to learn more, confidential information and help is available at the NATIONAL DOMESTIC VIOLENCE HOTLINE: 800-799-7233, or the local Woman's Aid at (989) 773-7960 for Isabella and Clare Counties. For Gladwin County, contact may be made to the Shelter House at (989) 835-6771. Visit www.michigan.gov/domesticviolence for additional information and resources.

I’ve Heard Mention of a Personal Protection Order. Can You Provide Some Information?
A Personal Protection Order (PPO) is a document that is obtained through the Court. It orders someone to stop violence or threats against you. A PPO can help protect you from someone who is threatening, harassing, or hurting you. You may petition the Court for a PPO if you have a reasonable fear for your personal safety. There are three types of Personal Protection Orders: Domestic Relationship, Non-Domestic (Stalking), and Non-Domestic (Sexual Assault). For more information, paperwork, or assistance in obtaining a PPO visit: http://michiganlegalhelp.org/ or contact the local Woman's Aid. For Isabella and Clare County, their number is: (989) 773-7960. In Gladwin County, contact Shelter House at (989) 835-6771.

How Can I Help a Friend Who Has Been a Victim of Violence?
There are many ways to help a friend that has been a victim of sexual violence, domestic violence, dating violence, or stalking. The most important help that you can provide is your presence. Be with them and be a good listener. Educate yourself and those around you on the warning signs of these various acts of violence and the resources that are available in your community. To learn about resources in your community visit: www.michigan.gov/domesticviolence

Do not pass judgment; strive to understand what they are saying and going through; be supportive, remind them that they are not responsible for the abuse; inform them of options available and assure them that you will protect their privacy and help them no matter what their decision is.

Any Advice You Can Give On How to Avoid Becoming a Victim of Violence?
To help reduce one's risk of becoming a victim to violence, there are useful things to remember:
• Let friends and/or family members know where you are going, who you will be out with, and what time you will return.
• Be aware of your surroundings. Know where you are and who is around you.
• Have a cell phone with you and make sure it is charged.
• Take care of your friends and ask that they take care of you. If you arrive at an event together, be sure you leave that event together.
• Take a decisive responsibility for your alcohol intake and recognize that it lowers your sexual inhibitions. It may make you vulnerable to someone who views a drunk person as a “sexual opportunity.”
• Tell a sexual aggressor, "NO," --clearly and firmly.
• Try to remove yourself from the physical presence of a sexual aggressor.
• Find someone nearby and ask for help.
• Trust your instincts. If a situation feels unsafe or uncomfortable, remove yourself.
• **In an emergency call 9-1-1!**

**State of Michigan Crimes and Definitions**

The definitions provided earlier regarding sexual assault, domestic violence, dating violence, and stalking are broad and are meant to help address the College's administrative judicial process. They are not designed 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 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 2 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:

1. Revenge.
2. To inflict humiliation.
3. 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-for 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

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 L.E.I.N.; notice; failure to comply with order; false statement to court; enforcement; minor; 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 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 certified by the commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.616, 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 1 or more of the acts listed in subsection (1).

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

(a) The individual to be restrained or enjoined is not the spouse of the moving party.

(b) The individual to be restrained or enjoined or the parent, guardian, or custodian of the minor to be restrained or enjoined has a property interest in the premises.

(c) The moving party or the parent, guardian, or custodian of a minor petitioner has no property interest in the premises.

(6) A court shall not refuse to issue a personal protection order solely 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 shall not be made mutual. Correlative separate personal protection orders are prohibited unless both parties have properly petitioned the court pursuant to 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 L.E.I.N. policy council act of 1974, 1974 PA 163, MCL 28.211 to 28.216.

(11) A personal protection order shall 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) An ex parte personal protection order shall be issued and effective 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 shall 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 not less than 2 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 in 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 L.E.I.N. policy council act of 1974, 1974 PA 163, MCL 28.211 to 28.216.

(18) A personal protection order issued under this section shall 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 shall 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 shall 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 L.E.I.N. policy council act of 1974, 1974 PA 163, MCL 28.211 to 28.216.

(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 L.E.I.N. policy council act of 1974, 1974 PA 163, MCL 28.211 to 28.216.

(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 shall be 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 prior to the effective date of the amendatory act that added this subsection is not invalid on the ground that it does not comply with 1 or more of the requirements added by this amendatory act.

(30) As used in this section:

(a) “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 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) “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.

**SEXY ASSAULT VICTIM’S ACCESS TO JUSTICE ACT (EXCERPT)**

**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; consent; notice to law enforcement agency; storage policy. - 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.

**Understanding Crime Statistical Reporting**

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 Student Oversight and distributed in this Report. Crime statistics and policy information is compiled in cooperation with various MMCC 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.

The OSO issues a yearly written request for statistical information to all Campus Security Authorities, Campus Security, Student Services and Admission Deans, Directors, Coordinators, and local law enforcement. All of the statistics are gathered, compiled and make up the crime statistical data included in this Report.

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

- **Sexual Assaults.** A sex offense is “any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”  
  a. **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.  
  b. **Statutory Rape.** Is sexual intercourse with a person who is under the age of consent.  
  c. **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.  
  d. **Incest.** Is the sexual intercourse between persons who are related to each other within the degrees where in marriage is prohibited by law.  

- **Robbery.** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.  
- **Aggravated Assault.** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.  
- **Burglary.** The unlawful entry of a structure to commit a felony or a theft. (Does not include a motor vehicle)  
- **Motor Vehicle Theft.** The theft or attempted theft of a motor vehicle.  
- **Arson.** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another.  

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

- **Larceny-Theft.** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.  
- **Simple Assault.** The unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.  
- **Intimidation.** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.  
- **Destruction/Damage/Vandalism of Property.** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
Violence Against Women Act Crimes (VAWA):

- **Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relations, and the frequency of interaction between the persons involved in the relations. For the purposes of this definition dating violence includes, but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

- **Domestic Violence.** Is a felony or misdemeanor crime of violence committed
  - By a current or former spouse or intimate partner of the victim
  - By a person with whom the victim shares a child in common
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
  - By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

  For the purpose of this definition-
  - **Course of Conduct.** Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
  - **Reasonable Person.** Means a reasonable person under similar circumstances and with similar identities to the victim.
  - **Substantial Emotional Distress.** Means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

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

**Arrests and Referrals for Disciplinary Action**

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. and 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 Student Oversight.

**Campus Security Authorities**

The Clery Act requires institutions to collect crime statistics from campus security, local law enforcement as well as from specific individuals and organizations that are considered to be Campus Security Authorities (CSA). A CSA is any official of the institution that has “significant responsibility for student and campus activities.” CSA’s are required to report to designated officials or offices designated by MMCC to collect crime report information. Reporting is mandatory for incidents that occur within the College’s Clery geography to the Office of Student Oversight and these statistics are included in this Annual Security Report. Further, pursuant to federal non-discrimination laws, CSAs are also required by federal law and MMCC Policy to promptly notify one of the Title IX Coordinators or Deputies of all reported incidents of discrimination and harassment. This includes incidents of sexual assault, dating violence, domestic violence, stalking, and sexual exploitation (collectively referred to as sexual misconduct) when they involve members of the campus community, regardless of geographic location.

Prior to a new academic year, it is the responsibility of the Office of Student Oversight to work with the Dean of Student and Academic Support Services and Executive Direct of Personnel Services in conjunction with Directors, Managers and various other College Administrators to identify Mandatory Reporters. A Mandatory Reporter is an umbrella term used to encompass Responsible Employees and Campus Security Authorities. The selection of these individuals is based on their job function at MMCC. Once the Reporters have been identified, the Office of Student Oversight is required to provide these individuals with annual notice (usual between August and September) of their position and outline their roles and responsibilities under federal law and College policy.

The College strongly encourages all College designated Responsible Employees to complete yearly training programs offered through the Office of Student Oversight during the months of September, October, and November, which will familiarize them with the legal obligations under federal law.
Mandatory Reporters will be reminded of the trainings in the annual notification and through periodic e-mail notifications of the various training schedules.

**Reporting an Incident:**
All MMCC 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 all types of 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 Concern Form**
  [www.midmich.edu/incidentreport](http://www.midmich.edu/incidentreport)

- **Office of Student Oversight:**
  - Martricia Farrell 989-386-6622 ext. 394
  - Ryan Harkrader 989-773-6622 ext. 548
  - Kim Barnes 989-386-6622 ext. 236

- **Campus Security:**
  - For Mt. Pleasant call 989-339-7323
  - For Harrison call 989-339-4204

Responsible Employees (which includes CSA’s) should report **Title IX** incidents using the online concern form located at [www.midmich.edu/incidentreport](http://www.midmich.edu/incidentreport) which include matters of discrimination, harassment or sexual misconduct. These incidents may also be reported to one of the College’s Title IX Coordinators or Deputies.

- **Title IX Offenses:**
  - **Kim Barnes**
    - Chief Title IX Coordinator
    - 989-386-6622 ext. 236
    - kbarnes@midmich.edu
  - **Martricia Farrell**
    - Deputy Title IX Coordinator
    - 989-386-6622 ext. 394
    - mfarrell@midmich.edu

For Employees:
- **Lori Fassett**
  - Title IX Coordinator
  - 989-386-6622 ext. 692
  - 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 an MMCC Mandatory 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 Office of Student Oversight immediately, to discuss the matter further.
Mid Michigan Community College Crime Statistics

The following three pages reflect crime statistics for those offenses mandated by the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” that have been compiled by Mid Michigan Community College’s Office of Student Oversight. This includes all reports made to Campus Security, members of the Office of Student Oversight, Title IX Coordinators, Campus Security Authorities-officials of the College who have significant responsibility for student and campus activities, and state and local law enforcement, that occurred on MMCC Clery campus defined geography and for the years 2014, 2015, and 2016.
### Criminal Offenses

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### Violence Against Women Offenses (VAWA)

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MMCC's Harrison Campus had no reported Hate Crimes for the years 2014, 2015, 2016
MMCC’s Harrison Campus had no unfounded cases for the years 2014, 2015, 2016. MMCC has no residential life

### Arrests & Referrals

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# Criminal Offenses

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## Violence Against Women Offenses (VAWA)

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<th></th>
<th>Total</th>
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**MMCC’s Mt. Pleasant Campus had no reported Hate Crimes for the years 2014, 2015, 2016.**

**MMCC’s Mt. Pleasant Campus had no unfounded cases for the years 2014, 2015, 2016.**

**MMCC has no residential life.**

# Arrests & Referrals

<table>
<thead>
<tr>
<th>Offense</th>
<th>On Campus</th>
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<th>Public Property</th>
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### Mid Michigan Community College Off Campus Locations

#### Criminal Offenses Off Campus

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<th>Offense</th>
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<tr>
<td>Robbery</td>
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<td>Motor Vehicle Theft</td>
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#### Violence Against Women (VAWA) Crimes

<table>
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<tr>
<td>Dating Violence</td>
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MMCC’s Off Campus had no reported Hate Crimes for the years 2014, 2015, 2016

MMCC’s Off Campus had no unfounded cases for the years 2014, 2015, 2016

#### Off Campus Arrests and Referrals

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<tr>
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<td>Illegal Weapons Possession Arrests</td>
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Sex Offender Registry

Federal law provides for the registration of convicted sex offenders. The Michigan Sex Offender Registry is available on-line at [http://www.mipsor.state.mi.us](http://www.mipsor.state.mi.us). 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 occur, and 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.

Closing

Mid Michigan Community College pursues a climate of awareness, understanding, and reliability. The Campus Community members have a responsibility to each other to maintain campuses that are safe for everyone. Reporting activity is crucial in securing that 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. It is important for every member of the Campus Community to have information on the policies, procedures, and reporting options listed herein. It is equally necessary that students, faculty, staff, and visitors use this information to become involved and knowledgeable community members. By taking an active role in our College culture, MMCC will become a better institution for all of us!

The Office of Student Oversight 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, Coordinator of Student Conduct & Institutional Compliance, 1375 S. Clare Avenue, Office 107, Harrison, MI 48625, (989) 386-6622 Ext. 394, mfarrell@midmich.edu.