ANNUAL
2014
CAMPUS
SAFETY AND
SECURITY
REPORT

www.muskegoncc.edu/annumsecurityreport

Prepared and Issued by
Administrative Services Office

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Introduction

Muskegon Community College (MCC) is committed to offering programs that develop intellectual curiosity, encourage aesthetic sensitivity, and promote the value of work and humanitarian values. Within this commitment also exists the responsibility to foster a safe and healthy environment for our students and employees, which is one of the most important responsibilities of the college administration. Our priority at MCC is an educational environment free from discrimination, harassment and assault. With the support of all departments, we are involved in keeping our campus safe and secure. A truly safe campus can be achieved through the cooperation of all students, staff, and guests. Please read this guide carefully and use the information to foster a safe environment for yourself and others on campus. Contact Dr. John Selmon, Vice President for Student Services and Administration at 231-777-0266 or at john.selmon@muskegoncc.edu with questions about this Annual Safety and Security report.

This safety and security report is prepared to meet the compliance requirements of “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” formerly known as the Crime Awareness and Campus Security Act of 1990, Higher Education Act, Title IX, and most recently, the Violence Against Women Act. This guide provides information annually regarding safety and security procedures and crime statistics.

Campus crime, arrest and referral statistics include those reported to campus security personnel, designated campus officials (including but not limited to directors, deans, department heads), and local law enforcement agencies. Each year, all enrolled students as well as College faculty and staff receive an email notification describing how to access this report electronically. Prospective students and employees are encouraged to and may view this report online (www.muskegoncc.edu/annualsecurityreport) or obtain a printed copy from the following office: Room 102B or call, 231-777-0266.

What is The Clery Act?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) was passed in 1990, named in remembrance of a Lehigh University freshman who was assaulted and murdered in 1986 in her dorm room. The Clery Act covers institutions of higher education that receive federal financial assistance. Thus, all are covered by the Act. The U.S. Department of Education enforces the Act’s requirements and may impose fines up to $35,000 for each violation or withhold federal funds.

The law requires colleges and universities to collect and publish detailed statistics about certain crimes that occur on and near their campuses, and to annually provide information about safety measures so that students, employees, and visitors can make informed decisions related to safety. Clery statistics are meant to be comprehensive, encompassing all reported crimes, not just those that have been investigated by law enforcement. Reporting for Clery purpose
does not turn on investigative findings or a law enforcement decision to charge or not to charge. As long as there is a reasonable basis for believing a reported crime is not rumor or hearsay, it must be included in a campus’ Annual Security Report (ASR).

An ASR is a report required by the Clery Act that each institution submits annually to the U.S. Department of Education, and provides to the public, that includes institutional safety and security related policy statements and crime statistics. It must be distributed to all current students and employees, and schools must inform prospective students and employees about the availability of the report. Crimes that occurred on campus, in or on any campus-owned or campus-controlled buildings or property, or on property immediately adjacent to and accessible from campus fall within the scope of Clery reporting.

Each institution’s ASR must list and describe the type of crime and where it occurred. Crimes required to be reported (Clery Act crimes) include murder/non-negligent manslaughter, negligent manslaughter, sex offenses forcible, sex offenses non-forcible, robbery, aggravated assault, hate crimes, burglary, motor vehicle theft, arson, arrests for weapons, drug abuse violations, and liquor law violations; and disciplinary actions (referrals) for weapons, drug abuse and liquor law violations. New requirements under VAWA now require reporting crimes defined as Domestic Violence, Dating Violence and Stalking. Institutions must report sex offenses under four classifications: rape, fondling, incest, and statutory rape.

The Act requires institutions to maintain a publicly accessible daily crime log of all reported crimes. The log must remain open for 60 days, after which it must be made available upon request to anyone requesting it within two business days. The log must contain information about: (1) the nature of the crime, (2) the date of the crime, (3) the time of the crime, (4) the general location of the crime, and (5) the disposition of the complaint. Requests for daily crime log information may be made from Campus Security in room 1107 or 231-777-0545.

The Clery Act also requires timely warning notification to the campus community of all Clery Act crimes that are reported to campus security authorities or local police and are considered by the college to represent threats to students and employees. Institutions are to issue warnings as soon as the pertinent information is available, to ensure that the campus community is alerted to a threat to safety and may aid in the prevention of similar crimes. In deciding whether to issue a warning, the institution should consider the nature of the crime, the threat of danger, and the possible risk of compromising law enforcement efforts. If the institution decides to issue a warning, the format selected should be one that is reasonably likely to reach the entire campus community (e.g., e-mail and/or text message).
Clery-covered institutions must develop policies, procedures, and programs relating to sex offenses. Institutional reporting procedures should outline the steps that a student should follow if a sexual offense occurs, including who should be contacted, the importance of preserving evidence, and to whom the alleged offense should be reported. The institution should also maintain procedures for disciplinary action. Disciplinary procedures must provide both a complainant and respondent equal rights to have an advisor present during the proceeding if a proceeding occurs, to be informed of the outcome and the sanctions imposed. Additionally, procedures should list the potential sanctions for offenses. The victim should be informed of the right to call both local police and on-campus security, the availability of on- and off-campus counseling and mental health services, and the options for reasonable accommodations in changing academic and on-campus employment situations after an alleged sexual assault.

What is VAWA?

The College has some responsibilities under the Clery Act, as amended by VAWA. Congress adopted the Violence Against Women Reauthorization Act of 2013 (VAWA), a portion (Sec. 304) of which is commonly referred to as the Campus Sexual Violence Elimination Act, or “Campus SaVE.” Colleges and universities were required to be in compliance with its requirements beginning October 1, 2014. VAWA section 304 amends the Clery Act, requires that colleges and universities report incidents of domestic violence, dating violence, and stalking in their Annual Security Reports (ASRs), in addition to incidents of sexual assault.

The Campus SaVE Act also details certain requirements for student disciplinary procedures related to these incidents, including prompt, fair and impartial investigations; annual training for student disciplinary hearing officials; the opportunity for both parties in student disciplinary proceedings to have an advisor of their choice present; and a requirement that both parties simultaneously receive written notice of any outcome of a disciplinary proceeding.

The Campus SaVE Act requires that parties who report incidents receive written notice of their rights, such as interim protective measures available to prevent a hostile environment and a description of the college’s disciplinary process and potential sanctions. Institutions must also provide individuals with reporting options to notify proper law enforcement authorities, including on-campus security and local police; assistance in notifying law enforcement authorities if the victim so chooses; and the option to decline to notify the authorities. The Act also requires colleges and universities to prepare policy statements for prevention and awareness programs on domestic violence, dating violence, sexual assault, and stalking, and to develop a bystander intervention program for all incoming students and new employees.
What is Title IX?

Title IX of the Education Amendments of 1972 (Title IX) prohibits sex discrimination in education programs and activities. The law applies to all colleges and universities that are recipients of federal financial aid, which includes Muskegon Community College.

Sex discrimination includes sexual harassment, according to long-standing Supreme Court authority and U.S. Department of Education regulatory guidance. Sexual harassment, in turn, encompasses sexual misconduct, such as sexual assault. Accordingly, Title IX protects both students and employees from sexual harassment, and requires institutions of higher education to respond in specific ways to reports of sexual harassment, including sexual violence.

In particular, Title IX requires all institutions to:

- Publish a statement of nondiscrimination based on sex;
- Designate a Title IX compliance coordinator;
- Publish and implement procedures for sex discrimination grievances;
- Have prompt, thorough, and impartial investigation procedures for reports of sex discrimination;
- Have appropriate remedies for sex discrimination; and
- Provide education and training on the institution’s related policies and procedures to students, employees, implementers, and adjudicators.

An institution must take several important steps when it is on notice of sex discrimination. These steps are an institution’s responsibility whether or not the individual affected makes a complaint or otherwise asks the school to take action. For example, institutions must impose appropriate interim protective measures as necessary for the safety of the community and the individuals involved, such as academic support, monitoring or security at the location where the misconduct allegedly occurred, counseling services, no contact orders, and class schedule adjustments. In certain circumstances, institutions may be required to place one or more students on interim suspension, pending the outcome of any investigation and grievance procedure. An institution must implement remedial measures even when a reporting party requests that the report remain private or confidential. Institutions must also have prompt, thorough, and impartial investigations and hearing processes, while guarding against retaliation. Guidance from the U.S. Department of Education requires that the institutions use a preponderance of the evidence/information standard in determining whether sexual harassment has occurred.

An institution’s failure to appropriately respond to a report of sex discrimination may result in investigation and enforcement action by the U.S. Department of Education Office for Civil Rights (OCR).
Possible U.S. Department of Education sanctions for noncompliance include the suspension and termination of federal financial assistance. The U.S. Supreme Court has concluded that Title IX also permits individuals to file civil lawsuits against institutions for noncompliance with the law’s requirements.

In 2014, the U.S. Department of Education Office for Civil Rights released new Title IX-related guidance expounding on and clarifying earlier guidance issued in April of 2011. The Office for Civil Rights is also taking steps to make its enforcement process more transparent and accessible for institutions and those who wish to file a complaint. As part of that approach, the Department is now publicly listing each institution that is under investigation for alleged violations of Title IX. It is critically important to the welfare of our campus communities that we, as a college, promptly, thoroughly, and impartially tackle these issues.

**Physical Plant Department**

The Physical Plant Department of the College maintains the College’s buildings and grounds with a concern for safety and security. The department inspects campus facilities routinely, promptly making repairs affecting safety and security, and responds to reports of potential safety hazards. Security personnel assist the Physical Plant Department by reporting potential safety and security hazards. Students and staff should contact the Security Department at 231-777-0545 to report any problems regarding safety or security.

Most college facilities are open to the public during the day and evening hours when classes are in session. During the times that the College is officially closed, buildings are locked and only authorized staff have access.

MCC does not have residence halls.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrative Services administrators review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

The Physical Plant Department and Administrative Services Department are responsible for security and emergency responses at Muskegon Community College. The departments are also responsible for providing support services designed to meet the needs of the college community. Some of these services are as follows:
• Register and provide parking permits for students
• Test and maintain all fire prevention equipment and alarms
• Provide crime prevention and safety lectures and seminars
• Inspect buildings for safety compliance
• Make emergency notifications
• Provide an escort to your car when requested

CAMPUS SECURITY

MCC’s Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at MCC. Officers have the authority to issue parking tickets; Officers do not have arrest power. Criminal incidents are referred to the local police who have jurisdiction over the campus. All crime victims and witnesses are encouraged to report the crime to campus Security and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus if deemed necessary and timely disclosure of crime statistics.

In addition to MCC Security Officers, Muskegon Community College has identified faculty/staff as mandatory reporters and established Mandatory Reporting Guidelines for employees.

TO REPORT A CRIME OR EMERGENCY
Call Security at: From an on-campus phone, x-545. From a cell phone, 777-0545. If you do not get an answer and the situation warrants, call the local law enforcement at 911.

PANIC BUTTONS
Most of the classrooms and labs have phones to use in an emergency. Located on the phone is a panic button that when pushed Security and MCC emergency response personnel will respond.

EMERGENCY USE ONLY PHONES
There are “emergency use only” phones located on the third floor of the campus. To contact the Physical Plant Department dial 318; for security dial “0”; and for local law enforcement, dial 911.
EMERGENCY CONTACTS

REMAIN CALM! No set of guidelines can address every situation. Use your own best judgment. In cases involving injury to persons, give priority to concern for the well-being of the injured person rather than property damage.

SECURITY
Security is available 24/7
FROM ON-CAMPUS PHONE: x-545
CELL NUMBER: 777-0545
If no answer, call the Director of Physical Plant at 231-740-2572

SWITCHBOARD HOURS
Monday-Thursday
7:30 AM - 7:00 PM
Friday
7:30 AM - 4:30 PM

WEEKEND CUSTODIAN
Call security and they will contact a custodian.

EMERGENCIES DURING WEEKENDS AND NON-PUBLIC HOURS should be reported to one of the following in the order listed.

Security From On-Campus Phone: x-545
From cell: 777-0545
College Services Evening Coordinator: 231-343-4154
Physical Plant Director: 231-740-2572
BEHAVIORAL INTERVENTION TEAM (BIT)

In addition to Security, students and staff may refer students of concern to the Behavioral Intervention Team (BIT) by completing a Student Conduct Reporting Form which is located on the www.muskegoncc.edu/BIT. You can also type in several search words on the main webpage such as BIT, or Student Conduct Form. BIT is not a crisis response team, but acts in a proactive manner to assist identified students and acts to prevent violence on campus.

CRIMINAL ACTIVITY OFF CAMPUS

Campus Security does not provide law enforcement service to off-campus locations where classes are held. Criminal offenses involving MCC students during hours they are in class at off-campus sites, are reported by the community officers to campus security. This cooperative team approach addresses situations as they arise as well as future concerns.

VOLUNTARY CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Security Department can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, 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 crimes statistics for the institution.

VEHICLE ASSISTANCE

Assistance is available from the security personnel. Security is able to assist with jump starting cars and unlocking most makes of vehicles. In the event of an accident in one of the lots, security will assist in completing the MCC Accident Report Form. To contact security see the Student Welcome Center located just inside the main entrance or using cell phone dial 777-0545.
PARKING PERMITS/TICKETS

Parking permit decals are furnished at no cost to students and are REQUIRED on all vehicles. Permit decals must be permanently attached on the rear, driver’s side window. The parking permit decal allows us to locate you on campus in case something happens to your vehicle, i.e., lights left on, vehicle is hit, etc. Restricted parking areas are few, but they are well marked. Certain areas close to buildings and roadways are considered emergency vehicle areas and should never be blocked. Vehicles parking in these areas will be towed away at owner's expense. Vehicles parking in handicapped spots must have the appropriate State of Michigan sticker. All applicable City of Muskegon ordinances are enforced in College parking areas.

Schedule of Fines:
Fines are payable at the Student Welcome Center.
- First Violation $3.00
- Two-Four Violations $5.00 each
- Over Four Violations $10.00 each
- Seventh Violation Car towed at owner’s expense
Parking in a handicap area without the appropriate State of Michigan sticker
  (college fee) $25.00
  State of Michigan Fee $90.00
  City of Muskegon Fee $105.00

CRIME PREVENTION

We believe that almost every crime committed on campus is preventable. The cooperation and involvement of students and employees is absolutely necessary in providing a safe learning environment. Individuals must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, practical precautions. The following are suggestions in which members of the campus community can reduce their chances of suffering from a violation of their property or themselves.

• Report all suspicious activities to the Security Department
• Mark your property such as laptop computers, tape recorders, calculators, radios, etc.
• Keep valuables with you.
• Do not leave books, jewelry, purses, wallets, backpacks or other valuables unattended.
• Do not leave purses in desks or file cabinets unattended unless the cabinet or desk is locked.
• Do not leave valuables on a chair behind you while at a study carrel.

Located throughout campus is an array of electronic surveillance equipment that covers both interior and exterior areas of the campus.
VAWA Prevention and On-Going Awareness Education Programs

In accordance with the Violence Against Women Act (VAWA) the college offers a number of prevention and awareness programs for all incoming students and new employees to help prevent rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. In cooperation with local agencies, Muskegon Community College will annually provide crime prevention awareness material and educational information on personal safety to students and employees. Information will be disseminated to students and employees through MCC website, MyMCC Portal, bulletin boards, Faculty Seminar Days, Adjunct Orientation, New Student Orientations, Student Services all staff meetings, and student seminars.

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming will consist of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for all students and employees that:

a) Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
b) Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
c) Defines what behavior and actions constitute consent to sexual activity. Provides a description of safe and positive options for bystander intervention.
d) Information on risk reduction.

The College has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation.
<table>
<thead>
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<th>Location Held</th>
<th>Date Held</th>
<th>Which Prohibited Behavior Covered?</th>
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<tr>
<td>Collegiate Alcohol Awareness Week</td>
<td>Campus</td>
<td>10/22/2014</td>
<td>Binge drinking, drinking and driving</td>
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<td>KNOW YOUR RIGHTS and Protect Yourself!</td>
<td>Campus - Early College</td>
<td>8/7/2014</td>
<td>Sexual Assault/Domestic Violence/Stalking</td>
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<td>KNOW YOUR RIGHTS and Protect Yourself!</td>
<td>Campus</td>
<td>11-13-2014</td>
<td>Sexual Assault/Domestic Violence/Stalking</td>
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<td>KNOW YOUR RIGHTS and Protect Yourself!</td>
<td>Campus</td>
<td>March 2013</td>
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<td>Main Campus</td>
<td>Fall 2014</td>
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<tr>
<td>Dating Violence, and Stalking</td>
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**WORKING RELATIONSHIP WITH LAW ENFORCEMENT**

The Muskegon Community College maintains a close working relationship with the City of Muskegon Police who have complete jurisdiction on the campus, and other appropriate law enforcement agencies, having jurisdiction where off campus classes/events are held.

Meetings are scheduled quarterly with local law enforcement community officers communicate regularly on the scene of incidents that occur in and around the campus area. There is no written memorandum of understanding between the Security Department and local law enforcement.

**CRIME STATISTICS**

Muskegon Community College is a very safe place to be as indicated by the statistics stated on page 15. However, you need to be aware that the college is subject to many of the same problems that occur in the community in which it is located. The following statistics include those reported to campus security and the local law enforcement agency and has been compiled to increase your awareness of problems that may exist.
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ENCOURAGEMENT OF ACCURATE AND PROMPT CRIME REPORTING

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Campus Security Department in a timely manner. Doing so will ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

To report a crime or an emergency on campus, call the Security Department at:
using on-campus phone: x-545 or using a cell phone: 231-777-0545/557-5648.

COUNSELORS AND CONFIDENTIAL CRIME REPORTING

Campus “Professional Counselors,” when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

A Professional Counselor is an employee of the institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

NON-DISCRIMINATION SEXUAL HARASSMENT AND SEXUAL MISCONDUCT

This information is included in the Student Catalog.

Muskegon Community College (MCC) is committed to developing and sustaining a healthy and diverse learning and working community environment that recognizes the value of each individual and advances a safe, pleasant and respectful culture for all free from prohibited discrimination and harassment. It is the policy of Muskegon Community College to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities, or services, and the College prohibits discrimination based on the basis of age, citizenship, color, disability, ethnicity, gender identity or expression, genetic information, height, marital status, national origin, political persuasion, race, religion, sex (including the condition of pregnancy), sexual orientation, veteran status, weight, or other legally protected categories.

Prohibited Activity and Complaint Procedure

MCC will not tolerate harassment of any kind. Sexual harassment and sexual misconduct are forms of sex discrimination and are prohibited by the college. All matters reported will be treated with the utmost concern and urgency.
Violations of this policy may result in disciplinary action up to and including expulsion for students or disciplinary action up to and including termination for employees.

Prohibited discrimination includes harassment of an individual based on any of the above categories. Sexual harassment is defined as the behavior of a person of either sex against a person of the opposite or same sex, when behavior(s) fall within the definition outlined below.

DEFINITIONS

Consent
Consent is a clear, freely given, verbalized “yes” to sexual activity. The absence of “no” is not consent. Silence, in and of itself, cannot be interpreted as consent. Furthermore, a verbalized “yes” which has been coerced, does not constitute a freely given “yes”. Individuals who consent to sex must be able to understand what they are doing. A person may not be able to give consent if she or he is:
- Under the age of 16; or
- Legally mentally incapable, mentally incapacitated or physically helpless, including impairment due to drug or alcohol use.

Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity.

Previous relationships or prior consent does not imply consent to future sexual acts.

Sexual Misconduct is an umbrella term to refer to any of the prohibited behaviors defined below.

Sexual Harassment
Sexual harassment of employees and students at Muskegon Community College is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement.
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual.
- Such conduct is unwelcome and is sufficiently severe or so pervasive that it interferes with an individual’s work performance, educational
experience, academic status, or creates an intimidating, hostile, or offensive work/educational environment such that a reasonable person of that person's gender would be affected similarly.

Although this definition focuses on sexual harassment, harassment or discrimination based on any of the protected categories listed above which meets the standards outlined is prohibited.

Examples of sexual harassment include but are not limited to:

• Direct solicitation of sexual activity or other sex-related behavior accompanied by promise of reward or threat of punishment.

• Unwelcome, inappropriate sexual expressions including sexual comments about a person's body, dress, appearance or sexual activities; display of sexually offensive posters, pictures, words, or messages; welcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sound or whistles; obscene phone calls, emails or text messages.

• Introduction of sexually explicit materials into the workplace or class room without an educational or work related purpose.

• Unwelcome, inappropriate touching and/or unwanted sexual contact of any kind, or threat of such contact. 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. Sexual contact will be considered unwanted or without consent if no clear consent is freely given; if inflicted through force or coercion; or if inflicted upon a person who is unconscious or otherwise without the mental or physical capacity to consent.

• Unwelcome and persistent sexually explicit statements or stories which are not legitimately related to employment duties, course content, research, or other College programs or activities.

• Recurring comments or questions about an individual's sexual prowess, sexual deficiencies, sexual orientation or sexual behavior. Unsolicited, offensive behavior may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex.

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. Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. The existence of a social relationship of a romantic or intimate nature with the victim is determined based on:

• The reporting party's statement;
• The length of the relationship;
• The type of relationship; and
• The frequency of interaction between the persons involved in the relationship.

18
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; or
- A person with whom the victim shares a child in common; or
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
- A person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or
- Any other person against an adult or youth victim who is protected 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. MCC considers acts of cyberstalking, recording or transmitting sexual images, and voyeurism to be a violation of this policy.

A course of conduct is 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.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Sexual Exploitation

Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her 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 other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another student;
- Administering alcohol or drugs (such as “date rape” drugs) to another person;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;
- Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.
Sexual Assault
Sexual assault is any non-consensual sexual contact including rape.

- Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.
- Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or 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, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force.
- Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

For reference to the pertinent state statutes on sex offenses, please see the State of Michigan Penal Code.

Retaliation
No act of retaliation shall occur to any person filing a complaint, responding to a complaint or participating in any investigation or proceedings. An individual or group of individuals violating this will be subject to disciplinary action up to and including expulsion (student) and/or termination of employment.

Reporting
Anyone subject to this policy who believes he or she has experienced or witnessed sexual misconduct or related retaliation is encouraged to report such behavior promptly to the Administrative Director of Human Resources human.resources@muskegoncc.edu 231-777-0447 or Co-Chair of the Behavior Intervention Team OfficeofVPofStudentServices@muskegoncc.edu 231-777-0266. All reports or complaints should be made as promptly as feasible after the occurrence. Please see Procedures for more details on reporting.

Classroom Speech and Content
MCC’s sexual harassment policies do not prohibit instructors from bringing relevant sexual content into their courses. It is understood that the academic setting is distinct from the typical workplace in that latitude is required in determining the appropriate content of academic material. However, speech that is not necessary to teach the material, or is objectively offensive and severe or pervasive is prohibited by College Policy and may lead to discipline.
MCC is committed to providing a safe and secure environment in which all members are treated with dignity and respect, and a campus free from all discrimination on the basis of sex. To that end, the College takes the strongest possible stance against sexual misconduct in all its forms, including sexual harassment, sexual assault, sexual violence or the use of coercion, intimidation or exploitation of others for sexual purposes. The College is actively engaged in educating its members about these vital issues and in providing timely support and assistance to victims of sexual assault.

Should a sexual assault be reported, the College will investigate allegations and take appropriate actions, to the fullest possible extent. The College supports the victim’s right to privacy. In the event that a victim wishes to remain anonymous, the College will respect that request while evaluating the obligation to protect the safety and well-being of the broader community. For example, in the event that the assault/crime must be reported, the request for anonymity would be weighed against other factors, such as whether the accused individual is the subject of other complaints. In such instances, every safeguard will be taken in order to protect the victims’ anonymity. It is imperative that victims be fully supported in their efforts to heal and respond as they determine is in their own best interests. To this end, the College will provide information about campus and community medical and counseling resources and support the victim’s right to make choices about these resources and options.

All members and representatives of the College community, including campus officers, administrators, faculty, professional staff, employees, and students are expected to recognize and abide by the following principles regarding victims of campus-related sexual assaults:

**Statement of Victim’s Rights**

Victims shall:

- Have their allegations of sexual assault treated seriously;
- Receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to recommendations of obtaining, securing and maintaining evidence, including recommendations to receive a medical examination at local emergency room when it is necessary to preserve evidence of the assault;
- Campus personnel shall take reasonable and necessary actions to prevent further unwanted contact by victims’ alleged assailants including issuing of “No contact” orders; Victims shall be notified of the options for and provided assistance in changing academic and on-campus working situations if such changes are reasonably available;
- Receive information describing options to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the College’s disciplinary process, or to pursue both processes simultaneously;
• Be notified of existing campus and community-based medical, counseling, mental health and student services for victims of sexual assault whether or not the assault is formally reported to campus or civil authorities;
• Be informed of and assisted in the right to confidential or anonymous testing for sexually transmitted infections, HIV, and pregnancy,
• Be free from any threat of retaliation or other attempt to prevent the reporting of sexual misconduct;
• Be notified of the opportunity to identify witnesses and other evidence to the College investigation and resolution process, information about procedures, and written notice of the outcome in a manner that is equivalent to the process of the accused;
• Have a person of their choice accompany them throughout the disciplinary process;
• Be informed in a timely fashion (60 days) of the outcome of the process; Have the right to appeal the outcome.

Nothing in this Statement of Principles and Rights shall be construed to preclude or in any way restrict the College from issuing a Timely Warning when the College is aware of a reported sexual assault incident that potentially puts the campus community at risk. The College will take care not to identify the victim in such notices but may, in certain cases of continuing danger, identify the suspect, assailant or the address where the crime occurred.

Muskegon Community College
Sexual Misconduct/Title IX Interim Complaint Procedures

As indicated previously MCC strives to cultivate a healthy and diverse community that recognizes the value of each individual and advances a safe, pleasant and respectful culture for all. We encourage anyone who has been the victim of sexual harassment, domestic violence, dating violence, sexual assault, sexual exploitation, stalking, or other sexual misconduct to report the incident promptly to the Title IX Coordinator or designee. This can be done by calling, writing or coming in to the office to report in person. In addition Campus Security is available 24/7 to assist. Sexual misconduct issues cover a wide range of behaviors, when in doubt please report the concern.

Amnesty to Encourage Reporting

Students who in good faith report incidents of sexual assault or other sexual violence may be granted immunity for drug and alcohol use violations provided that such violations did not or do not place the health or safety of any other person at risk. The College, may, however, initiate an educational program or discussion with the individual regarding alcohol or drug use.
Confidentiality

Muskegon Community College will make every reasonable effort to preserve an individual’s privacy and protect the confidentiality of information related to sexual harassment, sexual assault, domestic violence, dating violence, stalking and other sexual misconduct within the parameters imposed by law. The College may issue a safety alert, a brief description including time and location, to notify the community about the occurrence of a serious crime or pattern of crimes that might put the college community at risk. The College is also required by law to track and annually report sexual assault and other campus crime statistics to the public. These statistics and the list of people to whom a crime may be reported, appear in the Annual Campus Security Report. Neither safety alerts nor campus crime statistics contain specific victim-identifying information.

Institutional Obligation

Because sexual misconduct is a serious offense that may threaten the community as a whole, in some instances the College may be obliged to pursue an alleged sexual assault through internal disciplinary procedures without the cooperation of the complainant. Always in such instances, the College will inform the complainant of its obligation to address a community safety issue.

Investigative Responsibilities

College’s Responsibility

Once a report of sexual misconduct is made, the College is obligated to investigate and to initiate appropriate judicial process. The College will consider utilizing all relevant internal disciplinary processes, as well as external criminal, civil, and administrative processes, regardless of whether the person assaulted wants to prosecute and/or participate. If a person discloses an incident that meets the definition of sexual assault, but does not personally define the incident as that, the employee still has an obligation to report the incident to the appropriate Title IX authority. A counselor on campus may act as confidential resource should the complainant be looking for support. During the investigation of any reported sexual assault, the College may have an obligation to take appropriate interim steps to ensure the safety and welfare of the college community, including but not limited to, changing class schedules, suspending or limiting the right of the accused to be on campus.

Campus Notification

Once a report of sexual misconduct is made, the College is obligated by law to take all necessary steps to protect the campus and the person who has been assaulted. This may include alerting the campus of crimes that it determines pose a threat to members of the campus community. In making such determinations, the College will consider the safety of students, faculty/staff and the college community as well as the privacy interests of all persons involved in such incidents. Regardless of the action taken by MCC, the name of any
person involved will not appear on security alerts. To respect the privacy rights and choices of the person reporting a sexual assault, as well as the rights of a person being accused, the College will consider the wishes of all individuals involved in the incident to determine the level of specific information to include in the campus crime report.

**Campus Crime Reporting**

In compliance with the Clery Act (Campus Crime Statistics Act), all members of the college excluding privileged sources (Counselors), notified of a sexual assault are required to inform the Title IX Coordinator and the incident will be included in campus crime statistics. Typically, the following information is included: crime, date, location, and status (i.e. student, faculty, staff, unknown individual, etc.) of the individuals involved in the crime. The college never includes the names of the accuser or the accused in crime statistics. MCC will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, stalking, and harassment to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

**Evidence**

1. In the event of sexual assault, medical forensic investigations may be performed at a local emergency room on a 24-hour on call basis for both females and males. To arrange for an examination the victim must report within 96 hours of an incident. Victims should avoid showering or bathing prior to receiving an examination as valuable evidence could be lost.

2. It is also important to preserve evidence by saving text messages, instant messages, social networking pages, other communications and keeping pictures, logs or copies of other documents that would be pertinent in an investigation.

3. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or other legal action related to the incident more difficult. If a victim is unsure about filing a complaint regarding an incident, he or she should consider speaking with Campus Security or local law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.
4. MCC will provide referrals to persons who have been victims of sexual misconduct regarding resources on campus which are available at no cost to students, as well as referrals to resources off campus. If a victim is accessing community and non-MCC services, payment for these services will be subject to state/local laws, insurance requirements, etc.

**Intake of Reports**

MCC employees will be responsive to those who report all forms of sexual misconduct. Employees taking a complaint must inform victims about their right to file criminal charges as well as provide details as to the availability of resources. Victims need to be provided information regarding counseling, healthcare, mental health services, victim advocacy, legal assistance and additional remedies to prevent contact between a complainant and accused party. Such remedies could include making changes to academic, transportation, and/or working conditions, if reasonably available. MCC will provide the student or employee a written explanation of their rights and options regardless of whether the offense occurred off campus or on campus.

MCC does not publish the name of crime victims nor house identifiable information regarding victims in the campus security department Daily Crime Log or online.

**Reporting a Complaint**

Reports concerning sexual harassment, sex/gender discrimination, sexual assault/misconduct or violations of the Sexual Misconduct Policy should be filed with the Title IX Coordinator or his/her designee. The Title IX Coordinator may, in his or her discretion, dismiss a grievance if he/she determines the person filing the complaint is not entitled to use this process. The primary concern of MCC is the safety of our campus community. To facilitate reporting, minor infractions by the complainant will be addressed informally whenever possible.

The Title IX Coordinator may modify these procedures at any time as deemed appropriate for compliance with federal, state, local law or applicable guidance. The campus community will be notified of any changes via email as well as on the College Sexual Misconduct webpage.

**Administrative Action**

The College recognizes its obligation to address incidents of sexual misconduct, discrimination and harassment on campus when it becomes aware of its existence even if no complaints are filed; therefore, the College reserves the right to take appropriate action unilaterally under this procedure, including but not limited to issuing no-contact orders, modification of course-schedules, etc.
Withdrawal of Complaint

The complainant may withdraw the complaint at any point during the investigation; however, if there is a danger to the parties involved or to the community, the Title IX Coordinator may determine in his or her discretion that further investigation is warranted despite the complainant’s desire to withdraw the complaint.

Privacy of Proceedings and Records

Although college officials will maintain an individual’s privacy to the best of their ability, individuals should know that College officials (outside the context of licensed counselors and health professionals hired in their private capacity) may not be able to maintain legal confidentiality of the complainant, but will maintain his or her privacy as noted herein. The College’s ability to investigate may be limited if a complainant insists his or her name not be disclosed to the alleged perpetrator. The College must weigh such requests for privacy against its duty to provide a safe and nondiscriminatory environment. Investigators and those involved with the investigation are individually charged to preserve privacy with respect to any matter investigated or heard. A breach of the duty to preserve privacy is considered a serious offense and may subject the offender to appropriate disciplinary action. Parties and witnesses are also admonished to maintain privacy with regard to these proceedings, and if they are college employees, failure to maintain said privacy may result in appropriate disciplinary action. Breaches of confidentiality or retaliation against: the person bringing the complaint; any person assisting with the investigation; or the person or individuals being charged with the complaint; will result in disciplinary review. The College will take responsive action if such retaliation occurs, up to and including termination and/or expulsion.

Investigations

In the event that an investigation is required, the process may take up to 60 business days to complete from start to finish, though many cases will be resolved in less time.

A. It is the responsibility of the Title IX Coordinator to determine the most appropriate means for addressing the report or complaint. Options include but are not limited to:
   1) investigating the report or complaint as described below;
   2) with the agreement of the parties, attempting to resolve the report or complaint through an informal resolution process such as meeting or mediation between the alleged individual and a student conduct officer or a third party (mediation will not be used in cases involving allegations of sexual violence); or
   3) determining that the facts of the complaint or report, even if true, would not constitute a violation of the conduct code or applicable policy.
The Title IX Coordinator may designate another individual (either from the College, or from outside of the College) to conduct or assist with an investigation or to manage an alternative dispute resolution process. Reports of student misconduct will be managed and investigated by a Deputy Title IX Coordinator likely from the Student Services Division. Complaints involving employees will be investigated by a Title IX Coordinator or designated Deputy Title IX Coordinator likely from the Human Resources office. All investigations will be conducted professionally, expeditiously, equitably, and confidentially (to the extent possible). MCC will provide the complainant and accused with equitable opportunities throughout the investigation and resolution process, including the opportunity to be accompanied by the advisor of their choice. The advisor is present only as a support person and does not participate or have a role in any part of the investigation or resolution process.

If outside investigators are utilized they shall have the training qualifications and experience, in the judgment of the Coordinator, to professionally facilitate the investigation. Anyone designated to address an allegation must adhere to the requirements of the conduct code and applicable policy and confer with the Title IX Coordinator about his/her process.

Upon receipt of a complaint, the Title IX Coordinator will confirm with the complainant the receipt of the complaint, and will specify which deputy coordinator will be assigned to conduct the investigation. Generally, the Deputy Coordinator or designee interviews the complainant and any relevant witnesses identified by the complainant. Once sufficient information is gathered, the Deputy Coordinator or designee will then notify the identified individual (respondent) of the allegations. The Deputy Coordinator or designee will interview the charged individual and any witnesses deemed relevant.

Additional evidence may be sought from any relevant party or witness, including but not limited to, email communications, social media postings, text messages, phone records, etc. Parties are expected to cooperate and provide this information. Failure to cooperate with an investigation may result in separate disciplinary proceedings. Parties should be aware that as members of the college community, their access to college resources has very limited privacy rights, and the College may obtain information through college’s resources and informational technology system with or without the individual’s cooperation.

Once the Deputy Coordinator or designee has gathered the information, he/she shall prepare a report for the review committee.

**Timeliness**

All reports or complaints should be made as promptly as feasible after the occurrence. A delay in reporting may be reasonable under some circumstances, as determined on a case-by-case basis. An unreasonable delay in reporting, however, is an appropriate consideration in evaluating the merits of a complaint or report. Complaints should be made within 180 days of the incident.
Notification to Respondent

If an investigation is conducted, the Title IX Deputy Coordinator or designee will notify the respondent. A notice of investigation which will include a description of the alleged misconduct, and the requirement to attend a meeting with the investigator. The notice may be sent to the student's college email address, to the mailing or permanent address appearing in the college's student information system, to an address appearing in a police report, or may be hand delivered. Notice to the student will be considered furnished on the date of hand-delivery, on the date emailed, or three days after the date the notice is placed in U.S. mail. At the meeting the respondent will have the opportunity to reply to the allegations. The complainant and the respondent both have the right to present relevant information to the investigator, including identifying witnesses, to have a support person present during any conduct meetings, and to receive a copy of the investigator's report at the conclusion of the investigation and appropriate review, to the extent permitted by law.

If the respondent does not schedule or attend a conference by the date specified in the notice of investigation, or if the respondent schedules a meeting but does not attend, or attends but does not participate, the investigator may complete the investigation based on the information obtained. The Title IX Coordinator or designee may also use relevant police investigation reports in the process.

If not already reviewed, the investigator or Title IX designee shall discuss campus support services available to the parties and will discuss with the complainant whether she/he has the same classes and/or campus activities with the respondent, and will take interim steps as needed to protect the complainant and the campus prior to the outcome of the investigation, including, but not limited to class moves, no-contact orders, interim suspension as she/he deems necessary and appropriate. The investigator or designee will discuss with the complainant his/her options for obtaining criminal or civil protection or restraining orders and for reporting to law enforcement.

Leadership Notification

The President shall be notified when an investigation occurs.

Investigatory Report and Standard of Proof

At the conclusion of an investigation, the investigator shall prepare a written report that will include a statement of factual findings and a determination as to whether or not there was a violation of the Student Conduct Code or college policy. The standard of proof shall be a preponderance of the information/evidence or it is more likely true than not. The report shall be presented to the review committee.
Review Committee

The review committee shall consist of employees who have received appropriate training regarding implementation of this policy, and may include students with appropriate training.

The review committee examines the investigative report to assess the thoroughness and fairness of the investigation and determine if the conclusions reached in the report are reasonable. The review committee may review any information contained in the investigation file, may consult with the investigator, or may recommend that further investigation or a new investigation be done by the same or another investigator. The review committee may not conduct its own investigation or hearing.

The Title IX Coordinator shall advise the complainant and respondent in writing of the result of any investigation conducted under this process. A copy of the investigator’s final report as approved by the standing review committee and to the extent permitted by law shall be provided to the complainant, the respondent, the Title IX Office and the President.

Retention of Documents

In all cases, the Title IX Office shall retain the investigator’s report and final sanction decision for a minimum of four years or for as long as any administrative or legal action arising out of the complaint is pending. All records reports and investigations relating to sexual misconduct or protected class discrimination or harassment shall be considered confidential and shall not be disclosed publicly except to the extent required by law.

Falsification

Any student who provides false information to any college official during the investigation or conduct process may be charged with violating the Student Code of Conduct.
Finding

After the investigation, the Title IX Deputy Coordinator or investigator shall render a finding based on the relevant evidence presented to the review committee utilizing a preponderance of the information/evidence standard, i.e. the facts complained of are more likely true than not.

Upon completion of the investigation, the Title IX Deputy Coordinator or designee is authorized to take the following actions:

1. Dismissal of the claim - The Title IX Deputy Coordinator or designee finds that no violation occurred and dismisses the complaint, giving written notice of said dismissal to each party involved.

2. Determination of Responsibility - The Title IX Deputy Coordinator or designee makes a finding of responsibility for any of the allegations and notifies the parties and appropriate administrative officers of the finding and may recommend actions to be taken. Both parties shall receive notification, in writing, which will include:
   a. The result of any investigation that arose from an alleged violation.
   b. Additional process information

If evidence supports a finding of responsibility, the written report of the action taken shall then be placed in the personnel record of the student or employee file. Sanctions will become a permanent part of a student record or employee file.

Appeals

Review of the decision

Either party may appeal the outcome of the matter. A review of the matter will be efficient and narrowly tailored. A party may seek review only on the following grounds:

1. To consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing.
2. To allege a procedural error within the process that may have substantially impacted the fairness or outcome of the investigation.
Appeals must be submitted in writing to the Title IX Coordinator within 7 business days from the day the parties are notified about the outcome of the case. Upon receipt of an appeal the Title IX Coordinator will appoint an appellate review panel of 3 members from a pool of trained faculty/staff. The panel will review the materials within 15 days of receipt of the appeal. The panel will examine all documentation of the process and report to determine if there is a reasonable basis for changing the outcome. The panel will issue a written determination of the appeal, or may request that the Title IX Coordinator take appropriate steps in the appeal, which may include:

1. Affirm the original finding and sanction
2. Affirm the original finding but issue a new sanction based on the new information, which may be of greater or lesser severity
3. Remand the case back to the review committee to correct a procedural or factual defect

The panel’s determinations are final. Both parties shall receive simultaneous written notice of the outcome of the appeal. Both parties shall receive simultaneous written notice of any change to the results that occurs prior to the time that such results become final; and when such results become final. Potential student sanctions will be applied based upon the facts and circumstances of the case. Possible student sanctions may be found in the Student Code of Conduct and may include but are not limited to counseling, no contact orders, warning, suspension, and expulsion. In addition the College may choose to withhold awarding a degree otherwise earned until the completion of the process set forth in this policy including the completion of all sanctions imposed, if any. Employee disciplinary action may include but not be limited to counseling, warning, transfer, demotion, and termination.

Violations of Law

An employee or student may be accountable for sexual misconduct under applicable local, state, and/or federal law, as well as under MCC policy. A criminal investigation may be conducted concurrently with the Title IX investigation. Disciplinary action by MCC may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUSS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

Muskegon Community College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Muskegon Community College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and
stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, MCC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

The College’s Title IX Coordinator is Kristine Anderson. She can be contacted by calling 231-777-0447, or in person by visiting her campus office in Administrative Building, Room 400, 221 South Quarterline Road, Muskegon, Michigan 49442, or by email at Kristine.anderson@muskegoncc.edu

Deputy Title IX Coordinator
Dean of Student Success and Campus Life
Sally Birkam
231-777-0328
Sally.birkam@muskegoncc.edu

Deputy Title IX Coordinator
Director of Athletics
Marty McDermott
231-777-0462
Marty.mcdermott@muskegoncc.edu

Deputy Title IX Coordinator
Faculty – Counseling Center
Larry Visconti
231-777-0356
Larry.visconti@muskegoncc.edu

PARKING LOT SECURITY

Although the campus is well-lit, precautions must be taken when entering and exiting the building in the evening. Any suspicious activity or person seen in the parking lots or loitering around vehicles should be reported to Security.

• Walk with others leaving the building.
• Be aware of your immediate surroundings.
• Have your keys ready before leaving the building.
• If you feel more comfortable, a security guard is available in the evening to escort you to your vehicle.

LOST OR STOLEN PROPERTY

Something come up missing? Please check with the Security Department for items lost or to turn in found items. If your item was stolen, contact security to report a theft. Contact Security at x-545 from an on-campus phone or 777-0545 using a cell phone.
TOBACCO - FREE POLICY

Muskegon Community College is committed to the health, comfort, and safety of students, employees and the general public, thereby, minimizing the harmful effects and discomfort smoking produces in the workplace.

In compliance with State laws, fire regulations, and Board policy, the use, distribution or sale of tobacco is prohibited in college buildings, on college premises and in vehicles owned, rented or leased by the college.

If College facilities are rented by non-College individuals or groups, they shall be required to comply with this policy.

Muskegon Community College will offer and promote programs and services that include practical evidence-based approaches to decrease or stop tobacco use for students and employees.

WEAPONS POLICY

It is the policy of Muskegon Community College that no person employed by the College or any student or visitor to College buildings, facilities, vehicles, grounds and other College property shall possess a weapon and/or dangerous weapon in a College building, on College grounds, during a College-sponsored activity, or during such times as students are under the supervision of College authorities.

“Weapons and/or dangerous weapons” is defined to include firearms and weapons as defined in USC Title 20 as 8921 and USC title 18 as 921 and MCL as 380.1313(4).

Each person who is employed by Muskegon Community College shall abide by the terms of the College policy respecting a weapons-free area.

An employee who violates the terms of this policy shall be subject to immediate disciplinary action up to and including immediate discharge. Any sanctions imposed shall be in accordance with College administrative policies, regulations, procedures, and collective bargaining agreements then in place. Referral of the matter to the appropriate law enforcement agency for prosecution may also result.

Each visitor who violates the terms of this policy shall be subject to immediate removal from College property, and the matter shall be referred to the appropriate law enforcement agency for possible prosecution.

Each student enrolled in Muskegon Community College shall abide by the terms of the College’s policy respecting a weapons-free zone. Any student who violates the terms of this policy shall be subject to immediate removal from College property, and the matter shall be referred to the appropriate law
enforcement agency for possible prosecution. The College reserves the right to impose such sanctions as shall be called for in its College Catalog and all other College administrative policies, regulations, and procedures.

This policy is not intended to apply to on or off duty law enforcement personnel under performance of their duties, armed carriers, and others who have legal cause to carry a weapon and have the President’s permission.

**DRUG AND ALCOHOL POLICY & PENALTIES**

Muskegon Community College complies with federal, state, and local laws including those that regulate the possession, use, and sale of alcoholic beverages and controlled substances. The following represents the drug/alcohol policies of the College.

In compliance with Board of Trustees’ policies 4.02.00 and 5.20.00 and the Drug Free Schools and Communities Act Amendments of 1989, the following represent the Drug-Free Workplace Regulations of the College:

- Employees, students, and guests may not manufacture, distribute, dispense, possess or use alcoholic beverages on College premises.
- Employees, students, and guests may not unlawfully possess, use or distribute controlled substances and alcohol on College premises or while engaged in College activities such as conferences or field trips.
- Being under the influence of alcohol or any controlled substance while on College premises or engaged in College activities is prohibited.
- Employees, students and guests are personally accountable for having knowledge of federal, state, and local laws relating to alcoholic beverages and controlled substances, the minimum drinking age, transporting open containers of alcoholic beverages and false representation of age by a minor.

As a condition of employment, each employee of the College shall comply with the terms of this policy. Violation of such policy may result in disciplinary action up to and including termination of employment and referral for prosecution. Any sanctions imposed will be consistent with local, state and federal law. All employees are required to notify the College of any criminal conviction for a violation of the policy occurring in the workplace no later than five (5) days after such conviction.

Violation of this policy by students may result in disciplinary action up to and including dismissal from the College and referral for prosecution. Students should refer to the College Catalog for details.
All guests on campus are expected to follow the above requirements. Failure to do so may result in a request to leave College property or a College activity.

The College will strive to provide a safe, healthy and drug-free environment by continuing to offer educational programs that support a drug-free campus and workplace. Copies of these regulations will be made available to all new students and employees.

Each October, Muskegon Community College participates in the National Collegiate Alcohol Awareness Week. In addition to educational and awareness sessions focusing on alcohol awareness, students will have the opportunity to try out the drunk driving simulator.

### HEALTH RISKS COMMONLY ABUSED SUBSTANCES

<table>
<thead>
<tr>
<th>SUBSTANCE</th>
<th>POSSIBLE LONGTERM EFFECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>addiction, neurological and liver damage, toxic psychosis</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability,</td>
</tr>
<tr>
<td></td>
<td>insomnia, toxic psychosis, depression</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>severe withdrawal symptoms, possible convulsions, toxic psychosis, depression</td>
</tr>
<tr>
<td>Cocaine (coke,crack)</td>
<td>loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension,</td>
</tr>
<tr>
<td></td>
<td>hallucinations, psychosis, chronic cough, nasal passage injury</td>
</tr>
<tr>
<td>Hallucinogen</td>
<td>psychotic behavior, violent acts, psychosis, or omnipotence, which may trigger life</td>
</tr>
<tr>
<td>(especially PCP)</td>
<td>threatening behavior</td>
</tr>
<tr>
<td>Heroin</td>
<td>addiction, constipation, loss of appetite, lethargy</td>
</tr>
<tr>
<td>Marijuana</td>
<td>bronchitis, possible birth defects, also linked to lung cancer</td>
</tr>
<tr>
<td>Methaqualone (ludes)</td>
<td>coma, convulsions</td>
</tr>
<tr>
<td>Steroids</td>
<td>cholesterol imbalance, acne, baldness, anger management problems, impotence, reduced</td>
</tr>
<tr>
<td></td>
<td>fertility, stroke, hypertension, congestive heart failure, liver damage, premature</td>
</tr>
<tr>
<td></td>
<td>fusion of long bones preventing attainment of normal height, masculinization of women,</td>
</tr>
<tr>
<td></td>
<td>breast enlargement in men.</td>
</tr>
<tr>
<td>Prescription Drugs</td>
<td></td>
</tr>
</tbody>
</table>
LEGAL SANCTIONS

State and federal law regulate the use, possession, and distribution of drugs and alcohol, and penalties are associated with illegal actions involving drugs and alcohol. Such penalties – which include probation, fines, and/or imprisonment – may be imposed by judicial authorities on individuals who violate these laws, notwithstanding any penalty imposed by Muskegon Community College.

RESOURCES FOR SUPPORT AND ASSISTANCE

Agencies where you can go for help or referral:

MUSKEGON COUNTY HEALTH DEPARTMENT

SUBSTANCE ABUSE PROGRAM
209 E. APPLE
MUSKEGON, MICHIGAN
(231) 724-6350

HACKLEY LIFE COUNSELING
1352 TERRACE STREET
MUSKEGON, MICHIGAN
(231) 726-3582

PATHWAYS, MICHIGAN
321 BEECHTREE
GRAND HAVEN, MICHIGAN
(616) 846-5880

WEST MICHIGAN THERAPY, INC
130 E. APPLE AVENUE
MUSKEGON, MICHIGAN
(231) 728-2138

MUSKEGON COMMUNITY COLLEGE
OFFICE OF HUMAN RESOURCES
221 S. QUARTERLINE ROAD
MUSKEGON, MICHIGAN
(231) 777-0355

PINE REST GRAND HAVEN
1445 SHELDON STE. 303
GRAND HAVEN, MI 49417
(616) 847-5145

EASTSIDE SUBSTANCE ABUSE CLINIC
445 EAST SHERMAN
MUSKEGON HTS., MICHIGAN
(231) 739-4359
LAKESHORE COORDINATING COUNCIL  
324 WASHINGTON  
GRAND HAVEN, MICHIGAN  
(616) 846-6720

SHORELINE CONSULTATION SERVICES  
1435 PECK  
MUSKEGON, MICHIGAN  
(231) 733-5334

ALCOHOLIC'S ANONYMOUS  
(231) 755-2224 (Muskegon)  
(616) 847-7959 (Grand Haven)

ALCOHOL ABUSE ADDICTION  
1-800-930-9329

NARCOTICS ANONYMOUS  
(231) 726-6262 (Muskegon)

UNITED WAY (211)  
1-877-211-5253 or (231) 733-1155

CENTER FOR WOMEN IN TRANSITION  
300 N. FERRY ST., SUITE C  
GRAND HAVEN MICHIGAN  
(616) 392-2829

EVERY WOMAN'S PLACE  
175 W. APPLE AVENUE  
MUSKEGON, MICHIGAN  
24-HOUR CRISIS LINE – (231) 722-3333

WOMEN'S INFORMATION SERVICES INC.  
PO BOX 1249  
BIG RAPIDS, MICHIGAN  
24 HOUR CRISIS LINE – 1-800-374-9473

TEEN CHALLENGE  
440 E PONTALUNA  
MUSKEGON, MICHIGAN  
(231) 798-7927

COMMON GROUND VICTIM ASSISTANCE PROGRAM  
1-800-231-1127
TOLL FREE INFORMATION

AL-ANON
1 (800) 356-9996

AMERICAN COUNCIL ON ALCOHOLISM HELPLINE
1 (800) 527-5344

PHOENIX HOUSE HELPLINE
1 (800) COCAINE

NATIONAL COUNCIL ON ALCOHOLISM AND DRUG DEPENDENCY HOPELINE
1 (800) NCA CALL

NATIONAL DRUG AND ALCOHOL TREATMENT ROUTING SERVICE
1 (800) 662 HELP

ALCOHOL & DRUG HOTLINE
1 (800) 821-4357

NATIONAL ALCOHOL HELPLINE
1 (800) ALCOHOL

In compliance with the Federal government, portions of this brochure are provided in compliance with the Drug-Free Schools and Communities Act of 1989.

SERIOUS INJURY OR ILLNESS

Dial 911 Central Dispatch then security for assistance. From on-campus phone dial x-545 and from a cell phone dial 777-0545/557-5648.

Provide Security with pertinent facts in writing: nature of injury/illness; name, address, phone number of injured; care/treatment provided by College personnel; name(s), phone number of person(s) notified.

NON-SERIOUS INJURIES

All injuries must be reported immediately to Security. From on-campus phone dial x-545; from a cell phone dial 777-0545/557-5648. Injured employees will be sent for evaluation and treatment.
# FIRST AID KITS

<table>
<thead>
<tr>
<th>Main Building</th>
<th>1st Floor</th>
<th>Room 134</th>
<th>Room 142</th>
<th>Office 166</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Room 136</td>
<td>Room 143</td>
<td>Room 151</td>
<td>Room 147</td>
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<tr>
<td></td>
<td>Room 141</td>
<td>Room 151</td>
<td>Room 145</td>
<td>Room 149</td>
</tr>
<tr>
<td></td>
<td>Security</td>
<td>Room 145</td>
<td>Room 154</td>
<td></td>
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<tr>
<td></td>
<td>Room 114</td>
<td>Room 149</td>
<td>Bistro</td>
<td>Welcome Center</td>
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<table>
<thead>
<tr>
<th>Main Building</th>
<th>2nd Floor</th>
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<tbody>
<tr>
<td></td>
<td>Cafe Kitchen</td>
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<tr>
<td></td>
<td>Office 204</td>
</tr>
<tr>
<td></td>
<td>Room 235</td>
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<tr>
<td></td>
<td>Room 400</td>
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</table>

<table>
<thead>
<tr>
<th>Main Building</th>
<th>3rd Floor</th>
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<tbody>
<tr>
<td></td>
<td>Mechanical Rm. 30</td>
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<tr>
<td></td>
<td>Room 401</td>
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<td></td>
<td>Room 348</td>
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<table>
<thead>
<tr>
<th>Technical Building</th>
<th>Room 503</th>
<th>Room 505</th>
<th>Room 509</th>
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<tbody>
<tr>
<td></td>
<td>Room 504 (2 kits)</td>
<td>Room 510</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room 514/516</td>
<td>Room 516</td>
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</table>

<table>
<thead>
<tr>
<th>Maintenance Building</th>
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</thead>
<tbody>
<tr>
<td>Maintenance Department</td>
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<table>
<thead>
<tr>
<th>Art Building</th>
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</thead>
<tbody>
<tr>
<td>Studios A, B, C, D, E</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Gymnasium</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Wall</td>
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<table>
<thead>
<tr>
<th>Stevenson Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office 1106 Room 1115 Room 1220/Kitchen</td>
</tr>
<tr>
<td>Office 1107 Room 1216 Closet 54</td>
</tr>
<tr>
<td>Office 1112 Room 1139</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Library/Technology Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workroom Information Commons</td>
</tr>
</tbody>
</table>

## AUTOMATIC ELECTRONIC DEFIBRILLATOR

<table>
<thead>
<tr>
<th>Receptionist Desk</th>
<th>By Room 202 By Room 353 By Room 1106</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium</td>
<td>By Room 348 Room 500 OBT Lobby</td>
</tr>
<tr>
<td>Bleacher Side</td>
<td>By Room 400 Fitness Center-Gym</td>
</tr>
</tbody>
</table>

| Gymnasium Library/Technology Center - Near elevator on 1st and 2nd floors |
POTENTIAL ACCIDENTS/SAFETY ISSUES I NOTICED

If you see a potential accident or safety issue, stop by room 1107 or e-mail security.office@muskegoncc.edu. Security will investigate the matter and make the necessary improvements to prevent a potential accident.

SEXUAL OFFENDER REGISTRATION

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act.

Under the law, state and local law enforcement agencies must provide colleges and universities in their jurisdiction with a list of registered sex offenders who have indicated that they are either enrolled, employed, or carrying on a vocation at the institution.

A list of all registered sex offenders is available on the Michigan Public Sex Offender Registry (PSOR) website at www.mipsor.state.mi.us. On this website, you can search for offenders attending Muskegon Community College by entering the campus address.

The CSCPA further amends FERPA to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

ISSUING TIMELY WARNING NOTICE OR AN EMERGENCY NOTIFICATION

In the event of a substantiated serious safety concern, either on college property or in the near vicinity of the campus, numerous and diligent efforts are made to advise members of the campus community. The College takes its duty seriously to inform students and campus community members of threatening situations—and how they can best protect themselves from harm. As a result, information about crime-related and other potentially threatening situations is provided in an accurate and timely fashion.

The College will release information which can be used by students and other College community members to reduce their chances of sustaining harm or injury. These notices will be issued as a means of a Campus Timely Warning Notice or an Emergency Notification.
Campus Timely Warning Notice Policy

What Constitutes Issuance of a Campus Timely Warning Notice

Campus Timely Warning Notice is specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated—so that campus community members can protect themselves from harm. The Clery Act defines certain specific crimes that require a timely warning notice to be issued when crimes are reported to Campus Security Authorities with significant responsibility for student and campus activities, campus safety, or the local police AND the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus.

Types of incidents or situations that constitute a campus timely warning being sent are:

1. All Clery Act Crimes which represent a serious or continuing threat to the person and/or property of students and employees. Examples include but are not limited to:
   • Criminal Homicide
   • Sex Offenses
   • Robbery
   • Aggravated Assault
   • Burglary
   • Motor Vehicle Theft
   • Arson
   • Hate Crimes

2. Emergency situations that are life threatening. Examples include, but are not limited to:
   • persons with weapons with intent to use
   • threat of violent crime
   • situations where identity or location of suspect is not known
   • assault (physical or sexual)

3. Any act or immediate threat of interpersonal violence. Examples include, but are not limited to:
   • domestic or relationship situations
   • hate crimes
   • consistent pattern of violent behavior

4. Serious acts or threats to campus-owned or personal property
Timing, Content, and Decision Criteria for a Campus Timely Warning Notice:

The warning should be issued as soon as the pertinent information is available because the intent of a campus timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.

The issuing of a timely warning notice must be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

Clery Act regulations do not specifically specify what information should be included in a timely warning. However, because the intent of the warning is to enable members of the campus community to protect themselves, the warning should include all information that would promote safety. Generally, the warning will specify:

• the type of reported crime
• the time and location at which the reported crime occurred, and
• the advice to the campus community regarding steps to take to avoid becoming a victim and to protect themselves.

The timely warning notice WILL NOT include any information that would identify the victim.

Decision to Issue Campus Timely Warning Notice – Responsibility:

The decision to issue a Campus Timely Warning Notice is made in coordination and consultation by at least TWO of the MCC Behavioral Intervention Team’s (BIT) Core Members. In an extreme emergency, the notification process will be implemented at the sole direction of the MCC Vice President for Student Services/Administration or alternate.

BIT Core Members (2014-2015)

• Dr. John Selmon, Vice President for Student Services and Administration - (Co-Chair)
• Larry Visconti, Counseling/Faculty - (Co-Chair)
• Sally Birkam, Dean of Student Success/Campus Life
• Vernon DeMoss, Campus Safety Site Supervisor
• Becky Evans, English Department Faculty
• Marty McDermott, Director of Athletics
• Gerald Nyland, Director of Physical Plant
• Cindy Reuss, Dean of Enrollment Services

Note: The decision to issue a Campus Timely Warning Notice shall include a specific designation of the College office or person to be responsible for overseeing the dissemination of the warning.
How Campus Timely Warning Notices are Issued:

Campus Timely Warning notices will be issued to students and employees upon the confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area.

Upon receiving pertinent information of an emergency situation that requires an immediate response, the Decision Team will communicate and/or convene without delay to implement the notification process. In an extreme emergency, the notification process will be implemented at the sole direction of the Vice President for Student Services/Administration or alternate.

This information may be disseminated to campus community members via a variety of mechanisms or mediums. MCC will use one or more of the following means:

• electronic mail messages
• MyMCC Portal
• RAVE

Emergency Notification Policy

What Constitutes Issuance of an Emergency Notification/Safety Alert?

Muskegon Community College uses an Emergency Notification to notify students and employees in a timely manner when it is determined that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. The notification to the campus community may contain only the information that is reasonably necessary to promote the safety of the campus community as dictated by the situation. An Emergency Notification will be released as soon as reasonably necessary and without delay, unless notification will compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information must be disseminated to the community via the mediums outlined in the section titled “How Emergency Notifications are issued.”

An Emergency Notification can be related to criminal activity that is not subject to the timely warning standard required by the Clery Act, but is not necessarily related to criminal activity. Examples of situations that may constitute the College’s decision to issue an Emergency Notification include, but are not limited to:
• Active Shooter
• Bomb Threat
• Explosion
• Fire
• Gun Shots Fired
• Hazmat Spill or Leak
• Health Threat
• Hostage Situation
• Hostile Intruder
• Power Outage
• Structure Damage
• Weather Emergency

**Decision to issue Emergency Notifications – Responsibility:**

The decision to issue an Emergency Notification is made by the MCC President or his/her designee.

**How Emergency Notifications are issued:**

Emergency Notification messages will be issued to students and employees upon the confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area.

Upon confirmation of an emergency situation that requires an immediate response, the President or his/her designee will communicate the nature of the emergency to a member of the MCC Campus Emergency Notifications Team.

This information may be disseminated to campus community members via a variety of mechanisms or mediums. MCC will use all of the following means:

- RAVE – text message to registered students and employees
- GRAIL – Regional TV and Radio
- MCC Website Home page (www.muskegoncc.edu)
- MyMCC Portal
- MCC Facebook
- Electronic mail messages
- Campus Phone System/Public Address System
- Electronic Sign at Marquette and Quarterline

If an Emergency Notification is issued, there is no need to issue a Timely Warning for the same circumstance.
Informing the Larger Community on Emergency Notifications:

The MCC President or his/her designee may determine that emergency notification of off-campus audiences other than students and employees is necessary and appropriate. In those instances, the emergency message will be communicated by the MCC Campus Safety Officer to the local law enforcement agencies for dissemination to the larger community. Conversely, local law enforcement agencies may contact MCC about an off-campus incident that requires an emergency response notification message issued to MCC students and employees. The President or his/her designee would verify the emergency nature of the incident and contact a Campus Emergency Notifications Team member to issue the message.

INCLEMENT WEATHER PROCEDURES

The College intends to be in full operation every scheduled class day. However, during extremely inclement weather, when it appears that the interests of all concerned will be best served by closing the College, appropriate announcements will be made over local radio and television stations, and using all of the emergency notification means:

- RAVE – text message to registered student and employee recipients
- GRAIL – Regional TV and Radio
- MCC Website Home page (www.muskegoncc.edu)
- MyMCC Portal
- MCC Facebook
- Electronic mail messages
- Campus Phone System
- Electronic Sign at Marquette and Quarterline

All announcements should be noted carefully inasmuch as only morning, afternoon or evening classes may be canceled. Every effort will be made to have announcements on all major stations.
Area stations currently using GRAIL messages are:

WAYG 89.9 FM  WKLQ 107.3 FM  WVIB 100.1
WBBL 1340 AM  WLAV 96.9 FM  WYVN 92.7
WBCT 93.7 FM  WLAW 92.5 FM  MCC-TV 98/902
WBFX 101.3 FM  WLHT 95.7 FM  WOOD TV 8
WCSG 91.3 FM  WMAX 96.1 FM  WXMI TV 17
WDSS 1680 AM  WMRR 101.7 FM  WWMT TV 3
WFGR 98.7 FM  WMUS 106.9 FM  WXSP TV 18
WGRD 97.9 FM  WNWX 1410 AM  WZZM TV 13
WGVU 1480/88.5 AM/FM  WOOD 1300/105.7  WGVU TV 35
WHTC 1450 AM  WSHZ 107.9 FM  WOTV TV 41
WHTG 105.3 FM  WSNX 104.5 FM
WJNZ 1140 AM  WTKG 1230 AM
WJQK 99.3 FM  WTNR 94.5 FM
WKBJ 1090 AM  WTRV 100.5 FM

The canceling of on-campus courses may not affect off-campus classes. Muskegon Community College classes taught off-campus will be canceled based upon cancellation of classes by individual schools: i.e., Grand Haven, Fremont, etc.

When warned of a tornado or other severe weather conditions, staff and students should proceed to the posted shelter areas outlined on the severe weather poster in each room. No one should leave the building under these circumstances. Once we have determined if the building is safe to evacuate, students will be instructed what to do. Proper authorities will be notified to help mitigate the situation and aid with any injuries of victims.

**FIRE/EXPLOSION**

When the fire alarm sounds, everyone is instructed to leave the building quickly and orderly to a distance of 25 feet away from the building. Maps are displayed in hallways and classrooms directing people to the nearest exit. Nearest fire extinguishers are also listed on these maps if needed. Students are to wait in designated areas for further instructions as to whether we will be permitted to re-enter the building once the “all clear” has been established or to leave the premises if the situation becomes dangerous. All members of the evacuation team are familiar with their areas of responsibility and nearest exits. Proper authorities will be notified regarding the level of the emergency to help aid with any victims. Students may be instructed to evacuate to the Baker College parking lot across the street if there is imminent danger.

If you notice a fire, activate the nearest fire alarm (located in corridors.) If you have access to a telephone, call Security at x-545 using an on-campus phone or using a cell phone 777-0545 and give location of incident to operator.
EMERGENCY EVACUATIONS

Emergencies are brought to the attention of the following people to determine if action needs to be taken:

Gerald Nyland - Director of Physical Plant (X315)
Dr. Nesbary – College President (X311)
Dr. Selmon – Vice President for Student Services/Administration (X265)
Teresa Sturrus – Vice President for Academics and Finance (X251)

The above team of individuals will determine how we are to proceed with the evacuation process and notify the team leads with details to activate the evacuation:

Team Leads include:
  Police Department (911)
  Security (X545)
  Marty McDermott – Director of Athletic (X462)
  Cindy Reuss - Dean of Enrollment Services (X575)
  Stan Dean – Custodial Services Supervisor (X233)

Emergency evacuation and shelter maps are located in all classrooms. Please familiarize yourself with these maps should the need arise to evacuate the building. Should the need arise to evacuate, an announcement will be made over the public address system.

The Evacuation Team consists of members of the administrative, professional, clerical, faculty, and custodial groups on campus. Staff and students will be instructed to proceed to evacuation locations on map A, B, or C, or to leave campus, and if it has been decided at that time, when to return.

Muskegon Community College has partnered with RAVE Mobile Safety to provide an emergency alert system capable of delivering messages to your MCC and personal email addresses, as well as your cell phone. To receive emergency communications/alerts through RAVE, log on to www.ravemobilesafety.com and register.

Along with RAVE, emergency messages will be disseminated to the campus community via the MCC website home page, MyMCC Portal, MCC Facebook, electronic mail messages, campus phone system, and the electronic sign at Marquette and Quarterline.

If you are teaching in a computer lab, do not take the time to shut down the computers. If you are working your office, please use your discretion as to whether to shut down your computer.
On an annual basis, Muskegon Community College will conduct periodic evacuations, both announced and unannounced, to keep employees familiarized with the evacuation procedures. Mock evacuations will be documented by the Crisis Prevention Team and improvements made as needed.

If you have a special needs student/employee who requires assistance exiting the building, please assist them to the nearest exit.

**LOCKDOWN/SHELTER IN PLACE**

If the need arises for a lockdown or shelter in place, a notification will occur over the public address system. In relation to their classrooms/office, students, faculty and staff should familiarize themselves with where the best accessible space for sheltering is, and the most direct route to exit the campus should an evacuation be necessary.

Lock and barricade doors, close blinds and block windows. Turn off lights, computers, radios, and cell phones. Occupants should remain calm, quiet, and out of site. Do not open the door for anyone; wait for the door to be opened and the room cleared by police and/or college administrators/security. Classroom doors should be locked and closed at all times.

**ELECTRICAL POWER OUTAGES**

If you are experiencing electrical problems in your area, call the Physical Plant Department at ext. 318. If the College experiences a power outage during normal business hours you will receive instructions as to when the power may be restored and whether or not the building will be closing. On weekends, call security at 231-777-0545.

**GAS LEAK**

Call DTE Energy at 800-947-5000. Also call Security 231-777-0545 using a cell phone and at x-545 using an on campus phone. If no answer call Physical Plant Director at 231-740-2572.

**BOMB THREAT AND/OR DANGEROUS DEVICE FOUND**

Bomb threats will usually be received at the main switchboard. However, if you receive such a call, ask the following questions:

- When is bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?

Immediately following the threat, call Security 231-777-0545 using a cell phone and at x-545 using an on-campus phone.
If you notice a suspicious item that should be checked out, call Security 231-777-0545 using a cell phone and at x-545 using an on-campus phone.

HAZARDOUS MATERIALS

It is often difficult to identify what is or is not a hazardous material. Blood/body fluids must be cleaned up immediately to minimize exposure to blood borne pathogens. If you have occasion to come in contact with a spill or blood/body fluid, call the Physical Plant Department at ext. 318 immediately. Do not try and clean up the substance yourself.

If we encounter a chemical spill situation, the HAZMAT Team will be contacted for direction. Students will be moved to a safe area and area will be roped off until the area is confirmed safe for re-entry. Depending on the depth of the emergency will determine whether the entire college needs to be evacuated or not. Areas will be notified by the mass communication system at the College via the PA system. The RAVE system and emails would be activated to notify incoming students to not come on campus if the situation warrants it and to give direction. Proper authorities will be notified to help mitigate the level of the emergency and assist with any victims. Students may be instructed to evacuate to the Baker College Parking lot across the street if there is imminent danger.

SDS (Previously known as MSDS)

Safety Data Sheets (SDS) are located in Room 1107. Many departments have a set of SDS for the products they use in their area. Current SDS are available on-line by double clicking on the SDS desktop icon.

SUSPICIOUS ACTIVITY OR OBJECTS

Suspicious activity or objects should be reported immediately to Security at 231-777-0545/557-5648 using a cell phone or at x-545 using an on-campus phone. See page 51 for sample poster.

PHOTO IDENTIFICATION NAME BADGES

Muskegon Community College requires photo identification name badges for all full-time and part-time employees, including student employees. The purpose of the photo ID is twofold - security and identification. The photo ID badge must be worn visibly and will serve as a means of identifying that the person is an employee and what department they work in. A photo ID badge is required to gain access to locked classrooms, labs, and department offices.

KEYS

Keys to campus buildings are issued by the Physical Plant Department, room 1107. A written request for keys must be signed by the department chair or supervisor. Lost keys must be reported immediately to Physical Plant Department, ext. 318.
SAFETY COMMITTEE

The Safety Committee, which is comprised of faculty and staff from various departments, meets periodically to discuss safety issues and concerns. The committee welcomes comments and suggestions to improve the overall safety of students and staff at Muskegon Community College. Send your comments and suggestions to Gerald Nyland, Director of Physical Plant, gerald.nyland@muskegoncc.edu.

BOARD OF TRUSTEES

DONALD CRANDALL M.D., Chair
DIANA OSBORN, Vice-Chair
NANCY FRYE, Secretary
SEAN MULLALLY, Treasurer
KATHY MOORE, Trustee
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DR. DALE K. NESBARY, President

It is the policy of Muskegon Community College to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities, or services on the basis of age, color, disability, race, height, marital status, national origin, political persuasion, religion, sex, sexual orientation, weight, or other prohibitive matters.
IF YOU SEE SOMETHING SAY SOMETHING

If you see suspicious activity, please report it to MCC Campus Security at 1-877-684-9585 or (231) 777-0545. In the case of an emergency, call 911.

www.muskegoncc.edu/safety
security@muskegoncc.edu

Muskegon Community College