



Montcalm Community College

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# *Annual Security Report*

September 3, 2019

(Statistics from January 1, 2018 through December 31, 2018)

## ***Table of Contents***

<b><u>Policy and Procedures</u></b>	<b><u>Page</u></b>
Application.....	3
Working Together Reporting Criminal Actions .....	4
Access to Campus Facilities .....	7
Campus Law Enforcement.....	8
Crime Prevention .....	9
Annual Security Report - Statistics .....	10
Alcohol, Illegal Drug Use and Substance Abuse.....	20
Campus Sexual Assault Prevention Program .....	24
Sexual Offender Registration.....	26
Additional Security Policies.....	27
Policies re: Title IX, Violence Against Women Reauthorization Act, Campus SaVE Act.....	29

## ***Application***

Montcalm Community College (the College) currently operates three campus locations as recognized by the Campus Security Act. These include

- |    |                    |                                       |
|----|--------------------|---------------------------------------|
| 1) | Main Campus        | located two miles east of Sidney      |
| 2) | Greenville Campus  | located in Greenville                 |
| 3) | Howard City Campus | located one mile south of Howard City |

Unless noted otherwise, policies and procedures apply to all these locations.

## ***Working Together Reporting Criminal Actions***

### **Policy**

Crime is a reality on small rural community college campuses. Preventing crime is a shared responsibility of the College and its campus community members. Don't assume that someone else has reported criminal activity. Suspicion is the only reason you need for calling the police.

Whether you are a victim or an observer, you should report a crime, suspicious activity or other emergencies on campus.

Sec 204(a)(f)(1)(A) of Title II- Crime Awareness and Campus Security Act

### **Reporting Crimes and Other Emergencies on Campus**

#### **A. In General**

If you suspect that a crime is being committed or has been committed, call a law enforcement agency immediately. An emergency is any situation needing immediate attention.

### ***Emergency Phone Number***

***911***

#### ***Non-emergency Phone Numbers***

***Sidney 989-831-5253  
Greenville 616-754-9161  
Howard City 231-937-7995***

When calling a law enforcement agency, please provide the following information:

- ⇒ Your name,
- ⇒ The location of the incident,
- ⇒ A description of the scene and suspects, and
- ⇒ A description of any vehicle involved in the incident, especially a license plate number.
- ⇒ Do not hang up until the officer or dispatcher ends the call.

B. Specific Situations

1. If you are a *victim of a crime*

Call 911 immediately.

In the case of an assault, provide characteristics including sex, race, hair color, hair length and texture, body size, clothing description, scars and other noticeable markings, mode of travel, type of vehicle, color of vehicle and license number.

The campus will be searched immediately for suspects and neighboring police agencies will be notified.

2. If you see a *suspicious person or activity*

Call 911 immediately.

Do not approach the person. When reporting the suspicious activity, describe the behavior and give a general description of the suspicious person. General descriptive information includes number of persons, sex, race, dress, vehicle and location.

Police or sheriff's deputies will investigate your report immediately.

3. If you receive a *bomb threat*

Call 911 immediately.

Immediately after calling 911, contact the office of the Vice President for Administrative Services located in the Administration/Library Building. If the office is closed, contact the personnel office. If the personnel office is closed, contact the custodian on duty at the power plant building.

Remain calm.

Obtain as much information from the caller as possible. Ask about

- ⇒ The location of bomb,
- ⇒ The time of detonation, and
- ⇒ The type of bomb.

Observe the caller's voice and background noises.

The police or sheriff's deputies will search the area and contact a removal team if a device is found. The law enforcement agency, together with college administrators, will determine if evacuation is required.

4. If there are any ***other emergencies*** (fire or people needing medical attention),

Contact 911 immediately.

Sec 204(a)(f)(1)(A) of Title II- Crime Awareness and Campus Security Act

## ***Access to Campus Facilities***

### **Policy**

MCC takes pride in the variety and condition of its facilities. When facilities and classrooms are not needed for college educational purposes, MCC welcomes the surrounding community to utilize its facility resources. MCC expects that students, faculty, staff and the community will work together to preserve safe and well-maintained campus facilities.

### **Procedures**

The campus is closed during the following times:

Monday to Friday	from 11 p.m. to 7 a.m.
Saturday	from 5 p.m. to 8 a.m.
Sunday	from 5 p.m. to 8 a.m.

Access to College facilities during other times is subject to the availability of staffing and the need to maintain safety and security. Specific times for each area will be determined by the Director of Facilities.

These times may be adjusted for special events or projects.

Public access to facilities such as the gym, pool or fitness center is authorized only during scheduled times.

Faculty access to MCC facilities is authorized for college-related business.

If, during closed hours, you observe any persons on campus who are not students, faculty or employees, call 911.

Visitors to the campus during open hours should report to the receptionist located in the Administration/Library Building. Visitors during closed hours should report to the Maintenance Building and the custodian on duty.

Sec 204(a)(f)(1)(B) of Title II- Crime Awareness and Campus Security Act

## ***Campus Law Enforcement***

### **Policy**

MCC's campus law enforcement policy attempts to ensure the safety of persons visiting or utilizing our campuses. Our practical response considers the location of our campuses, the peak periods of use, the range of persons who have access to our campuses, available law enforcement, college resources, legal obligations and the crime rate in the surrounding community.

Overall security concerns at MCC are coordinated through the office of the Vice President for Administrative Services. Law enforcement responsibilities are administered by the Montcalm County Sheriff's Department and other police agencies on a continuous year-round basis as part of their jurisdictional responsibilities. Twenty-four hour patrol, dispatch services and emergency services are coordinated with local municipal emergency and law enforcement agencies.

MCC shall make timely reports to the campus community on crimes considered a threat to other students and employees. All crimes reported to the local law enforcement agencies and described in the Annual Security Report will be provided to students and employees in a timely manner to help prevent similar occurrences.

### **Procedure**

For non-emergency calls, call the nearest law enforcement agency.

#### ***Emergency Phone Number***

***911***

#### ***Non-emergency Phone Numbers***

***Sidney 989-831-5253***  
***Greenville 616-754-9161***  
***Howard City 231-937-7995***

All crimes should be reported to the Sheriff's Department and the office of the Vice President for Administrative Services for college review. Call 1-989-328-1249 or stop by the office. An incident form will be filled out for college purposes.

Emergencies involving weather are handled by notification from the Emergency Services Department of the county. Once notified, the college implements its own alerting system to on-site personnel and students.

Sec 204(a)(f)(1)(C) of Title II- Crime Awareness and Campus Security Act  
Sec 204(a)(f)(3) of Title II – Crime Awareness and Campus Security Act



## ***Crime Prevention***

### **Policy**

MCC recognizes the benefits of both preventive and reactive efforts to combat crime. Crime prevention is best achieved through interaction with and outreach to students, faculty and staff.

Campus safety and crime prevention are a “shared responsibility” between students and employees of MCC.

Crime prevention at MCC is part of a community-based program. The college strives to provide leadership and direction by involving all of the campus community to improve the quality of life for members of the campus community.

### **Procedure**

MCC’s crime prevention program stresses community awareness/interaction through the dissemination of materials and presentations geared toward students, faculty and staff. Such programs range from crime prevention presentations to on-site inspections. In particular, some of MCC’s annual efforts include

1. Posting crime prevention awareness information in college buildings,
2. Disseminating crime prevention material in handbooks and in the Student Services office,
3. Utilizing county and state police crime prevention specialists as speakers during the fall term, and
4. Disseminating the Annual Security Report to all current employees and students and to all prospective employees and students who request it.

MCC shall make timely reports to the campus community on crimes considered a threat to other students and employees. All crimes reported to the local law enforcement agencies and described in the Annual Security Report will be provided to students and employees in a timely manner to help prevent similar occurrences.

Sec 204(a)(f)(1)(D) & (E) of Title II- Crime Awareness and Campus Security Act  
Sec 204(a)(f)(3) of Title II – Crime Awareness and Campus Security Act

## ***Annual Security Report – Statistics***

Montcalm Community College

*(Important note: statistics refer only to MCC-owned or-leased property [and adjacent public land]  
and do not include the surrounding area*

### ***ALL CAMPUS LOCATIONS***

<b><i>Violent Crimes</i></b>			
Criminal Incidents	2016	2017	2018
Murder/Non-Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Nonforcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest, Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	1	0
Arson	0	0	0
Total Violent Crimes	0	1	0

<b><i>Non-Violent Crimes</i></b>			
Arrests & Disciplinary Referrals	2016	2017	2018
Arrests: Liquor Law Violations	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	1	0
Arrests: Drug Abuse Violations: Possession, Distribution, etc.	0	0	0
Disciplinary Referrals: Drug Abuse Violations: Possession, Distribution, etc.	0	1	0
Arrests: Weapons: Carrying, Possessing, etc.	0	0	0
Disciplinary Referrals Weapons: Carrying, Possessing, etc.	0	0	0
Total Non-Violent Crimes	0	2	0

Secs 204(a)(f)(1)(F), 204(a)(f)(1)(H) and 204(a)(f)(5)(B) of Title II- Crime Awareness and Campus Security Act, as amended.

<i>Hate Crimes*</i>			
<i>Manifest Evidence of Prejudice Based on Race, Religion, Sexual Orientation, or Ethnicity.</i>	2016	2017	2018
Liquor-Law Violations	0	0	0
Drug-Abuse Violations	0	0	0
Weapons Possessions	0	0	0
Totals	0	0	0

\*As prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534).

<i>VAWA Offenses#</i>			
	2016	2017	2018
Dating Violence	0	0	0
Domestic Violence	0	0	0
Sexual Assault	0	0	0
Stalking	0	0	0
Totals	0	0	0

# As prescribed by the Violence Against Women Reauthorization Act

***Annual Security Report – Statistics***  
Montcalm Community College

***SIDNEY***

<b><i>Violent Crimes</i></b>			
Criminal Incidents	2016	2017	2018
Murder/Non-Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Nonforcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest, Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Total Violent Crimes	0	0	0

<b><i>Non-Violent Crimes</i></b>			
Arrests & Disciplinary Referrals	2016	2017	2018
Arrests: Liquor Law Violations	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	1	0
Arrests: Drug Abuse Violations: Possession, Distribution, etc.	0	0	0
Disciplinary Referrals: Drug Abuse Violations: Possession, Distribution, etc.	0	1	0
Arrests: Weapons: Carrying, Possessing, etc.	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	0	0	0
Total Non-Violent Crimes	0	2	0

Secs 204(a)(f)(1)(F), 204(a)(f)(1)(H) and 204(a)(f)(5)(B) of Title II- Crime Awareness and Campus Security Act, as amended.

<i>Hate Crimes*</i>			
<i>Manifest Evidence of Prejudice Based on Race, Religion, Sexual Orientation, or Ethnicity.</i>	2016	2017	2018
Liquor-Law Violations	0	0	0
Drug-Abuse Violations	0	0	0
Weapons Possessions	0	0	0
Totals	0	0	0

\*As prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534).

<i>VAWA Offenses#</i>			
	2016	2017	2018
Dating Violence	0	0	0
Domestic Violence	0	0	0
Sexual Assault	0	0	0
Stalking	0	0	0
Totals	0	0	0

# As prescribed by the Violence Against Women Reauthorization Act

***Annual Security Report – Statistics***  
Montcalm Community College

***GREENVILLE CAMPUS***

<i>Violent Crimes</i>			
Criminal Incidents	2016	2017	2018
Murder/Non-Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Nonforcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest, Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Total Violent Crimes	0	0	0

<i>Non-Violent Crimes</i>			
Arrests & Disciplinary Referrals	2016	2017	2018
Arrests: Liquor Law Violations	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0
Arrests: Drug Abuse Violations: Possession, Distribution, etc.	0	0	0
Disciplinary Referrals: Drug Abuse Violations: Possession, Distribution, etc.	0	0	0
Arrests: Weapons: Carrying, Possessing, etc.	0	0	0
Disciplinary Referrals Weapons: Carrying, Possessing, etc.	0	0	0
Total Non-Violent Crimes	0	0	0

Secs 204(a)(f)(1)(F), 204(a)(f)(1)(H) and 204(a)(f)(5)(B) of Title II- Crime Awareness and Campus Security Act, as amended.

<i>Hate Crimes*</i>			
<i>Manifest Evidence of Prejudice Based on Race, Religion, Sexual Orientation, or Ethnicity.</i>	2016	2017	2018
Liquor-Law Violations	0	0	0
Drug-Abuse Violations	0	0	0
Weapons Possessions	0	0	0
Totals	0	0	0

\*As prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534).

<i>VAWA Offenses#</i>			
	2016	2017	2018
Dating Violence	0	0	0
Domestic Violence	0	0	0
Sexual Assault	0	0	0
Stalking	0	0	0
Totals	0	0	0

# As prescribed by the Violence Against Women Reauthorization Act

***Annual Security Report – Statistics***  
Montcalm Community College

***HOWARD CITY CAMPUS***

<i>Violent Crimes</i>			
Criminal Incidents	2016	2017	2018
Murder/Non-Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Nonforcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest, Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	1	0
Arson	0	0	0
Total Violent Crimes	0	1	0

<i>Non-Violent Crimes</i>			
Arrests & Disciplinary Referrals	2016	2017	2018
Arrests: Liquor Law Violations	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0
Arrests: Drug Abuse Violations: Possession, Distribution, etc.	0	0	0
Disciplinary Referrals: Drug Abuse Violations: Possession, Distribution, etc.	0	0	0
Arrests: Weapons: Carrying, Possessing, etc.	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	0	0	0
Total Non-Violent Crimes	0	0	0

Secs 204(a)(f)(1)(F), 204(a)(f)(1)(H) and 204(a)(f)(5)(B) of Title II- Crime Awareness and Campus Security Act, as amended.



<i>Hate Crimes*</i>			
<i>Manifest Evidence of Prejudice Based on Race, Religion, Sexual Orientation, or Ethnicity.</i>	2016	2017	2018
Liquor-Law Violations	0	0	0
Drug-Abuse Violations	0	0	0
Weapons Possessions	0	0	0
Totals	0	0	0

\*As prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534).

<i>VAWA Offenses#</i>			
	2016	2017	2018
Dating Violence	0	0	0
Domestic Violence	0	0	0
Sexual Assault	0	0	0
Stalking	0	0	0
Totals	0	0	0

# As prescribed by the Violence Against Women Reauthorization Act

## ***CRIME DEFINITIONS***

***Crime Definitions as required by 34 CFR Part 668 Student Assistance General Provisions regulations. The definitions of Forcible and Nonforcible Sex Offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook. All other definitions are excerpted from the Federal Bureau of Investigation's Uniform Crime Reporting Handbook.***

### ***Murder***

The willful (non-negligent) killing of one human being by another.

### ***Robbery***

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

### ***Aggravated Assault***

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

### ***Burglary***

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with an intent to commit larceny or felony; breaking and entering with an intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

### ***Motor Vehicle Theft***

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases in which automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

### ***Weapon Law Violations***

The violations of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

### ***Drug Abuse Violations***

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

### ***Liquor Law Violations***

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

### ***Sex Offenses – Forcible***

Any sexual act directed against another person, forcibly and /or against that person's will; or not forcibly or against the person's will when the victim is incapable of giving consent.

- A. *Forcible Rape* – The carnal knowledge of a person, forcible and /or against that person’s will; or not forcibly or against the person’s will when the victim is incapable of giving consent because of his/her youth or temporary or permanent mental or physical incapacity.
- B. *Forcible Sodomy* – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will when the victim is incapable of giving consent because of his/her youth or temporary or permanent mental or physical incapacity.
- C. *Sexual Assault With An Object* – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person’s will; or not forcibly or against the person’s will when the victim is incapable of giving consent because of his/her youth or temporary or permanent mental or physical incapacity.
- D. *Forcible Fondling* – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will when the victim is incapable of giving consent because of his/her youth or temporary or permanent mental or physical incapacity.

*Sex Offenses – Nonforcible*

Unlawful, nonforcible sexual intercourse.

- A. *Incest* – Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- B. *Statutory Rape* – Nonforcible sexual intercourse with a person who is under the statutory age of consent.

## ***Alcohol, Illegal Drug Use and Substance Abuse***

### **Policies**

#### **A. Working Together**

The fundamental purpose of the college is to maintain an environment that supports and encourages the pursuit and dissemination of knowledge and skills. That environment is damaged by illegal drug use, illegal alcohol use and substance abuse. Therefore, all members of the academic community (students, faculty members, administrators, and other college employees) share the responsibility for protecting the environment by exemplifying high standards of professional and personal conduct.

#### **B. Awareness, Counseling and Treatment**

##### **1. Services Available**

MCC participates in a community-wide effort to provide counseling and treatment to area residents. MCC encourages and supports employees and students to utilize the broad-based community programs. Informational brochures addressing awareness, counseling and treatment are available in Student Services, in the mail room, or from Personnel.

In addition, faculty and staff members may contact the Personnel Office to obtain additional information concerning counseling and treatment available through our health insurance plan.

Policy and programs are intended to emphasize

- a. The incompatibility of the use or sale of illegal drugs with the goals of the college,
- b. The legal consequences of involvement with illegal drugs,
- c. The medical implication of the use of illegal drugs, and
- d. The ways in which illegal drugs jeopardize an individual's present accomplishments and future opportunities.

## 2. Overview of Program Content

### a. Marijuana

1. Use of marijuana reduces short term memory, motivation, concentration and attention span.
2. Use of marijuana may cause infertility in both males and females.
3. Use of marijuana may cause lung damage.

### b. Cocaine

1. Use of cocaine may lead to addiction.
2. Use of cocaine may cause permanent damage to the lungs, liver and nose.
3. Use of cocaine may cause chest pain, heart attack, heart failure, stroke and seizures.

### c. Alcohol

1. Use of alcohol may lead to addiction.
2. Use of alcohol may cause damage to the liver, brain, heart and other organs.
3. Use of alcohol during pregnancy may harm babies (Fetal Alcohol Syndrome).
4. Use of alcohol can lead to overdose and death.
5. Mixing alcohol with other drugs (legal and illicit) may intensify the effects of either, making overdose more likely.
6. Use of drugs and/or alcohol causes impairment of judgment and motor skills which greatly increases the risks of injury or death due to accidents.

## C. Alcoholic Beverages

MCC prohibits the unauthorized possession, use or sale of alcohol on college premises or during college sponsored activities.

## D. Illegal Drugs

The illegal use, possession, sale, delivery and/or manufacture of drugs will not be tolerated.

## E. Drug-Free Schools and Communities Act of 1989

Federal law prohibits the illegal manufacture, distribution, dispensing, possession, or use of a controlled substance in the work place. The “work place” applies to college property, vehicles or participation in a college-sponsored activity away from campus. It is the policy of the college to comply with this law.

## Procedures

### A. Alcohol / Illegal Drug Use

#### 1. Institutional Sanctions

- a. ***Students***: Students who violate this policy will be subject to disciplinary action including dismissal from the college.
- b. ***Employees***: Employees who violate this policy will be subject to disciplinary action up to and including discharge. When an employee is charged with an offense which may result in discharge by his/her supervisor, the case will be referred to the next level of supervision and discharge may be recommended and/or effected immediately. If discharged, the employee will not be entitled to accrued annual leave, and this action will become a part of the employment record.

#### 2. Legal Sanctions

- a. Legal sanctions are enforced by the local and county law enforcement agencies. Violators will be subject to the full penalties allowable by local, state and federal law.
- b. Legal sanctions for possession, use or distribution of illicit drugs and alcohol may include imprisonment for periods ranging from less than one year (for first offenses) up to life imprisonment without parole (for multiple convictions) and fines ranging up to \$500,000.

#### 3. Incidents

Incidents should be reported to the nearest law enforcement agency and the office of the Vice President for Administrative Services.

B. Drug-Free Schools and Communities Act of 1989

The college will, in accordance with the Act and in support of a drug-free work place,

1. Provide each student and employee with a copy of this policy;
2. Require any student convicted of any criminal drug statute violation, which has occurred in the work place, to notify the Dean of Student Services within five (5) days of the conviction; and
3. Require any faculty or staff member convicted of any criminal drug statute violation which has occurred in the work place, to notify the Vice President for Administrative Services within five (5) days of the conviction.

Sec 204(a)(f)(1)(I) of Title II- Crime Awareness and Campus Security Act  
Drug-Free Schools and Communities Act of 1989; Public Law 101-226, Section 22

## ***Campus Sexual Assault Prevention Program***

### **Policy**

Nonconsensual sex offenses are among the fastest growing crimes on college campuses. Sexual offenses are serious violations against a person's physical, mental, moral and spiritual well-being. A sexual offense degrades a person and the surrounding community. Consequently, MCC encourages faculty, employees and students to be proactive in preventing sex offenses. In addition, MCC will provide practical assistance to help its faculty, employees and students during and after an alleged incident involving a criminal sex offense.

### **Procedures**

#### ***Awareness and Prevention***

MCC's sexual assault prevention program stresses community awareness/interaction through the dissemination of materials and presentations geared toward students, faculty and employees. Educational programs promote awareness and prevention techniques against rape, acquaintance rape, and other forcible and nonforcible sex offenses. In particular, some of MCC's annual efforts include

1. Posting of sexual assault awareness information in college buildings,
2. Disseminating sexual assault prevention brochures and handouts during registration,
3. Disseminating sexual assault prevention material in handbooks and in the Student Services Office,
4. Distributing campus sexual assault awareness spots in student and faculty newsletters,
5. Utilizing county and state sexual assault awareness/prevention specialists as speakers during the fall term, and
6. Disseminating the Annual Security Report to all current employees and students and to all prospective employees and students who request it.

Information identifying registered sex offenders who are enrolled or employed at Montcalm Community College can be found at [www.mipsor.state.mi.us](http://www.mipsor.state.mi.us) (Campus Sex Crimes Prevention Act).

#### ***Procedures for Reporting Sexual Offense***

If a sexual offense occurs, the victim or an acquaintance or relative should *immediately* report the incident to the nearest law enforcement agency.

**Emergency Phone Number**  
**911**

**Non-emergency Phone Numbers**  
**Sidney 989-831-5253**  
**Greenville 616-754-9161**  
**Howard City 231-937-7995**



Sexual offenses must be reported to the local law enforcement agency and to the office of the Vice President for Administrative Services for college review and response. Call 1-989-328-1220 or stop by the office. An incident form will be filled out protecting the privacy of the victim and the alleged perpetrator(s).

MCC personnel will assist a victim in notifying the proper law enforcement authority.

It is important that the offense be reported *immediately* in order to ensure the safety and well-being of the victim and to preserve evidence for the prosecution of a criminal offense.

#### *Post Incident Notification and Followup*

MCC will notify students of existing on- and off-campus counseling, mental health, or other services available for victims of sex offenses.

MCC will notify victims of sexual offense of options concerning their academic situations. Victims' reasonable requests will be honored.

#### *Disciplinary Action*

Should any student, faculty or employee of MCC be accused of a sexual offense crime, local law enforcement will conduct the investigation and begin the proper criminal proceedings. Any student, faculty or employee will be subject to the rules and regulations surrounding MCC's employment and disciplinary procedures. In addition, should MCC choose to conduct its own investigation of an alleged sex offense crime, the process shall be consistent with established MCC disciplinary procedures for students, faculty and employees. However, a sex offense crime investigation will include the following procedural safeguards:

1. The accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceedings; and
2. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this subsection does not constitute a violation of the Family Education Rights and Privacy Act (20 U.S.C. 1232g). The outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that it imposes against the accused; and
3. Sanctions may include expulsion for students. Sanctions may include discharge for employees and faculty.

34 CFR Part 668, §668.47(a)(12) of the Student Assistance General Provisions; Campus Safety Regulations as amended.

## ***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. The federal law requires state law enforcement agencies (in Michigan, the Michigan State Police) to provide MCC with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at MCC.

MCC is required to inform the campus community that, to the extent provided by the Michigan State Police, a registration list of sex offenders will be maintained and is available from the Dean of Student Services. In addition, a list of all registered sex offenders in Michigan is available from the Michigan State Police at [www.mipsor.state.mi.us](http://www.mipsor.state.mi.us) . MCC is located in Montcalm County and the zip code is 48885.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

## ***Additional Security Policies***

### ***Policy Statement Addressing Timely Warnings***

In the event that a situation arises, either on or off campus, that, in the judgment of the College President or other administrator in charge, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. Depending on the nature of the situation, the warning will be issued through the college e-mail system, the e2Campus mass notification system, the campus phone system, the campus loud speaker, or a combination thereof. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the College may also post a notice on the College web site at: <http://www.montcalm.edu>. Anyone with information warranting a timely warning should report the circumstances to the College switchboard at 989-328-2111 or by calling 911.

### ***Policy Statement Addressing Preparation of Disclosure of Crime Statistics*** **(Policy for Reporting The Annual Disclosure of Crime Statistics)**

The College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at [www.montcalm.edu](http://www.montcalm.edu). This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Each entity provides updated information on its educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to the Vice President for Administrative Services, other designated campus officials and local law enforcement agencies. Each year, an email notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar email notification. Copies of the report may also be obtained from the Vice President for Administrative Services in the Donald C. Burns Administration/Library building or by calling (989) 328-1249. All prospective employees may obtain a copy from Human Resources or by calling (989) 328-1249.

### ***Policy Statement Addressing Security and Access Policy***

During business hours, the College (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued. Some facilities may have individual hours, which may vary at different times of the year. Examples are the gym, pool, fitness center, library, Bookstore, MTEC, PAC and the Ionia Center. Emergencies may necessitate changes or alterations to any posted schedules.

### ***Policy Statement Addressing Campus Law Enforcement***

Montcalm Community College does not have police or campus security. Law enforcement is provided by the Montcalm County Sheriff’s Department.

### ***Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting General Procedures for Reporting a Crime or Emergency***

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to law enforcement in a timely manner. To report a crime or an emergency on campus, call 911. To report a non-emergency security or public safety related matter, call the Vice President for Administrative Services at extension 249 or, from outside the College phone system (989) 328-1249. Crimes should be reported promptly to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

### ***Policy Statement Regarding Crime Prevention Programs***

Crime Prevention Programs for personal safety and theft prevention may be sponsored by various campus organizations throughout the year. Printed information regarding personal safety and theft prevention are available at many campus locations.

**Tip:** To enhance personal safety (especially after an evening class) walk with friends or someone from class that you know well.

### ***Criminal Activity Off Campus***

Montcalm Community College does not have any off-campus student organizations.

### ***Emergency Response and Evacuation Procedures***

In the event that a situation arises, either on-or off-campus, that, in the judgment of the College President or other administrator in charge, constitutes an immediate threat to the health or safety of students or employees, a campus wide warning will be issued. The College President, or other administrator in charge, will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless such notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Depending on the nature of the situation, the warning will be issued through the college e-mail system, the e2Campus mass notification system, the campus phone system, the campus loud speaker, or a combination thereof. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the College may also post a notice on the College web site at: <http://www.montcalm.edu>. The emergency response and evacuation procedures are publicized and tested at least annually. The next exercise is tentatively scheduled for 10:00 am (EDT) October 11, 2014 and will be announced in advance.

## ***Policies re: Title IX, Violence Against Women Reauthorization Act, Campus SaVE Act***

### ***Purpose***

The purpose of this policy is to comply with the provisions of Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. Sec. 1681, et. seq., which prohibits discrimination on the basis of sex in the course of any federally funded educational program or activity, and to further comply with the Violence Against Women Reauthorization Act of 2013 (“VAWA”) and its attendant Campus SaVE Act provisions (“Campus SaVE”). This policy aims to protect all members of the Montcalm Community College (the “College”) community and its guests from discrimination based on sex, sexual harassment, and sexual violence including dating violence, domestic violence, sexual assault and stalking, with additional attention to such sexual misconduct when targeted at an individual because of his/her national origin, ethnicity, gender identity, gender presentation, or sexual orientation.

Accordingly, this policy on sexual misconduct will articulate the scope of sex discrimination as defined in Title IX, VAWA and the Campus SaVE Act to include discrimination based on sex, sexual harassment, dating violence, domestic violence, sexual assault, stalking and any of the aforementioned acts of discrimination or violence when committed against individuals because of their known or perceived national origin, ethnicity, gender identity, gender presentation, or sexual orientation.

This policy against sexual misconduct will establish a procedure for recourse, resolution and rehabilitation of all complainants of all forms of sexual misconduct, while protecting the due process rights of alleged respondents of sexual misconduct, and for resolving any and all such cases in a prompt and equitable manner.

### ***Scope***

This policy covers any case of sex discrimination, sexual harassment, and all forms of sexual violence including dating violence, domestic violence, sexual assault, and stalking, that involves students, guests or employees of the College, while enrolled, employed, or participating in any educational program or activity at the College. This policy also covers any act of discrimination based on sex, to include sexual harassment and all forms of sexual violence listed herein, committed against a member of this community on the additional basis of an individual’s known or perceived national origin, ethnicity, gender identity, gender presentation, or sexual orientation.

To the extent that the College experiences an incident of sexual misconduct on the part of any of the members of groups using any of the College’s premises, or involved with any activity of, or at, the College, the College is committed to the following actions on behalf of all members of its community.

1. To take all necessary steps to protect the safety of its educational programs and activities and all participants therein.

2. To notify the group in question of the alleged incident on the part of any of its members, so as to enable those partners to take appropriate action in accordance with their policies and procedures.
3. To reserve the right to refuse access to its premises, programs or activities in the interim, or on a permanent basis, of any individual complained against, in order to protect the safety of the complainant(s), and that of the College community as a whole.

### *Policy*

In accordance with the provisions of Title IX, VAWA and the Campus SaVE Act, the College prohibits discrimination on the basis of sex in any of its educational programs and activities, to include any programs and activities sponsored by the College, conducted on or off campus, and while en route to such programs and activities, in college-owned, or college-sponsored transportation. Unlawful discrimination based on sex, sexual harassment and any and all forms of sexual violence as delineated herein by Coordinators, managers, faculty, supervisors, employees, students, advisors, vendors, clientele, is a violation of this policy.

All complaints of sex discrimination, including sexual harassment or sexual violence, dating violence, domestic violence, sexual assault, and stalking, must be brought to the immediate attention of the Title IX Coordinator for the College. The Title IX Coordinator for the College is the Vice President for Administrative Services and may be reached at the Donald C. Burns Administration/Library building on the Sidney Campus, by phone at 989-328-2111, or by email: [TitleIXCoordinator@montcalm.edu](mailto:TitleIXCoordinator@montcalm.edu) . In the event of an emergency, or an off-hours situation, local law enforcement should be contacted (911) which in turn will promptly report the incident to the Title IX Coordinator for further action pursuant to the terms of this policy.

All employees are responsible for bringing any such complaints to the direct attention of the Title IX Coordinator. In addition, designated responsible employees, to include deans, directors, advisors, counselors, and all members of Human Resources, and Student & Enrollment Services, have a duty to assist and inform complainants as to the following.

1. The availability of counseling services.
2. The complainant's reporting options, including the option to, or not to, notify law enforcement authorities.
3. The responsible employee's affirmative duty to report the incident to the Title IX Coordinator.
4. The complainant's rights and institutional responsibilities regarding judicial no-contact, restraining and protective orders.

The College has an affirmative duty pursuant to Title IX, VAWA, and the Campus SaVE Act to take immediate and appropriate action once it knows, or reasonably should have known, of any act of sex discrimination, to include sexual harassment and sexual violence including sexual assault, stalking, domestic violence, and dating violence, in any of its educational programs and activities. The College

will act on any complaint of sexual misconduct in order to resolve such complaints promptly and equitably. The protective measures the College may follow during and after an investigation include, but are not limited to:

- Access to counseling services and assistance in setting up initial appointments
- Imposition of a campus “No-Contact Order”
- Rescheduling of exams and assignments
- Providing alternative course completion options
- Change in class schedule, including the ability to drop a course without penalty or to transfer sections
- Change in work schedule or job assignment
- Limiting access to certain College facilities or activities pending resolution of the matter
- Voluntary leave of absence
- Providing academic support services, such as tutoring
- College-imposed leave, suspension or separation for the Responding Party
- Any other measure which can be tailored to the involved individuals to achieve the goals of this Policy.

Upon request and within reason, the College will provide complainants with assistance in changing their academic, living, transportation, and working situations regardless of whether they choose to report the crime to local law enforcement.

Complainants who make good faith complaints are protected from retaliation pursuant to Title IX, VAWA and the Campus SaVE Act, this policy, the College’s policy against Sexual Harassment, and the College’s Whistleblower Policy. Any retaliation against an individual who has complained about sexual harassment or unlawful discrimination or sexual violence, to include sexual assault, stalking, dating violence, or domestic violence, or retaliation against individuals for cooperating with an investigation of a complaint of sexual harassment, sexual violence, or unlawful discrimination, is a violation of this policy.

Persons who violate this policy will be subject to disciplinary action up to and including termination of employment, suspension, expulsions and/or termination of any contractual relationship.

## Definitions

### Michigan Definitions of Crimes Described in the Violence Against Women Act

- Domestic Violence (includes dating violence) - MCL 750.81

- Aggravated Domestic Violence (includes dating violence) - MCL 750.81a
- Sexual Assault = Criminal Sexual Conduct – MCL 750.520b
- Consent – the definitions of consent are in the Criminal Sexual Conduct statute (see above).
- Stalking - MCL 750.411 h
- Aggravated Stalking - MCL 750.411 i

The definitions above describe the minimum legal standards for conduct, and they set forth terms that help determine criminal liability and legal responsibility. The College has higher expectations. For specific information on the College's procedures for reporting and obtaining assistance in the event of any of the aforementioned manifestations of sexual violence, stalking, domestic violence, or dating violence, please refer to the Sexual Assault Procedures in the College's Annual Security Report.

### Employee, Faculty and Student Responsibilities

Each employee, faculty member, administrator and student of the College is personally responsible as follows.

1. For ensuring that s/he does not engage in conduct that violates this policy.
2. For bringing any known violations of this policy to the immediate attention of the Title IX Coordinator.
3. For cooperating in any investigation of alleged sexual harassment domestic violence, dating violence, sexual violence, stalking, or unlawful discrimination based on sex, or retaliation, if requested to do so by the person conducting the investigation.

### Designated Responsible Employees

Individuals further designated as "responsible employees" at the College are required, when first contacted by a complainant, to inform the complainant of the responsible employee's duty to report any complaint of sexual misconduct directly to the Title IX Coordinator; to inform the complainant of the options for filing complaints with the College, Law Enforcement, or both; to inform the complainant of his/her rights and institutional responsibilities regarding judicial no-contact, restraining and protective orders; and to assist the complainant in obtaining counseling and medical services where appropriate, particularly if the preservation of evidence could be a concern. Responsible employees include the President, all Vice-Presidents, Deans, Directors, Counselors and Advisors, Student Club Advisors, in addition to any employee from Human Resources, and Student & Enrollment Services.

A report to a responsible employee is a report to the College. It obligates the College to investigate and it obligates the College to take all appropriate steps to address the situation, prevent its recurrence and remedy its effects.



## *Title IX Grievance Procedure*

Anyone who believes that s/he or any other member of the College community has encountered sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, or stalking as prohibited by this policy, whether by a supervisor, a co-worker, faculty member, student, vendor, contractor or any other person with whom s/he comes in contact at the College, in the course of any educational program or activity at the College, should report the incident directly to the Title IX Coordinator for the College. The Title IX Coordinator for the College is the Vice President for Administrative Services and may be reached at the Donald C. Burns Administration/Library building on the Sidney Campus, by phone at 989-328-2111, or by email: [TitleIXCoordinator@montcalm.edu](mailto:TitleIXCoordinator@montcalm.edu) . Any person who receives a complaint of sex discrimination, sexual harassment, sexual violence, domestic violence, stalking, or retaliation from an employee or student, or who otherwise knows or has reason to believe that an employee or student has been subjected to any of the aforementioned, is expected to report the incident promptly to the Title IX Coordinator for the College. Designated Responsible Employees are further required to assist the complaining party as outlined in the above paragraph entitled Designated Responsible Employees.

Depending on the facts and circumstances of the specific complaint, including the complainant's wishes, when relevant, the Title IX Coordinator will immediately contact agencies and organizations to effect immediate relief, care, and support for the complainant and/or the victim in any given case including but not limited to:

1. The closest, competent health care facility
2. The Police/Sheriff Department
3. The Employee Assistance Program (EAP)
4. RAVE

Anyone who believes that s/he has encountered sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, or stalking as prohibited by this policy is advised to preserve all evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.

The Title IX Coordinator will enable a prompt, fair, and impartial investigation into any allegation of sexual misconduct or retaliation, by trained investigators, so as to enable a prompt and equitable response under all circumstances and in a fair and expeditious manner. Investigators will receive annual training on issues relating to his/her role as an investigator and how to conduct hearings in a manner that protects the safety of the complainants and promotes accountability.

The investigation will be completed within 15 days of receipt of the complaint by a trained and designated investigator for the College, unless the timeframe must be extended for good cause by the Title IX Coordinator. The Title IX investigator will allow the parties to present witnesses and other evidence during the investigation. The investigation will continue whether or not the complaint is also being investigated by another agency or law enforcement unless the Title IX investigation would impede law enforcement's investigation. If the investigation is suspended during an investigation by

law enforcement, the College will implement interim steps to protect the complainant and/or victim's safety.

As an immediate priority, care will be taken to ensure the safety and well-being of the complainant and/or victim, and to exercise all precautionary measures to prevent a repeat of the alleged incident of sexual misconduct. Accordingly, interim measures, such as a temporary suspension of the alleged offender, may be implemented pending a hearing on the matter.

The Title IX Coordinator will inform the complainant in a case of sexual violence, dating violence, domestic violence, sexual assault or stalking, of the right to file a criminal complaint. In all cases of allegations of sexual harassment or sexual violence between any two parties who are members of the College community, a Title IX hearing will be conducted following the conclusion of any investigation into the matter. Pursuant to a Title IX hearing, both parties will have the right to review all evidence and investigative reports beforehand, to have advisors present, and to present their version of the facts and circumstances surrounding the alleged incident of sexual misconduct. Care will be taken to preserve the rights of complainants of sexual misconduct to privacy without sacrificing the rights of respondents to due process. The Title IX Coordinator will conduct a hearing based on the alleged incident(s) of sexual misconduct and a determination of culpability will rest on the evidence presented and reviewed, using a "preponderance of the evidence" (i.e. more likely than not) standard of proof.

The entire process, from complaint to recommendation for resolution, should be conducted in a prompt and equitable manner, and should be completed no later than 45 days from receipt of a complaint. Extensions may be granted under extenuating circumstances, upon review by the Title IX Coordinator.

Upon completion of the investigation, and a Title IX hearing, the Title IX Coordinator shall notify both complainant and respondent of the findings simultaneously and in writing.

### Disciplinary Action

In the event that the investigation reveals that sexual harassment, sexual violence, dating violence, domestic violence, sexual assault, stalking, discrimination based on sex, retaliation or other inappropriate or unprofessional conduct (even if not unlawful) has occurred, the College will act promptly to eliminate the offending conduct and prevent the recurrence and remedy the effects of any sexual misconduct. Such actions may include disciplinary action, such as, but not limited to suspension, expulsion, reprimand, change in work assignment, loss of privileges, mandatory training or suspension, and/or immediate termination.

### Confidentiality

In the event that a member of the College community requests complete confidentiality and anonymity about experiencing an act of sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence or stalking, the College will refer that individual to the Victims

Coordinator in the Montcalm County Prosecutor's office or other licensed counseling professionals to whom the legal privilege of confidential communications attaches.

While respecting the request for confidentiality and privacy on the part of the complainant, the Title IX Coordinator or the Responsible Employee to whom the inquiry is made, will also inform the individual of his/her options with respect to reporting the incident and/or lodging a police report, and as to the availability of professional counseling resources. As noted elsewhere, the Responsible Employee has the further duty of reporting the incident directly to the Title IX Coordinator. Depending on the facts and circumstances of the specific complaint, the Title IX Coordinator will immediately contact agencies and organizations to effect immediate relief, care, and support for the complainant and/or the victim in any given case including but not limited to:

1. The closest, competent health care facility
2. The Police/Sheriff Department
3. The Employee Assistance Program (EAP)
4. RAVE

The Title IX Coordinator will further inform the complainant that, to the greatest extent possible, the request for confidentiality, particularly with regard to the identity of the complainant, will be honored. However, the Title IX Coordinator will also be clear that the College makes the ultimate determination as to what should be disclosed regarding the facts and circumstances of the case, in the best interests of the complainant's own future safety, as well as the safety of the College community as a whole. In the event of a formal complaint, all actions taken to investigate and resolve complaints through this procedure shall be conducted with as much privacy, discretion and confidentiality as possible without compromising the thoroughness and fairness of the investigation. All persons involved are to treat the situation with respect. To conduct a thorough investigation, the Investigator(s) may discuss the complaint with witnesses and those persons involved in, or affected by, the complaint, and those persons necessary to assist in the investigation or to implement appropriate disciplinary actions. For purposes of Clery Act reporting and recordkeeping, the complainant's personally identifying information will not be disclosed.

Upon completion of the investigation, the individual(s) who made the complaint and the individual(s) against whom the complaint was made will be advised of the results of the investigation in writing and, where a remedy is determined to be appropriate, the parties will be informed of the steps that will be taken to remedy the situation.

## Appeal

Either the Complainant or Respondent may file an appeal of the Title IX Coordinator's decision concerning the resolution of the Title IX investigation to the President. An appeal by either party must be made in writing to the office of the President within 15 days of receipt of the notice of resolution of the matter. The written appeal must state, in detail, the reason(s) for the appeal and shall address one or more of the following:

- If the appeal alleges that the findings of the investigator included relevant factual errors or omitted relevant facts, the appeal shall specify each factual error and/or details of each relevant fact that was omitted from the investigation.
- If the appeal alleges substantive procedural errors, the person appealing shall identify each instance of said substantive procedural error.
- If the appeal alleges relevant or substantive issues or questions concerning interpretation of College policy, the person appealing shall state, in detail, the issues or questions supporting this allegation.
- If the appeal alleges that new information or evidence exists, the appeal shall specify the reason why this information was not available or not provided to the Investigator during the course of the investigation, including the reason why the information could not have been provided on a timely basis.
- If the appeal alleges either that action or inaction of the supervisor in response to the findings of the investigation will not prevent future violations of this policy, the person appealing will specify, in detail, the reason(s) and basis for this allegation.

No disciplinary or other action based upon the original complaint findings shall be taken against the alleged offender during the appeals process, although temporary, interim measures may remain in place. The appeal process will be conducted in an impartial manner by the President, who will meet with the parties involved, including the complainant/respondent if requested, to review the decision of the Title IX Coordinator. The President's decision shall be final. The Complainant and the Respondent shall be notified of the President's decision simultaneously and in writing.

#### No Retaliation for Filing a Complaint of Sexual Harassment or Unlawful Discrimination

An institution or a Coordinator, employee, or agent of an institution, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision described in this policy.

Retaliation against any individual for making a complaint of sexual harassment, discrimination, sexual violence to include dating violence, domestic violence, sexual assault or stalking, or for assisting in the investigation of such a complaint is a violation of this policy and will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action, such as but not limited to suspension, expulsion, reprimand, change in work assignment, loss of privileges, mandatory training or suspension and/or immediate termination.

#### False Accusations

Anyone who knowingly makes a false accusation of discrimination, harassment, or retaliation will be subject to appropriate sanctions which may include, but are not limited to, written warning, demotion, transfer, suspension, dismissal, expulsion or termination.

## College Investigators of Complaints of Sexual Harassment and Unlawful Employment Discrimination

The following Investigators are designated as those persons who are charged with coordinating the College's implementation of this policy, and investigating complaints of unlawful discrimination, sexual misconduct, or retaliation for the College. They may be contacted to initiate an investigation under the policy or to answer questions regarding this policy. The College also reserves the right to retain an outside investigator(s) to investigate complaints regarding violations of this policy.

- Vice President for Administrative Services/Title IX Coordinator
- Dean of Student & Enrollment Services
- Director of Human Resources

The Complainant or the Respondent might allege that the investigator has a substantial conflict of interest that might impair his/her ability to conduct a fair and impartial investigation of the allegations. In that event, details supporting the alleged conflict of interest must be submitted, in writing, to the Vice President for Administrative Services within 5 days of receiving notice of the identity of the investigator. A determination will be made about the existence of a conflict of interest and, if such a conflict is found to exist, an alternative investigator will be appointed as expeditiously as possible. In the event that a request is made and an alternate investigator must be appointed, any specific timeline provided for in the complaint procedure shall be suspended pending the determination and/or appointment.

## Education and Training

The College is committed to ensuring both preventive and responsive training and relevant educational opportunities for all members of the campus community in the area of sexual misconduct.

Each Fall and Spring semester, the College will offer training on sexual misconduct, including topics such as healthy relationships, issues of consent, options and opportunities for bystander intervention, and the influence of drugs and alcohol on sexual misconduct.

In the area of responsive education and training, the college is committed to ensuring that all College personnel designated as investigators, counselors and adjudicators in the area of sexual misconduct will receive specialized and regular training, and will be cognizant of the special needs of complainants in the area of sexual misconduct, while also ensuring the rights of respondents.

The College has information on its website to address concerns related to sexual misconduct which contain relevant information regarding the College's policies, procedures, information updates and ongoing training opportunities for the campus community with respect to information on the various areas of sexual misconduct, opportunities for community assistance, and the resources available in the event of sexual misconduct.

## State and Federal Agencies

In addition to the above, employees who believe that they may have been subjected to sexual harassment or unlawful discrimination may file a formal complaint with government agencies set forth below. Students may file a complaint with the U.S. Department of Education. Using the College's complaint process does not prohibit an employee or student from filing a complaint with these agencies.

**United States Equal Employment Opportunity Commission ("EEOC")**

Patrick V. McNamara Building  
477 Michigan Avenue  
Room 865  
Detroit, MI 48226  
Phone: 1-800-669-4000

**Michigan Department of Civil Rights**

Capitol Tower Building  
110 W. Michigan Ave., Suite 800  
Lansing, MI 48933  
Phone: 517-335-3165  
Fax: 517-241-0546  
TTY: 517-241-1965  
Email: MDCR-INFO@michigan.gov

**U.S. Department of Education  
Office of Civil Rights**

Office for Civil Rights  
Cleveland Office  
1350 Euclid Avenue, Suite 325  
Cleveland, OH 44115-1812

Telephone: 216-522-4970  
FAX: 216-522-2573; TDD: 800-877-8339  
Email: OCR.Cleveland@ed.gov