



North Central Michigan College
**Annual Security
Report**

September 2018



Includes crime statistics for the 2015, 2016 and 2017 calendar years

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Mission Statement

North Central Michigan College (NCMC) provides educational, economic and cultural opportunities for student learning, personal growth and community improvement.

About this Report

NCMC prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”). In November of 1990, Congress passed the Crime Awareness and Campus Security Act, which amended the Higher Education Act of 1965. This act required all postsecondary institutions participating in Title IV programs to disclose security information and campus crime statistics for the three preceding calendar years. The Act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986.

On March 7, 2013, the Violence Against Women Reauthorization Act (VAWA) was signed into law. VAWA, in pertinent part, amended the Clery Act to require institutions of higher education to disclose statistics, policies and programs related to domestic violence, dating violence, sexual assault and stalking. In addition, the categories of bias for hate crimes were expanded to include bias based on the victim’s actual or perceived gender identity or national origin, in addition to the previous categories of race, gender, religion, sexual orientation, ethnicity, and disability.

This report collects data from the main campus in Petoskey, the satellite centers in Gaylord and Cheboygan, local and state police departments and from incident reports filed by faculty and staff. These reports are analyzed and compiled by the Vice President of Student Affairs (Title IX Coordinator), Vice President of Academic Affairs and Student Success, and Vice President of Finance and Facilities.

Each year, the Annual Security Report is made available on the NCMC website and an email notification is sent to all enrolled students, faculty and staff providing a link to the report. Physical copies of this report may be obtained by contacting:

Renee DeYoung, Vice President of Student Affairs
Student Services
1515 Howard Street
Petoskey, Michigan 49770
231-348-6618

Security

NCMC is committed to providing a safe and secure environment to all students, employees and visitors who pursue activities on campus, and also at College-sponsored instructional activities at off-campus sites.

All members of the campus community should take an active role in preventing and reporting incidents that jeopardize safety on and around campus.

First and foremost, if an emergency arises, call 9-1-1. If you are an employee, follow up with completion of an incident report. If you are a student or guest, follow up by contacting the main office at 231-348-6600. If the office is closed, call the Maintenance radio at 231-439-6385.

Telephones have been installed in all classrooms and each residence hall floor for emergency communication. We do not offer specific crime prevention programs open to students, faculty and staff. Emergency training and exercises occur each semester, with specific staff responsible for coordinating security procedures.

Personal Safety Tips

Trust Your Instincts

If you feel something is wrong, or the situation seems dangerous, call 911.

Avoid Dangerous Situations

Use common sense and good judgment while on campus.

Walk With Friends and Classmates

Avoid isolated areas on campus by asking classmates or friends to walk with you. If you find yourself walking alone and it seems dangerous or feels wrong, call 911.

Protect Your Valuables

Do not leave items of value unattended or inside College lockers. The College is not responsible for stolen items.

Secure Your Vehicle

Lock all doors and close all windows. Keep valuables out of sight.

Reporting Crimes

Reports of criminal actions or other emergencies occurring on campus should be reported immediately to 911 and the Vice President of Student Affairs, (Student Services) at 231-348-6618. All such calls/reports will be thoroughly investigated by the Vice President of Student Affairs or his/her designated representative together with the appropriate law enforcement officials as necessary. Violation of North Central Michigan College regulations, policies or

conduct standards by students or employees will be administered in accordance with the appropriate disciplinary procedures.

Violation of city/local ordinances and regulations by students, employees and others will be referred to the appropriate law enforcement authority for subsequent action. The Vice President of Student Affairs will maintain all records or reports of alleged offenses, associated investigations and related action taken. The College has procedures for voluntary, confidential reporting of sexual misconduct crimes, but does not encourage its counselors to inform students to voluntarily and confidentially report crimes for inclusion in the Annual Campus Security & Fire Safety Report. The Annual Campus Security & Fire Safety Report is prepared by the Vice President of Student Affairs with information from local law enforcement agencies and incident reports.

Reports of criminal actions or other emergencies occurring in connection with College-sponsored instructional activities at its off-campus locations should be reported immediately to appropriate local police authorities by dialing 911. The College does not sponsor or recognize off-campus student organizations.

Voluntary Confidential Reporting

If you are the victim of a crime and do not wish to pursue a criminal complaint or internal administrative action, you may consider making a confidential report. With your permission, your academic advisor or counselor can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to address the safety of yourself and others. If applicable, confidential reports are counted and disclosed in the annual crime statistics for NCMC, without disclosing the reporter's personally-identifiable information.

Professional Counselors

NCMC does not offer professional counseling services; however, an individual may seek support and use the resources listed below. Confidential community resources will not share information with the College unless there is imminent threat to self or others.

Off-campus resources include:

Women's Resource Center of Northern Michigan 231-347-0067
24-hour Crisis and Intervention (WRCNM) 231-347-0082 or 1-800-275-1995
McLaren Northern Michigan 231-348-4000

Women's Resource Center of Northern Michigan

The licensed, Master's level therapists at the Women's Resource Center of Northern Michigan (WRCNM) have specialized training and experience in providing services to current and past survivors of crimes such as domestic/dating abuse, sexual assault, child abuse and child sexual

assault. These counseling services are provided at no cost to all survivors. Non-victim related counseling is also available for issues such as depression, parenting challenges, grief/loss and life transitions on a fee-based, sliding scale; no one is turned away if unable to pay. Call the WRCNM administrative/counseling office for more information or appointments, at 231-347-0067 or the 24 hour crisis line at 231-347-0082.

Security and Access

NCMC owns, leases and maintains its academic centers for the primary purpose of meeting its mission of teaching and learning. During their hours of operation, North Central's facilities will be open to students, employees, guests and invitees. During non-operation hours, doors will be locked. Individuals with administrative responsibility for each academic center will have access to the centers after hours.

Timely Warnings

In the event that a situation arises either on or off-campus that, in the judgment of the President, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through multiple communication methods, including the college website, email and emergency notification system as soon as pertinent information is available. The college uses the ALERTUS ENS system for notification on Petoskey campus along with the RAVE alert Emergency Notification System. Students, faculty and staff have the opportunity to opt-in to the RAVE system to receive notification through this communication. "Emergency notification" will be issued, using the same methods as above, immediately upon confirmation that a dangerous situation or emergency exists.

Campus Security Committee

The President has appointed a Campus Security Committee to review NCMC's security issues and recommend security policy adjustment to the President as necessary. The College has not found it necessary or cost effective to maintain a separate law enforcement division or campus security department at this time and relies upon the City of Petoskey Department of Public Safety and other local law enforcement agencies for law enforcement on the college campus and its off-campus locations. This partnership exists without an official MOU.

Emergency Response and Evacuation Procedures

NCMC will immediately notify the NCMC community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring at any (or all) of NCMC's academic locations. An immediate threat includes an imminent or impending threat such as a fire raging in a building, the approach of an extreme weather event, earthquake, gas leak, terrorist incident, armed intruder, bomb threat, explosion, civil unrest or rioting, nearby chemical or hazardous waste spill, or an outbreak of meningitis, norovirus or other serious illness. A power outage, snow closure, or string of thefts, for example, would not necessitate an emergency response.

In the event of an emergency that threatens the Petoskey location, a warning will be sent to the NCMC community advising of the threat by means of the ALERTUS ENS and RAVE emergency systems. ALERTUS ENS/Rave systems provide broad-based or targeted communication notifications to students, staff and faculty in classrooms and on the college's network computers. Additional information will also be posted on the NCMC website and/or portal.

NCMC prepares for and drills twice per year for emergency evacuations and intruder alerts. Emergency procedure guides are in all classrooms, faculty offices, in the Library, Student and Community Resource Center office, and at the front desk of each academic/student services office. Drills are routinely coordinated with local emergency response teams to ensure that procedures are appropriate and to promote a cooperative relationship between the college and local emergency response teams. The Campus Security committee's co-chairs keep a log of completed drills and note any irregularities that may have occurred.

When NCMC has confirmed that a significant emergency or dangerous situation exists, the College considers the safety of the campus community, determines what information to release about the situation, and begins the notification process. The names and identifying information of victims are typically withheld from warnings. NCMC will not issue a notification for a confirmed emergency or dangerous situation if doing so will compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency. For example, a notification might not be released at the request of local law enforcement or fire department officials.

NCMC's Crisis Management Team is comprised of a small group of individuals who need to assess situations quickly in order to determine the safest plan for staff and students in a crisis situation. The following individuals are responsible for receiving information relating to incidents and situations, evaluating and confirming the level of emergency or threat to the college, and managing the notification process: David R. Finley, President; Pete Olson, Vice President of Academic Affairs and Student Success; David Hartnett, Vice President of Finance and Facilities; and Renee DeYoung, Vice President of Student Affairs. This team may be supplemented and supported by other college individuals depending upon the particular circumstances of the incident, such as NCMC's marketing and communications team, which coordinates and manages internal and external communications.

For additional information, see Emergency Procedures Guide:
<http://www.ncmich.edu/safety/emergency-procedures-guide/>

Student Housing Evacuation and Education

At the sound of the fire alarm, close your windows, vacate the room, shut the door behind you, and exit the building immediately. Move quietly and orderly out the nearest exit and away from the building at least 50 feet beyond the outside door. The building should not be re-occupied until an authorized all-clear signal is given. Meeting location for all residents is outside of the cafeteria main entrance.

Residence Hall staff, if on the assigned floor, will check their floor first and then proceed to check an upstairs floor for an all clear until all floors have been confirmed vacated. Basement levels will be checked after all floors have been checked. Residence hall front desk staff will clear the lobby and take the visitor log as well as the emergency contact log from the desk.

Policy for Residence Hall Fire Safety Education

Training is conducted each semester during all hall meetings on the evening of the first day of classes.

Residence hall staff will be trained in the facility and their floor each fall semester. Additional training will take place with Petoskey Public Safety each fall semester.

Fire alarms, extinguishers and smoke detectors are placed in the residence hall for your protection against fires. It is against the law (Michigan Comp. Laws, Section 16607) to use them for any other purpose. If it is determined that tampering has occurred, disciplinary action will be taken which may include, but may not be limited to, fines. Inspections will be made on a regular basis. Residents discharging fire extinguishers needlessly, turning on false fire alarms, or tampering with smoke detectors and/or fire alarms will face serious disciplinary action by the College as well as possible action by state and federal officials. Violations of this nature could result in termination of campus residence (and/or expulsion from North Central Michigan College).

When a fire extinguisher has been used, please report it immediately to the RAs, Director of Campus Housing or custodians.

Periodic fire drills are performed in the Residence Hall. At the sound of the fire alarm, close your windows, vacate the room, shut the door behind you, and exit the building immediately. Move quietly and orderly out the nearest exit and away from the building at least 50 feet beyond the outside door. The building should not be re-occupied until an authorized all-clear signal is given. You can then re-enter the building. This process is easiest if everyone moves quietly and orderly back through the same door from which they left the building. For

your own safety and that of everyone else in the building, you are required to comply with all fire drills. Anyone not evacuating a building will face disciplinary action.

Treat every alarm as a real emergency. Stay calm, but act fast. If you are in your room, test the door:

- **IF THE DOOR IS COOL** - Open it cautiously. Be ready to shut the door if smoke, heat or flames are apparent. If the hallway is clear, close the door behind you and exit by the nearest stairway. Get away from the building and stay away.
- **IF THE DOOR IS HOT** - Don't open it. Fill the crack at the bottom of the door with wet towels or a rug. Call the fire department to report that you are trapped; give your floor and room number. Go to the window to attract the attention of the fire department. Stay calm; the first duty of the firefighters is to search for persons trapped in the burning building.
- **IF YOU ARE CAUGHT IN SMOKE** - Get down and crawl quickly to the nearest exit. A wet cloth held over your nose and mouth will help filter out smoke, heat and gasses.

Your assistance is required to keep the building fire-safe. Tour your floor and the hall to know the location of all floor exits, alarm boxes and extinguishers. There is fire-fighting equipment on each floor. Keep corridors clear, do not prop open the special fire protective doors located at the entrance of each corridor. Limit room decorations to nonflammable materials. If you discover a fire, pull the nearest fire alarm and exit the building.

Call 911 to report any fire in the residence hall, then contact Residence Hall Director.

Substance Use and Abuse

NCMC intends to maintain a positive working and learning environment in its academic centers, classrooms, residence hall and at its related events. NCMC restricts the use of alcohol and prohibits the use of illicit drugs and/or controlled substances, tobacco products and devices, or any substances that may inhibit healthy academic or professional interaction by staff, students, or faculty members.

- Any student, full-time or part-time, of North Central Michigan College who engages in the unlawful or unauthorized sale, possession, use, or distribution of illicit drugs, hallucinogens, controlled substances, or alcohol on College property or designated College property or, as any part of the College's activities, is in violation of school policy regarding standards of student conduct.
- Any such violation by a student as described above will result in disciplinary action up to and including immediate expulsion from the College and referral to appropriate authorities for prosecution.

- Local law enforcement agencies will be notified if State underage drinking laws are violated.
- All students are advised that conviction for illegal possession, misuse, sale, manufacture, distribution, and related actions with respect to illicit drugs and alcohol under local, state and federal statutes can result in extensive fines, forfeitures of property, and imprisonment.
- Information regarding the health risks associated with the use of illicit drugs and the abuse of alcohol can be obtained from the Student Services Office.
- Students interested in seeking alcohol/substance abuse counseling should contact one of the following agencies/sources, or check their local telephone directory for other counseling services in their area.

North Country Community Mental Health Services	231-347-5511
Bay Area Substance Abuse Programs B.A.S.E.S.	231-547-1144
Harbor Hall	231-347-5511
Northern Michigan Substance Abuse Services	989-732-1791
Northern Michigan Substance Abuse Service Access Line	800-686-0749

Tobacco-Free Policy

North Central Michigan College (“the College”) is dedicated to maintaining a healthy work and learning environment for all students, employees and visitors. While the College already prohibits smoking inside its buildings and facilities, beginning on the 1st day of August 2011, the policy was expanded to prohibit tobacco use in all outdoor locations owned or controlled by the College. Smoking is allowed only on the inside of individual automobiles. Use of tobacco is allowed outside for religious or instructional purposes.

Specifically, this policy is intended to eliminate the potential for exposure to second-hand smoke and encourage a healthy lifestyle for employees and students. For purposes of this policy, tobacco is defined as any tobacco product, including e-cigarettes and smokeless or spit tobacco.

Sexual Misconduct

Sexual assault, domestic violence, dating violence, sexual harassment, and stalking are prohibited by North Central Michigan College. The College is committed to preventing incidents thereof through educational programming, prompt and fair investigations of allegations and compliance with applicable laws. This policy applies to students, employees and visitors, regardless of race, color, national origin, religion, sex, sexual orientation, gender identity, age, height, weight, marital status or familial status or disability as protected by relevant law. It applies to incidents occurring on the main campus as well as at off-campus locations, such as college-sponsored field-trips, off-campus classes and college-sponsored events.

Reporting and Confidentially Disclosing Sexual Violence: Know the Options

The College encourages victims of sexual violence to talk to somebody about what happened so victims can get the support they need, and so the College can respond appropriately. This policy is intended to make students aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn should they become a victim of sexual violence. The College encourages victims to talk to someone identified in one or more of these groups.

1. North Central Counselors may talk to a complaining student in confidence, and generally only report to the College that an incident occurred without revealing any personally-identifying information. Disclosures to these employees will not trigger a College investigation into an incident against the complaining student's wishes.

Available options:

- College counselor, 231-348-6605
- Learning Support Services Director, 231-348-6817

The Women's Resource Center of Northern Michigan (WRCNM) is available on campus for confidential counseling and/or advocacy.

- To schedule an on-campus appointment for counseling please call 231-347-0067.
- To speak with the WRCNM Education and Employment Services Coordinator located in the Learning Support Services Center, please call 231-348-6699.
- For 24-hour support, please call 231-347-0082.

A complaining student who speaks to a professional counselor or advocate must understand that, if the complaining student wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged responding student.

Even so, these individuals will still assist the complaining student in receiving other necessary protection and support, such as complaining student advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A complaining student who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated.

2. Some employees are required to report all the details of an incident (including the identities of both the complaining student and the alleged responding student) to the Title IX Coordinator. A report to these employees (called "responsible employees") constitutes a report to the College and generally obligates the College to investigate and take appropriate steps to address the situation. The following employees are considered responsible employees for this purpose:

- Vice President of Student Affairs
- Vice President of Academic Affairs & Student Success
- Vice President of Finance and Facilities
- Dean of Liberal Arts
- Dean of Business, Manufacturing and Technology Programs
- Dean of Nursing, Allied Health and Science Faculty
- Associate Dean of Adjunct Faculty and Off-Campus Programs
- Director of Campus Housing
- Director of Student Outreach & Engagement
- Director of Food Service and Conference Center
- Director of Student and Community Resource Center
- Associate Dean of Public Service
- Director of Physical Plant
- Librarian
- Resident Assistants

Please note, if the College determines that the alleged responding student(s) poses a serious and immediate threat to the College community, Campus Security Authorities or the President may be called upon to issue a timely warning to the college community. Any such warning would not include any information that identifies the complaining student.

A “responsible employee” is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. When a complaining student tells a responsible employee about an incident of sexual violence, the complaining student has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the complaining student including the names of the complaining student and alleged responding student(s), any witnesses, if available and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College’s response to the report. Because the College works closely with local law enforcement to provide a safe campus, it is likely that this report will be shared with local law enforcement. This does not constitute an official police report, unless the victim wishes to file one.

Before a complaining student reveals any information to a responsible employee, the employee should ensure that the complaining student understands the employee’s reporting obligations and, if the complaining student wants to maintain

confidentiality, directs the complaining student to confidential resources. If the complaining student wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the complaining student that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the complaining student's request for confidentiality. Responsible employees will not pressure a complaining student to request confidentiality, but will honor and support the complaining student's wishes, including for the College to fully investigate an incident. By the same token, responsible employees will not pressure a complaining student to make a full report if the complaining student is not ready to.

3. All other employees of the College are expected to file an Incident Report Form with as much information about the alleged incident as possible. An incident report form will trigger an investigation to the fullest extent possible by the Title IX Coordinator. If the student requests confidentiality, the employee should explain confidential reporting options. The employee cannot guarantee confidentiality, as this will be determined by the Title IX Coordinator.

If a complaining student discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the complaining student. If the College honors the request for confidentiality, a complaining student must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged responding student(s) may be limited. There are times when the College may not be able to honor a complaining student's request in order to provide a safe, non-discriminatory environment for all students.

The College has designated the following individual to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence:

- Vice President of Student Affairs/Title IX Coordinator

When weighing a complaining student's request for confidentiality or that no investigation or discipline be pursued, the Vice President of Student Affairs (with the Behavioral Intervention Team, if appropriate) will consider a range of factors, including the following:

The increased risk that the alleged responding student will commit additional acts of sexual or other violence, such as:

- Whether there have been other sexual violence complaints about the same alleged responding student;

- Whether the alleged responding student has a history of arrests or records indicating a history of violence;
- Whether the alleged responding student threatened further sexual violence or other violence against the complaining student or others;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the complaining student is a minor;
- Whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras, physical evidence)

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College may respect the complaining student's request for confidentiality. If the College determines that it cannot maintain a complaining student's confidentiality, the College will inform the complaining student prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

The College will remain ever mindful of the complaining student's well-being, and will take ongoing steps to protect the complaining student from retaliation or harm and work with the complaining student to create a safety plan. Retaliation against the complaining student, whether by students or College employees, will not be tolerated. The College will also:

- Assist the complaining student in accessing other available complaining student advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off-campus
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged responding student, pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to local law enforcement – and provide the complaining student with assistance if the complaining student wishes to do so.

The College may not require a complaining student to participate in any investigation or disciplinary proceeding. Because the College is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action, such as increased monitoring, increased security cameras at locations where the reported sexual violence occurred, increasing education and prevention efforts, conducting climate assessments/victimization surveys, and/or revisiting its policies/practices.

Definitions

Sexual assault – any form of unwanted sexual contact obtained without consent and/or obtained through the use of force, threat of force, intimidation or coercion.

Domestic violence – a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

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; and where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship; type of the relationship; and the frequency of interaction between the persons involved in the relationship.

Stalking – engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Sexual Harassment – Any Form of harassment toward an individual or group of individuals. NOTE: The Elliott-Larson Civil Rights Act defines sexual harassment as “unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct or communication of sexual nature” when such “conduct or communication has the purpose or effect of substantially interfering with an individual’s education or creating an intimidating, hostile or offensive educational environment.”

Consent – sexual activity requires consent, which is defined as voluntary, positive agreement between the participants to engage in specific sexual activity. Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of “no” should not be understood to mean that there is consent. A person who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving valid consent. The use of alcohol or drugs may seriously interfere with the participants’ judgment about whether consent has been sought and given. Consent must meet all of the following standards:

Active, not passive. Silence, in and of itself, cannot be interpreted as consent. There is no requirement that an individual resist a sexual act or advance, but resistance is a clear demonstration of not consenting.

Given freely. A person cannot give consent under force, threats, or unreasonable pressure (coercion). Coercion includes continued pressure after an individual has made it clear that s/he does not want to engage in the behavior.

Provided knowingly. Legally valid consent to sexual activity cannot be given by:

- A person under the legal age to consent (16 years old in Michigan), or
- An individual who is known to be (or based on the circumstances should reasonably be known to be) mentally or physically incapacitated. An incapacitated person is someone who cannot make rational, reasonable decisions because s/he lacks the capacity to understand the “who, what, when, where, why and how” of a sexual interaction. This includes a person whose incapacity results from mental disability, sleep, involuntary physical restraint, unconsciousness, use of alcohol or other drugs.

Specific. Permission to engage in one form of sexual activity does not imply permission for another activity. In addition, previous relationships or prior consent do not imply consent to future sexual acts. It is the responsibility of the initiator of the act to receive permission for the specific act. As a result, consent may be requested and given several times by multiple parties during a sexual encounter involving multiple acts.

Education and Prevention

North Central promotes the awareness of sexual assault, domestic violence, dating violence, sexual harassment and stalking through educational programming for new students and employees throughout the year in collaboration with the Women’s Resource Center of Northern Michigan. Materials are located in the on-campus Women’s Resource Center of Northern Michigan office (SCRC #535G), the Student Services Office and the Residence Hall. Educational programs are also regularly conducted for staff and students.

Common sense, situational awareness and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential chance of sexual assault:

- If you choose to consume alcohol, use in moderation.
- Do not leave your beverage unattended or accept a drink from an open container.
- When you are with someone, communicate clearly to ensure he or she knows your limits and/or expectations from the beginning. Both verbal and nonverbal (body language) communication can be used to ensure the message is understood.
- You have the right to say "No" even if you:
 - First say “Yes,” and then change your mind
 - Have had sex with this partner before
- Have a plan for someone you can call if you need help.
- If you feel uncomfortable, scared or pressured, say, "Stop it," or leave and call for help.
- When you go to a party, go with a group of friends. Arrive together, watch out for each other and leave together.
- Be aware of your surroundings at all times.
- Do not allow yourself to be isolated with a person you do not know or trust.

- Travel with a friend or in a group.
- Walk only in lighted areas after dark.
- Keep the doors to homes, residence hall rooms and cars locked.

Active Bystander Intervention

One of the most effective methods of preventing sexual assault is active bystander intervention.

What is Active Bystander Intervention?

- This approach encourages people to identify situations that might lead to a sexual assault and then safely intervene to prevent an assault from occurring.
- Active Bystander Intervention discourages complaining student blaming by switching the focus of prevention to what a community of people can do collectively.
- The approach also allows for a change in cultural expectations by empowering everyone to say or do something when they see inappropriate or harmful behavior.
- This method of intervention places the responsibility of sexual assault prevention on both men and women.

Information on Active Bystander Intervention was provided by the Department of Defense Sexual Assault Prevention and Response Office from: www.spar.mil

How to Intervene

There are three components to Active Bystander Intervention:

- Recognizing when to intervene
- Considering whether the situation needs attention
- Deciding if there is a responsibility to act

Help Someone You Know

There are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the responding student:

- Making up an excuse to get him/her out of a potentially dangerous situation
- Letting a friend or co-worker know that his or her actions may lead to serious consequences
- Staying near someone who is being targeted, despite the efforts of someone to get him/her alone or away from you
- Using a group of friends to remind someone behaving inappropriately that his or her behavior should be respectful
- Discouraging the overuse of alcohol
- Calling the authorities when the situation warrants

Understanding How to Safely Implement the Choice

Safety is paramount in active bystander intervention. Usually, intervening in a group is safer than intervening individually. Also, choosing a method of intervention that de-escalates the situation is safer than attempting a confrontation. However, there is no single rule that can account for every situation.

Sexual assault is a very traumatic and invasive crime, and many complaining students may be too embarrassed or ashamed to report the offense to police. Fear of investigative, medical, and prosecutorial procedures adds to a complaining student's reluctance to make a report. A complaining student's distress (trauma) may also create an unwillingness or inability to assist in the investigation. It is important that complaining students understand that federal law mandates that the North Central Michigan College Title IX Coordinator be notified of any incidents of sexual violence or harassment. A student who has filed a report with North Central will be given the option (but will not be obligated) to file a police report. The college will cooperate with the victim and law enforcement in enforcing restraining orders or similar lawful orders issued by a criminal, civil or tribal court, as they relate to sexual assault crimes.

Sanctions

Sanctions for rape or other sex offenses (forcible or nonforcible) occurring on campus or at a College-sponsored activity may include warning, probation, termination, no-contact orders, removal from a course/College, suspension, interim suspension and expulsion. Sanctions will follow on-campus disciplinary procedures as outlined in the Procedure for Student Code of Conduct Violations.

Procedures

In the event of a sex offense occurring on campus, call 911 immediately. We also encourage students to contact the Women's Resource Center of Northern Michigan, which offers counseling, and advocacy services with the police, and hospital. An advocate can be immediately dispatched to assist any victim. **These services can be accessed by calling the 24-hour support line at 231-347-0082.** Medical assistance is available at **McLaren-Northern Michigan Emergency Room (416 Connable Ave., Petoskey; 231-348-4520).**

Complaining students are reminded of the importance of preserving evidence which may be necessary for the proof of sexual assault. Any offense should be reported to the **Vice President of Student Affairs (231-348-6618) as soon as possible.**

Disciplinary and Grievance Procedures

Reporting

The incident of sexual assault, domestic violence, dating violence, sexual harassment or stalking should be reported by speaking to a North Central employee. An incident report will be filed by the employee, triggering an investigation.

Investigation

The Vice President or designee (Investigative Hearing officer) shall conduct a prompt, fair and impartial investigation. The Investigative Hearing Officer receives annual training on the issues related to domestic violence, dating violence, sexual assault, sexual harassment and stalking and how to conduct an investigation. Following the investigation, the Investigative Hearing Officer shall determine if there is reasonable cause to believe the Code of Student Conduct has been violated with respect to an allegation of sexual assault, domestic violence, dating violence, and sexual harassment or stalking. The Investigative Hearing Officer shall issue written notice to the complaining and responding students regarding the findings of investigation and whether reasonable cause exists to believe that the code of student conduct has been violated. If reasonable cause is found, the Investigative Hearing Officer shall issue written notice to the responding student regarding the nature of any and all charges of misconduct.

Hearing

Investigative Hearing Officer may convene a formal administrative hearing at which the complaining student and the responding student may submit sworn testimony and evidence relevant to the case. All parties shall be advised of and entitled to the assistance of legal counsel at all times during the process and strict rules of evidence shall not apply. Counsel's role is limited to an advisory capacity with no active participation of counsel. The parties will have an equal opportunity to present witnesses and other evidence at the administrative hearing. The Investigative Hearing Officer may also call upon and interview persons the Officer believes may have knowledge bearing on the situation and may require any party, at any time during the process, to provide additional documentation, information or evidence that the Officer may deem appropriate. The complaining and responding students must be given the opportunity, directly or through the Officer, to cross-examine one another and, potentially, other witnesses. The preponderance of evidence standard shall apply in making the decision regarding the outcome of the hearing. The investigation and formal hearing shall be completed within a reasonable time to allow full and fair examination and adjudication of the allegations of misconduct.

Findings and Determination

Within a reasonable time following the hearing, the Investigative Officer shall issue a Determination, which shall include written findings as to the validity of the complaint and any possible sanctions against the responding student. Sanctions for students found responsible for sexual violence may include warning, probation, termination, no-contact orders, removal, suspension, interim suspension and expulsion. Sexual assault, domestic violence, sexual

harassment, dating violence, and stalking will not be tolerated at North Central. Both parties will be informed of the outcome of the proceedings in writing at the same time, including any change to the results that occurs prior to the time that such results become final.

Appeal

Either party may appeal the Investigative Hearing Officer's Determination by filing a Notice of Appeal with the Vice President of Finance and Facilities within five (5) days after receipt of the determination. The Notice shall include a copy of the Determination and state the basis for the Appeal, provide any supplemental information or evidence which may support the appeal. The Vice President of Finance and Facilities shall review the record of the hearing officer's investigation and any further information that may come to his/her attention. After appropriate consideration, the Vice President of Finance and Facilities may take any suitable action, including, but not limited to, affirming, modifying or reversing the Determination or requiring additional investigation. The Vice President shall provide a written decision on the Appeal to all parties. There shall be no further levels of review or appeal beyond this.

Title IX Compliance

As the College is concerned about discrimination based on gender or sex, the Title IX Coordinators oversee the College's investigation and response to these kinds of situations. Students who wish to report a concern or complaint relating to discrimination or harassment may do so by reporting the concern online through the Student and Community Portal (Student Complaint Form) or by phone to:

Students:

Renee DeYoung, Vice President of Student Affairs, Title IX Coordinator
North Central Michigan College, 1515 Howard Street, Petoskey, MI 49770
231-348-6618

Employees:

David Hartnett, Vice President of Finance and Facilities
North Central Michigan College, 1515 Howard Street, Petoskey, MI 49770
231-348-6603

Students with complaints of this nature also have the right to file a formal complaint with the United States Department of Education:

Office of Civil Rights (OCR)
400 Maryland Ave, SW, Washington, DC 20202-1100
Customer Service Hotline: 800-421-3481 TDD: 877-521-2172 Fax: 202-453-60123
Email: OCR@ed.gov
Web: www.ed.gov/ocr

Sexual Harassment Policy

It is the policy of North Central Michigan College to maintain a place of employment and education that is free of harassment in general, and especially harassment that is sexual in nature.

Definition - Sexual harassment, as summarized from the E.E.O.C. guidelines, includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature when:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or grade; or
2. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The purpose of this policy is to communicate to all employees and students what constitutes sexual harassment in accordance with E.E.O.C. guidelines, to reassure employees and students that sexual harassment will not be tolerated, and to provide a procedure to investigate and resolve sexual harassment complaints. This policy applies to all employees and students and will be administered by the Vice President of Finance and Facilities.

Procedure

Report

A person should report an incident of sexual harassment, including, but not limited to, sexual assault, domestic assault, dating violence and stalking by speaking to a North Central employee.

Investigation

The Vice President of Finance and Facilities or designated representative will conduct a full, fair, and impartial investigation of the allegation.

Findings and Determination

Within twenty-one (21) days after the original submission of a Response to the Complaint, the Investigative Hearing Officer shall issue a Determination, which shall include written findings as to the validity of the Complaint and recommendations for resolution of the Complaint. If the findings include evidence of discrimination in the process, activity, policy, standard or method of administration, recommendations for changes shall be made and the efforts for such changes shall be coordinated with the department or unit of North Central whose activity, policy, standard or method of administration is at issue. In the event that the Complainant was adversely affected by a decision found to be discriminatory, the Complainant shall be given the opportunity for the decision to be reconsidered in light of the revised process, policy, activity, standard or method of administration. If insufficient evidence of discrimination is found, written notice of that finding and its rationale shall be provided to the Complainant within the twenty-one (21) day time period together with a Notice informing the Complainant of a right to

appeal the Determination to the North Central President within five (5) days of the receipt of the Notice. Anything herein to the contrary notwithstanding, a Complainant has the right to appeal any Determination made hereunder to the North Central President.

Appeal

Either party may appeal the Investigative Hearing Officer's Determination by filing a Notice of Appeal with the North Central President within five (5) days after receipt of the Determination. The Notice shall include a copy of the Determination and state the basis for the Appeal, providing any additional or supplemental information or evidence which may support the Appeal. A copy of the documents filed by the Appellant shall be provided to the other party, who may file a Rebuttal Statement within five (5) days of receipt of the Notice of Appeal. The President shall review the record of the hearing officer's investigation and any further information or evidence submitted with the Appeal and may consider any other relevant information that may come to the President's attention. After appropriate consideration, the President may take any suitable action, including, but not limited to, affirming, modifying or reversing the Determination or requiring additional investigation. The President shall provide a written decision on the Appeal to all parties and the pertinent department/unit of North Central. There shall be no further levels of review or appeal beyond the President.

Retaliation

Title IX prohibits retaliation against any student who participates in a disciplinary proceeding under the Sexual Misconduct Policy. North Central will take steps to prevent retaliation and will respond to any retaliatory acts with due diligence and discipline.

Student Code of Conduct

Students are responsible for obeying municipal, state and federal laws that govern the community, as well as the rules and regulations of the College. If a student participates individually or as a member of a group in any violation of Conduct Standards (listed below), he or she can be subject to disciplinary action. Further, sanctions may be imposed upon student groups or organizations, including the sanction of deactivation, which entails the loss of all the privileges and/or College recognition for a specified period of time. The Student Conduct Standards also apply to off-campus activities, such as field trips, off-campus classes and College-sponsored events. On a case-by-case basis, the Vice President of Student Affairs or other appropriate Vice Presidents will determine if a hearing is necessary.

Enrollment carries with it obligations relative to conduct both within and outside the classroom. If a student is accused of less-than-acceptable behavior, College procedures provide for due process to insure that the student receives fair and equitable treatment.

Forms of Misconduct

The following forms of misconduct will not be tolerated by the College:

1. **Dishonesty**, including knowingly furnishing false information to the College or a College officer whether verbally, in writing or by completing required forms. If a student is seeking a degree at North Central and fails to disclose that he/she has attended other academic institutions prior to his/her enrollment at North Central, he/she is violating the Student Code of Conduct standards and is jeopardizing his/her continued enrollment at North Central.
2. **Academic Dishonesty** is conduct, cheating or plagiarism or other forms of academic dishonesty including acquisition without permission of tests or other academic materials. Included are those students who aid and abet, as well as those who attempt such behavior. Plagiarism includes, but is not limited to, the use whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear attribution. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Incidents of academic dishonesty shall be dealt with according to the procedures outlined in Academic Dishonesty Process.
3. **Forgery**, alteration or misuse of College documents, records or identification, or forging a College staff person's name or initials.
4. **Disruption** or unauthorized interruption of college activities.
5. **Conduct** or expressions of a disorderly, obscene or sexually offensive nature contrary to generally recognized community standards of propriety or good taste.
6. **Theft of, or damage to** property of the College or a member of the College community or campus visitor.
7. **Unauthorized entry** to and/or use of College facilities and equipment. Also, possession of keys or duplication of College keys without proper authorization.
8. **The distribution, use, possession** or being under the influence of alcoholic beverages or illegal drugs or controlled substances on campus. Federal/State laws related to underage drinking/drug laws will be enforced with the assistance of appropriate authorities.
9. **Disobedience** of College officials or designated agents acting in the performance of their duty.
10. **Any form of sexual misconduct** including, but not limited to, the following:
 - a. **Sexual Assault** – any form of unwanted sexual contact obtained without consent and/or obtained through the use of force, threat of force, intimidation or coercion.
 - b. **Domestic violence** – a felony or misdemeanor crime of violence committed by – a current or former spouse or intimate partner of the complaining student; a person with whom the complaining student shares a child in common; a person who is cohabitating with or has cohabitated with the complaining student as a spouse or intimate partner; a person similarly situated to a spouse of the complaining student under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or any other person against an adult or youth complaining student

who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- c. **Dating violence** – violence committed by a person who is or has been in social relationship of a romantic or intimate nature with the complaining student; and where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship; type of the relationship; and the frequency of interaction between the persons involved in the relationship.
- d. **Stalking or Cyberstalking** – engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.
- e. **Any form of harassment** toward an individual or group of individuals. NOTE: The Elliott-Larsen Civil Rights Act defines sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature” when such “conduct or communication has the purpose or effect of substantially interfering with an individual’s education or creating an intimidating, hostile or offensive educational environment.”
- f. **Consent** – sexual activity requires consent, which is defined as voluntary, positive agreement between the participants to engage in specific sexual activity. Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of “no” should not be understood to mean that there is consent. A person who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving valid consent. The use of alcohol or drugs may seriously interfere with the participants’ judgment about whether consent has been sought and given. Consent must meet all of the following standards:
 - *Active, not passive.* Silence, in and of itself, cannot be interpreted as consent. There is no requirement that an individual resist a sexual act or advance, but resistance is a clear demonstration of not consenting.
 - *Given freely.* A person cannot give consent under force, threats, or unreasonable pressure (coercion). Coercion includes continued pressure after an individual has made it clear that s/he does not want to engage in the behavior.
 - *Provided knowingly.* Legally valid consent to sexual activity cannot be given by:
 - A person under the legal age to consent (16 years old in Michigan,), or
 - An individual who is known to be (or based on the circumstances should reasonably be known to be) mentally or physically incapacitated. An incapacitated person is someone who cannot make rational, reasonable decisions because s/he lacks the capacity to understand the “who, what, when, where, why and how” of a sexual interaction. This includes a person whose incapacity results from mental disability, sleep, involuntary physical restraint, unconsciousness, use of alcohol or other drugs.
 - *Specific.* Permission to engage in one form of sexual activity does not imply permission for another activity. In addition, previous relationships or prior consent do not imply consent to future sexual acts. It is the reasonability of the

initiator of the act to receive permission for the specific act. As a result, consent may be requested and given several times by multiple parties during a sexual encounter involving multiple acts.

11. **Tampering with Fire Fighting Equipment and Fire Drills.** Pulling false fire alarms, tampering with or misusing fire alarm systems, interfering with firemen and tampering with or removing fire-fighting equipment are prohibited. All persons are expected to follow posted building evacuation procedures in the event of fires or fire drills.
12. **Soliciting.** Soliciting in campus buildings or on campus grounds is prohibited. Exceptions are made for ticket sales for campus functions only when approved by the Vice President of Student Affairs. Students are not allowed to use their residence hall rooms for any commercial purpose.
13. **Gambling.** Gambling of any kind is not permitted on the campus or at College sponsored events.
14. **Use and/or misuse** of the College computer system, facilities, hardware, software and all computerized information is prohibited in the following circumstance, including but not to be limited to:
 - a. Unauthorized entry into a file, whether to use, read, change or for any other purpose.
 - b. Unauthorized transfer of a file, including peer-to-peer file sharing.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or College official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the College's computing system.
 - g. Use of computing facilities in a manner which violates state or federal copyright laws, e.g., unauthorized duplication of copyrighted or licensed software.
15. **The possession** or use of explosives, weapons, firearms, knives or fireworks.
16. **Violation** of Tobacco-Free Policy

Student Code of Conduct Violations except Sexual Misconduct

Any member of the College community may file charges against a student for an alleged violation of the Student Conduct Standards. For all allegations of sexual misconduct, please refer to the procedures set forth in the Sexual Misconduct Policy. These charges must be filed with an employee who will complete an electronic Incident Report Form. Once charges have been formally filed, the following procedure will be observed:

1. The Vice President of Student Affairs will investigate the allegation and determine if a hearing is necessary. Notification to the accused parties of the alleged violation will be made within 10 (ten) working days. The student may exercise one of two options.
 - The student may proceed directly to a Judicial Committee, which will be responsible for making a decision and forwarding the decision to the Vice

President of Student Affairs for implementation. The Vice President of Student Affairs will appoint a Judicial Committee composed of three full-time college employees and two students. The Vice President will appoint one of the employees to chair the hearing. The members of this committee must have no vested interest in the matter. The Vice President of Student Affairs shall not serve on this committee.

- If the student chooses not to contest the charge, he/she may waive the right of a Committee hearing and request the matter of penalty be determined by the Vice President of Student Affairs.
2. The Judicial Committee has the responsibility of hearing the charges against the student and reviewing the evidence. The hearing will take place within ten working days following the student's receipt of the written charges. A verbatim record, such as an audio recording, will be made of all hearings. This record remains the property of the College. Within one working week following the hearing, the Committee will submit its final decision (in writing) to the Vice President of Student Affairs.
 3. The Vice President of Student Affairs will implement the Committee's decision, which may include sanctions imposed on the student. The Vice President will then inform the student of the decision within three working days of the receipt of the Judicial Committee's decision.
 4. Appeal Procedure: The accused student shall receive written notification of the outcome of the hearing (or meeting with the Vice President of Student Affairs) as well as any sanctions or referrals if required. The accused student has the right to appeal. Written appeal must be received by the Vice President of Student Affairs within 10 (ten) working days of the date of the written notification of Judicial Committee hearing, or to the President of the College if the hearing was conducted by the Vice President of Student Affairs.

Disciplinary Actions

Violations of the Student Code of Conduct Standards are subject to disciplinary action. After considering information presented at a hearing, the Vice President of Student Affairs or the Campus Judicial Committee will make a decision as to guilt or innocence. In the case of a "guilty" decision, the Vice President of Student Affairs or the Campus Judicial Committee will determine the appropriate sanction.

Appropriate action may include, but is not limited to:

1. **Warning:** A "Warning" is an official reprimand that expresses College dissatisfaction with the student's conduct and clarifies expected behavior in the future.

2. **Probation:** "Probation" status indicates that any violation of Student Code of Conduct Standards within the probationary period shall result in more severe disciplinary action against the student that could include suspension from the institution. Probation in itself does not carry with it any restrictions; but, in addition to probation, it is possible for a student to be required to complete a work assignment, make restitution or be prohibited from holding an office or representing the College in any activity.
3. **Removal from a course:** If "Removal From a Course" occurs, a student may continue to attend other classes, but may not resume attendance in the course from which he or she has been removed. In the event a student is removed from a course, he or she will be given either a withdrawal or a failure in accordance with the College's course withdrawal policy.
4. **Suspension:** "Suspension" is an action that separates the student from the institution for a definite period of time (days, weeks, semesters, etc.) Such action will specify the conditions required for readmission, as well as the date the student will be eligible to return.
5. **Expulsion:** "Expulsion" is an action that permanently separates the student from the institution.
6. **Specific Orders:** Is an action that may stand alone or be issued with another sanction. Specific orders may include, but are not limited to, performance or nonperformance of specific acts, loss of certain privileges, payment of fines and/or restitution.

Interim Suspension

In certain circumstances, the Vice President of Student Affairs or his/her designee may impose a suspension prior to the hearing before a Judicial Committee.

- A. Interim suspension may be imposed only:
 - To ensure the safety and well-being of members of the college community or preservation of college property
 - To ensure the student's own physical or emotional safety and well-being
 - If the student poses a definite threat of disruption or interference with the normal conduct of operations of the College
- B. During the period of interim suspension, the student shall be denied access to the campus (including being barred from classes) and/or all other college activities or privileges for which he/she might otherwise be eligible as the Vice President of Student Affairs may determine to be appropriate.
- C. The interim suspension shall continue until the student's due process procedures are complete. The hearing for this matter should be held as soon as is practical.

Sexual Offender Information

Sexual offender information may be obtained by contacting the Petoskey Public Safety Department at 231-347-2500. You may also access the State Police website for this information at <http://www.mipsor.state.mi.us>.

Missing Student Notification

North Central Michigan College Campus Housing shall respond to a missing student/resident report when a student who resides in on-campus housing has been missing for 24 hours, in accordance with the following procedural protocol.

A missing student report shall be made to a Resident Assistant (RA), the residence hall front desk (231-348-6713) or the Director of Campus Housing (231-439-6443). Whichever party receives the first report shall immediately notify the Director of Campus Housing, who in turn shall inform the Vice President of Student Affairs and keep him/her informed of developments as they may occur.

Campus Housing staff shall, upon receipt of an initial report, immediately attempt to determine its credibility.

Staff shall first proceed to the student/resident's room and knock.

1. If the resident answers the door, he/she is no longer considered missing.
2. If the roommate answers the door, staff shall determine if the roommate has seen or heard from the resident within the preceding 24 hours. If so, the student is no longer considered missing.
3. If the roommate has not seen or heard from the student within the preceding 24 hours, go to step 6 below.
4. If no one answers the door, staff personnel shall say, "Campus Housing" twice while continuing to knock on the door.
5. If no one answers the door, staff shall use a master key to unlock the door. Staff shall open the door and say, "Campus Housing, I am keying in."
6. The door shall be propped open.
7. Staff shall inspect the room to determine if the resident is present, either asleep or unconscious.
8. If the student is in the room, he/she is no longer considered missing, but if the student is unconscious, staff shall immediately call 911 and the Director of Campus Housing.
9. After the above steps are taken and the Director of Campus Housing is notified of the situation, the Director shall retrieve the resident's Emergency Contact

Information, if applicable, and in any event proceed with the following until the student is located:

- a. Call the resident's cell phone number if available.
 - b. E-mail and Facebook the resident, seeking confirmation of his/her health and safety.
 - c. Contact the resident's professors to see if the resident has been in class recently.
 - d. Check to determine when the resident last used his/her access card.
 - e. Call the Emergency Contact Person, if one has been named, to determine if such person knows the whereabouts of the resident.
 - f. Call the Petoskey Department of Public Safety (231-347-2500) and local 911 to report a possible missing student.
10. After the Petoskey Department of Public Safety has investigated and determined that the resident is indeed missing, the Vice President of Student Affairs (or designee) shall call the resident's designated Emergency Contact Person to give notification of the results of the initial police investigation. For residents less than 18 years of age and not emancipated, parents/guardians shall be given similar notification.
11. North Central staff shall continue to cooperate and collaborate with law enforcement in continuing efforts to locate the missing student.

Campus housing residents may register a confidential emergency contact to be notified if it is determined that a student is missing. Emergency contact information will only be available to campus housing staff, NCMC President, NCMC Vice Presidents and law enforcement authorities in furtherance of a missing person investigation. It is highly recommended that residents take advantage of this program. Even if a student has not registered a confidential emergency contact, local law enforcement will be notified if the student is reported missing.

ANNUAL SECURITY REPORT & FIRE SAFETY REPORT

CRIME STATISTICS

	TOTAL OCCURENCES: 2015				TOTAL OCCURENCES: 2016				TOTAL OCCURENCES: 2017			
	On Campus	Residence Hall	Non-Campus	Public Property	On Campus	Residence Hall	Non-Campus	Public Property	On Campus	Residence Hall	Non-Campus	Public Property
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	1	0	0	0	1	0
d. Fondling	0	0	0	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0	0	0	0
h. Aggravated Assault	0	0	0	0	0	0	1	0	1	0	3	0
i. Burglary	0	0	0	0	0	0	0	0	0	0	0	0
j. Motor Vehicle thief (does not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0	0	0	0
k. Arson	0	0	1	0	0	0	1	0	0	0	0	0

In 2017, there were four (4) incidents for violation of liquor law policy, zero (0) for drug abuse violations and zero (0) for weapons violation.

There were no reported unfounded crimes for 2015, 2016, or 2017.

There were no reported hate crimes for 2015, 2016, or 2017.

VAWA (Violence against Women Act)

	TOTAL OCCURENCES: 2015				TOTAL OCCURENCES: 2016				TOTAL OCCURENCES: 2017			
	On Campus	Residence Hall	Non-Campus	Public Property	On Campus	Residence Hall	Non-Campus	Public Property	On Campus	Residence Hall	Non-Campus	Public Property
	Domestic Violence	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

CAMPUS ARRESTS

	TOTAL OCCURENCES: 2015				TOTAL OCCURENCES: 2016				TOTAL OCCURENCES: 2017			
	On Campus	Residence Hall	Non-Campus	Public Property	On Campus	Residence Hall	Non-Campus	Public Property	On Campus	Residence Hall	Non-Campus	Public Property
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	2	2	6	0	0	0	0	0
Liquor law violations	0	0	1	0	4	4	0	0	4	4	0	0

RESIDENCE HALL FIRE STATISTICS

	Totals 2015			Totals 2016			Totals 2017		
	Fires	Injuries	Death	Fires	Injuries	Death	Fires	Injuries	Death
Residence Hall-1515 Howard Street, Petoskey	0	0	0	0	0	0	0	0	0