



Montcalm Community College

Annual Security Report

October 1, 2009

(Statistics from January 1, 2007 through December 31, 2008)

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Application

MCC currently operates four 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) | Ionia Campus | located one mile south of Ionia |
| 4) | 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 Montcalm Community College (MCC) 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
Ionia 616-527-0400
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 as soon as possible.

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 at once.

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 thereafter, 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 11 p.m. to 7 a.m.
Sunday	from 11 p.m. to 7 a.m.

Access to College facilities during other times is subject to the availability of staffing and 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 time 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
Ionia 616-527-0400
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 1-989-328-1220 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 preventative 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 of 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

<i>Violent Crimes</i>			
Criminal Incidents	2006	2007	2008
Murder	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	0	0	0
Sex Offenses – Nonforcible	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	1	0	0
Total Violent Crimes	1	0	0

<i>Non-Violent Crimes</i>			
Arrests	2006	2007	2008
Liquor Law Violations Minor in Possession	0	0	0
Providing Alcohol to Minor	0	0	0
Drug Abuse Violations Possession	0	0	0
Distribution	0	0	0
Trafficking	0	0	0
Weapons Possession Carrying Gun Without Permit	0	0	0
Concealing Illegal Weapon	0	0	0
Total Arrests	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>	2006	2007	2008
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).

Annual Security Report – Statistics
Montcalm Community College

SIDNEY CAMPUS

<i>Violent Crimes</i>			
Criminal Incidents	2006	2007	2008
Murder	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	0	0	0
Sex Offenses – Nonforcible	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	1	0	0
Total Violent Crimes	1	0	0

<i>Non-Violent Crimes</i>			
Arrests	2006	2007	2008
Liquor Law Violations Minor in Possession	0	0	0
Providing Alcohol to Minor	0	0	0
Drug Abuse Violations Possession	0	0	0
Distribution	0	0	0
Trafficking	0	0	0
Weapons Possession Carrying Gun Without Permit	0	0	0
Concealing Illegal Weapon	0	0	0
Total Arrests	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>	2006	2007	2008
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).

Annual Security Report – Statistics
Montcalm Community College

GREENVILLE CAMPUS

<i>Violent Crimes</i>			
Criminal Incidents	2006	2007	2008
Murder	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	0	0	0
Sex Offenses – Nonforcible	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Total Violent Crimes	0	0	0

<i>Non-Violent Crimes</i>			
Arrests	2006	2007	2008
Liquor Law Violations Minor in Possession	0	0	0
Providing Alcohol to Minor	0	0	0
Drug Abuse Violations Possession	0	0	0
Distribution	0	0	0
Trafficking	0	0	0
Weapons Possession Carrying Gun Without Permit	0	0	0
Concealing Illegal Weapon	0	0	0
Total Arrests	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>	2006	2007	2008
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).

Annual Security Report – Statistics
Montcalm Community College

IONIA CAMPUS

<i>Violent Crimes</i>			
Criminal Incidents	2006	2007	2008
Murder	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	0	0	0
Sex Offenses – Nonforcible	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Total Violent Crimes	0	0	0

<i>Non-Violent Crimes</i>			
Arrests	2006	2007	2008
Liquor Law Violations Minor in Possession	0	0	0
Providing Alcohol to Minor	0	0	0
Drug Abuse Violations Possession	0	0	0
Distribution	0	0	0
Trafficking	0	0	0
Weapons Possession Carrying Gun Without Permit	0	0	0
Concealing Illegal Weapon	0	0	0
Total Arrests	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>	2006	2007	2009-2009
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).

Annual Security Report – Statistics
Montcalm Community College

HOWARD CITY CAMPUS

<i>Violent Crimes</i>			
Criminal Incidents	2006	2007	2008
Murder	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	0	0	0
Sex Offenses – Nonforcible	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Total Violent Crimes	0	0	0

<i>Non-Violent Crimes</i>			
Arrests	2006	2007	2008
Liquor Law Violations Minor in Possession	0	0	0
Providing Alcohol to Minor	0	0	0
Drug Abuse Violations Possession	0	0	0
Distribution	0	0	0
Trafficking	0	0	0
Weapons Possession Carrying Gun Without Permit	0	0	0
Concealing Illegal Weapon	0	0	0
Total Arrests	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>	2006	2007	2008
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).

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. (Drunkness 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, 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.
- 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 (Campus Sex Crimes Prevention Act).

Procedures for Reporting Sexual Offense Incident

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

Ionia 616-527-0400

Howard City 231-937-7995

All 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 proceeding; 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 Montcalm Community College with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at Montcalm Community College.

Montcalm Community College 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 . Montcalm Community College 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. 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) 328-1220. All prospective employees may obtain a copy from Personnel or by calling (989) 328-1220.

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 220 or, from outside the College phone system (989) 328-1220. 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, and 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.