

## Introduction

Oakland Community College as the largest of Michigan's 28 community colleges has been fortunate in experiencing very few serious crimes in the past and we strive to continue to provide a safe environment for all.

In 1990, Congress enacted the Crime Awareness and Campus Security Act which amended the Higher Education Act of 1965. This act required all post-secondary institutions participating in the Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, and 2000. The 1998 amendments renamed 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.

The following information has been prepared to increase your awareness of the current programs available to you that exist to assist you in protecting your safety and well being. This information is also in compliance with the Clery Act.

Some statistics, where appropriate, will be designated fiscal year 2007-2008. This will mean from July 1, 2007 to June 30, 2008.

## Public Safety Department

The Oakland Community College Department of Public Safety places the highest priority on the safety of students, faculty, staff, and visitors. To assure you of the best possible protection, the college employs highly trained state-certified police officers.

We work in partnership with the campus community to provide the most professional, effective public safety services possible. This report is a part of our effort to meet that goal. This report will tell you more about us, the services we provide and be a tool you can use.

## Organization

The Department of Public Safety (PS) is a multi-faceted function within the college community. Primarily to provide safety and security services, the college formally organized a bonafide law enforcement agency through Board action in July of 2002. This means that all officers are recognized by the state certifying agency as sworn police officers.

Organized under the Vice Chancellor of Administrative Services, each campus has its own contingent of Public Safety Officers (PSO), supervised by a Sergeant.

In October of 2003, the college formalized the position of Manager, Environmental Health and Safety. This function reports to the Director of Public Safety.

The Department also has Reserve Officers. They are non sworn personnel who report to the Sergeants.

## DEPARTMENT RESPONSIBILITIES

### Law Enforcement

All PSO's are sworn officers that have full arrest capabilities. However, our focus is on service. This service orientation combined with extensive training provides a higher level of response during emergencies from the college's own public safety personnel.

Additional Public Safety Services:

- Provide crime prevention services
- Exercise the community policing model of law enforcement
- Publish calls-for-service statistics and updates the Public Safety Web site
- Document through written reports, all activities and investigations
- Repository for personal protection orders from various courts
- Enforce traffic laws
- Investigate traffic accidents
- Provide active/visible patrol services; vehicle, foot, and bicycle
- Serve as a resource to Campus Administration
- Meet federal regulations on reporting crime statistics/procedures (Clery Act)
- Respond to all intrusion (burglar) alarms

### Security

The security component surfaces in Public Safety in many areas. The Public Safety Department is responsible for the functionality of all intrusion alarms. Public Safety is the first to arrive each college day and last to leave the campus. In this capacity, Public Safety ensures all buildings are secured and alarmed.

Additional Public Safety Services:

- Lock out service for drivers and individual offices
- Jump starts on dead batteries and assist stranded motorists
- Escort services to all students and employees
- Issue college ID cards, access control cards for parking, parking passes, and where applicable, the access control cards for buildings
- Act as a customer service representative, provide directions to campus visitors
- First-aid kit equipment provided throughout the college, including defibrillators
- State mandated evacuation and fire drills
- Building Marshal and Emergency Response program
- Communication with the campus community through articles in newsletters, email, information bulletins posted in classrooms and hallways, PS Web site, and by joining and participating with various college committees
- Coordinates and manages security at athletic and other special events

### Training

Public Safety regularly trains on many topics to stay abreast of current trends and technology. There is also a training regimen that all PSO's participate in on an annual basis to keep up their skill level:

- First-Aid and CPR

- Defensive Tactics
- Range Activities
- Lead Awareness
- Automatic External Defibrillator
- Bloodborne Pathogens
- Scenario based training
- Professional Development Training Center (PDTC) -2007/08 Fiscal Year: 316 hours
- Non-PDTC Training - Fiscal year 2007-08 included 1156 total training hours for the Department of Public Safety

## Community Oriented Policing

- Bicycle patrol
- Updated Building Marshal training
- Presented 13 Crime-Prevention personal safety seminars (which entailed the post Virginia Tech presentation on campus security)
- In FY 05/06 developed first-ever Public Safety Brochure
- Trained Building Marshals
- Presented four crime prevention personal safety seminars
- Honor Guard at graduation ceremony
- Community/Professional Memberships: International Association of Campus Law Enforcement Administrators, Michigan Association of Campus Law Enforcement Administrators, American Society for Industrial Security, Michigan Association of Chief's of Police, Oakland County Chief's of Police, Oakland County Grant Allocation Committee, Southfields' Pride, American Industrial Hygiene Association, Institute of Hazardous Materials Manager, National Environmental Trainers Association
- Night Administrator training

## ENVIRONMENTAL HEALTH & SAFETY

This function is responsible for developing, implementing, and managing a comprehensive environmental, health and safety program and standards for all campuses/sites. These programs address environmental, health, and safety issues affecting students, employees, contractors, and visitors. Through these proactive measures, the college is expected to be in compliance with all applicable federal, state, and local laws and regulations. This role serves as the main communication with regulatory agencies involved with environmental health and safety. This position also has a leadership role in all campus Environmental Health and Safety Committees.

### EHS Training Programs and Procedures: Fiscal Year 2007-08

- Continue to manage 25 Environmental Health Safety Programs
- Facilitated EHS training in the following topics (number of sessions)
- Chemical Management for Paraprofessionals (5)
- Environmental Health and Safety for Custodial Staff (7)
- Environmental Health and Safety for Mechanical Maintenance (5)
- Environmental Health and Safety for New Employees (2)
- Specialized Bloodborne Pathogens Clean-Up Kit Training (4)
- Environmental Health and Safety for Public Safety (4)
- Aerial Work Platform (3)

- Fall Protection (3)
- Forklift Operator (2)
- Confined Space Entry (1)
- Hazardous Energy Control (1)
- Indoor Environmental Quality (1)

### **EHS Activities: Fiscal Year 2007-08**

- Conducted 15 Indoor Environmental Quality Surveys/Investigations
- Conducted 6 Industrial Hygiene Surveys
- Investigated 12 injury accidents
- Developed pool operations and maintenance manual for compliance with OR pool permit
- Responded to unknown substance release at OR
- Assisted Oakland County Health Division in establishing Community Dispensing Sites (CIS) at RO, HL, and OR.
- Developed Student Safety and Emergency Guide informing students what to do in the event of any foreseeable emergency.
- Began production on an Emergency Response Plan Video to provide instruction to employees on what to do in an emergency.

### **Life Safety Equipment**– maintained by Public Safety and placed throughout the college:

- 17 automatic external defibrillators
- 16 oxygen tanks
- 141 first aid kits
- 20 personal protective equipment kits
- Every campus and non-instructional site is fully protected by fire/intrusion alarms and all campuses have panic alarms at specifically selected locations
- Hall phones are not a Public Safety item, however, they have 911 capability: 28 at AH, 14 at HL, 17 at OR, 10 at RO, and 8 at SF

Many other ancillary pieces of emergency response equipment are additionally available

### **Additional Public Safety Equipment**

- 11 mobile radios with 6 MDCs (computers) in vehicles
- Closed circuit television system; currently operating at HL, OR, RO, and SF
- At AH and PC, there is a closed circuit television system tied in with an access control system
- 13 Public Safety Bicycles for the Bike Patrol Program
  - Auburn Hills Campus – 6
  - Orchard Ridge Campus – 3
  - Highland Lakes Campus – 2
  - Royal Oak Campus - 2

### **Revenue Generation/Grant Funding: Fiscal Year 2007-08**

• Michigan Commission of Law Enforcement Standards, training funds	5,478
• 2008 Great Lakes Homeland Security Training Conference	<u>1,809</u>
Total	\$7,287

## Awards/Accomplishments: Fiscal Year 2007-08

- Improved communication with our local law enforcement partners through meetings with all Chiefs of Police in our community
- Issued 3 new or rewritten policies for the department
- Added to our Public Safety-only Web site: Public Safety Quick Guides
- Public Safety Web Site visits this year totaled 4,787, up from 3,474 last year
- Active Shooter Program expansion
- Developed Emergency Kits for Public Safety Officers
- Developed 1<sup>st</sup> ever Student Safety & Emergency Guide
- Updated PS Brochure
- Crime Log developed and put online
- Crime Prevention Link added to Web site
- Purchased 4 replacement automated external defibrillators (AED's)
- Hosted state-wide Pistol Match for higher education Law Enforcement Agencies in 2007 and placed 1<sup>st</sup>
- Implemented routine checks of fail-safe phones
- In conjunction with PDTC, offered Building Marshal equivalent training to all employees
- Created a direct email link to Public Safety on our Web site for the college community
- Expanded and improved Field Training Officer Program
- Excited Delirium/Positional Asphyxia course provided in Blackboard
- Hired new PSO – Orchard Ridge Campus
- Jeanne Clery procedures developed and put on the PS Web site
- Memorandum of Understanding (MOU) signed with the Oakland County Health Department asking Oakland Community College to serve as a triage site in case of an emergency
- PS Officer recipient of Outstanding Employee Award – Royal Oak Campus
- College Senate approved safety recommendation for syllabi
- Updated the Emergency Response Plan

## Current Projects Under Development

- Preparation work for going to a new Oakland County radio system
- Updating the Business Continuity Plan
- Mutual aid agreements with local enforcement
- New and expanded Closed Circuit Television System at every campus
- Behavioral Assessment Response Team (BART) being developed
- Emergency Response Plan Video
- Four College-Wide Security Initiatives:
  - Human Security
  - Physical Security
  - Information Technology (IT) Systems Security
  - Non IT Data and Records Security

## CALLS-FOR-SERVICE

- Public Safety Officers responded to 27,724 Calls-for-Service in the 07-08 fiscal year; 06-07 fiscal year totaled 29,373 Calls-for-Service. The average response time for emergency calls in fiscal year 06-07 was 4.33 minutes; the 07-08 fiscal year response time was 2.38 minutes.
- The following link provides statistics of our total Calls-for-Service for the Fiscal Year 2007-08: <http://www.oaklandcc.edu/publicsafety/CallsForService.aspx>

## Crime Statistics

The process by which the annual disclosure of crime statistics occurs, include the statistics reported to Oakland Community College Department of Public Safety and those pertinent to OCC from the following police departments: Auburn Hills, Bloomfield Hills, Farmington Hills, Pontiac, Royal Oak, Southfield and Waterford Township. Additionally, a request is made annually for academic deans and other security authorities to provide statistical information to include in the report.

Once compiled, this report is written and placed on our Web site and copies are published.

We also submit the annual crime statistics published in this brochure to the Department of Education. These statistics are gathered by the Department of Education and is made available to the public on their Web site.

### Clery Statistics

Oakland Community College has no residential facilities.

Reported crimes may involve individuals not associated with the institution.

\*Auburn Hills statistics include Pontiac Center and the District Office

<u>Crimes By Campus Site</u>						
Offense Type	Year	Auburn Hills*	Highland Lakes	Orchard Ridge	Royal Oak	Southfield
Murder Non-Negligent Manslaughter	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Sex Offenses Forcible	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	1	0	0	1	0
Sex Offenses Non- Forcible	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Robbery	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Aggravated Assault	2005	0	0	0	0	0
	2006	0	0	2	0	0
	2007	0	0	0	0	0
Burglary	2005	0	0	0	0	0
	2006	0	0	0	0	1
	2007	0	0	1	2	0
Motor Vehicle Theft	2005	0	1	1	0	1

	2006	0	0	2	0	1
	2007	0	0	1	1*	2*
	2005	0	0	0	0	0
Arson	2006	0	0	0	0	0
	2007	1	0	0	0	0
	2005	0	0	0	0	0
Negligent Manslaughter	2006	0	0	0	0	0
	2007	0	0	0	0	0

\*1 reported by local police agency for Royal Oak and Southfield

<u>Crimes for Non-Campus Buildings</u>						
Offense Type	Year	Auburn Hills*	Highland Lakes	Orchard Ridge	Royal Oak	Southfield
Murder Non-Negligent Manslaughter	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Sex Offenses Forcible	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Sex Offenses Non-Forcible	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Robbery	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Aggravated Assault	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Burglary	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Motor Vehicle Theft	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Arson	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Negligent Manslaughter	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0

<u>Crimes on Public Property</u>						
Offense Type	Year	Auburn Hills*	Highland Lakes	Orchard Ridge	Royal Oak	Southfield
Murder Non-Negligent Manslaughter	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Sex Offenses Forcible	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0

Sex Offenses Non-Forcible	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Robbery	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Aggravated Assault	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	1	0

Burglary	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Motor Vehicle Theft	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	1	0	0
Arson	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Negligent Manslaughter	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0

#### Hate Crimes by Campus Site

Offense Type	Year	Auburn Hills*	Highland Lakes	Orchard Ridge	Royal Oak	Southfield
Murder Non-Negligent Manslaughter	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Sex Offenses Forcible	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Sex Offenses Non-Forcible	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Robbery	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Aggravated Assault	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Burglary	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Motor Vehicle Theft	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Arson	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0

Negligent Manslaughter	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0

Hate Crimes for Non-Campus Buildings

Offense Type	Year	Auburn Hills*	Highland Lakes	Orchard Ridge	Royal Oak	Southfield
Murder Non-Negligent Manslaughter	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Sex Offenses Forcible	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Sex Offenses Non-Forcible	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Robbery	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Aggravated Assault	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Burglary	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Motor Vehicle Theft	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Arson	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Negligent Manslaughter	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0

Hate Crimes on Public Property

Offense Type	Year	Auburn Hills*	Highland Lakes	Orchard Ridge	Royal Oak	Southfield
Murder Non-Negligent Manslaughter	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Sex Offenses Forcible	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Sex Offenses Non-Forcible	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Robbery	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0

Aggravated Assault	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0

Burglary	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Motor Vehicle Theft	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Arson	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Negligent Manslaughter	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0

Arrests by Campus Site

Offense Type	Year	Auburn Hills*	Highland Lakes	Orchard Ridge	Royal Oak	Southfield
Liquor Law Violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	1	0
Drug Violations	2005	0	3	0	0	0
	2006	0	1	0	0	0
	2007	0	5	2	4	0
Weapons Violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0

Arrests for Non-Campus Buildings

Offense Type	Year	Auburn Hills*	Highland Lakes	Orchard Ridge	Royal Oak	Southfield
Liquor Law Violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Drug Violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Weapons Violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0

Arrests on Public Property

Offense Type	Year	Auburn Hills*	Highland Lakes	Orchard Ridge	Royal Oak	Southfield
Liquor Law Violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	8	0	0	0	0

Drug Violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	1	0	0	3	0

Weapons Violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	1	0

Disciplinary Actions / Academic Referrals by Campus Site

Offense Type	Year	Auburn Hills*	Highland Lakes	Orchard Ridge	Royal Oak	Southfield
Liquor Law Violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Drug Violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Weapons Violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0

Disciplinary Actions / Academic Referrals for Non Campus Buildings

Offense Type	Year	Auburn Hills*	Highland Lakes	Orchard Ridge	Royal Oak	Southfield
Liquor Law Violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Drug Violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Weapons Violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0

Disciplinary Actions / Academic Referrals on Public Property

Offense Type	Year	Auburn Hills*	Highland Lakes	Orchard Ridge	Royal Oak	Southfield
Liquor Law Violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Drug Violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0
Weapons Violations	2005	0	0	0	0	0
	2006	0	0	0	0	0
	2007	0	0	0	0	0

## Sex Offender Registry

The "Campus Sex Crimes Prevention Act" is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. To register, contact the police agency in the community in which you live. In the State of Michigan, convicted sex offenders are required to register their address with law enforcement. Updated sex offender information can be found on the Michigan Public Sex Offender Registry at [http://www.mipsor.state.mi.us/PSOR\\_Search.aspx](http://www.mipsor.state.mi.us/PSOR_Search.aspx).

## Education of Members of the College Community

For students, campus security procedures are discussed during new student orientation. Oakland Community College Department of Public Safety participates in these forums at all campuses and typically covers: crime prevention tips, how to contact Public Safety, and handouts are provided. The two primary handouts are the DPS pamphlet listing our services and contact information and the Student Safety and Emergency Guide. This document provides emergency response guidelines. We also offer seminars often through Student Life.

Through the Professional Development and Training Center (PDTC) various workshops are presented on safety, handling difficult people, and other security related topics for employees.

## POLICIES

### Timely Warning

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety or designee, constitutes an ongoing or continuing threat, a "timely warning" notification will be issued. Various methods will be used to communicate with students, faculty, staff and visitors. Depending on the particular circumstances, the Department of Public Safety may also post a notice on the Web at: <http://www.oaklandcc.edu/publicsafety/safetyalert.htm>. A copy of the notice may be posted in each building on campus. Anyone with information warranting a timely warning should report the circumstances to the Public Safety Office at 5555 from any college phone, 248-858-4951 from any other phone or 911 in an emergency.

### Reporting the Annual Disclosure of Crime Statistics

The DPS 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 <http://www.oaklandcc.edu/publicsafety/CrimeStatistics.aspx>. This report is prepared in cooperation with the local law enforcement agencies surrounding our campuses and other non campus sites. Campus crime, arrest and referral statistics include those reported to the OCC DPS and local law enforcement agencies per Clery Act procedures. Each year, notification is made to all enrolled students, faculty, and staff about the availability of this report.

## **Reporting of Criminal Offenses or an Emergency**

All community members are encouraged to report all crimes, emergencies, and suspicious events to the DPS. Contact us by dialing 911 in an emergency, 5555 from any college phone or 248-858-4951 from any another phone.

## **Confidential Reporting**

The OCC DPS encourages anyone who is the victim or witness to any crime to promptly report the incident to the Department of Public Safety. Because these reports are public records under state law, they are subject to release and Freedom of Information Act requests.

## **Security and Access**

During business hours, the college will be open to students, employees, contractors, guests, and invitees. During non business hours there is no access to college facilities. OCC DPS is available before and after these times. The college has no residential facilities.

Emergencies may necessitate changes or alterations to any posted schedules. Media outlets to be notified in emergencies are: FOX 2 News, WDIV 4, WXYZ 7, WWJ 950, and WJR 760. You may also consult with the college's Web site or call 248-341-2298.

## **Campus Police Authority and Jurisdiction**

OCC DPS has police authority to apprehend and arrest anyone involved in illegal acts. This authority comes from two actions, the OCC Board of Trustees resolution confirming police powers on July 15, 2002, and the Michigan Commission on Law Enforcement Standards recognition on October 4, 2002. If offenses involving college rules and regulations are committed, the DPS may also refer the individual to the academic dean.

The department primarily consists of sworn law enforcement personnel with full arrest powers. At some locations, there are security personnel to augment staffing. The DPS works closely with local, state, and federal police agencies and have direct radio communication with all local police departments.

## **Counseling and Reporting Procedures**

The college does not have procedures for voluntary, confidential reporting of crime. Violations of the law will be referred to law enforcement and when appropriate, an academic dean for review.

## **Security Awareness and Crime Prevention Programs**

During orientation, students and employees are informed of services offered by the DPS. Flyers are posted in all classrooms providing safety tips and the Public Safety Web site provides additional crime prevention suggestions.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Information is also presented to students and employees through crime prevention awareness packets, security alert posters, emergency response plans, and newsletter articles. Should you become a witness or victim of a crime while on OCC property, contact the DPS, immediately.

## **Criminal Activity Off-Campus**

OCC DPS monitors all law enforcement agencies adjacent to our campuses/sites. Should the DPS become aware of activity that may impact the college, the incident may be investigated. The college has no residential facilities or off-campus student organizations.

## **Illegal Drugs and Alcohol**

OCC property has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the DPS. Violators are subject to college disciplinary action and criminal prosecution.

The possession sale or furnishing alcohol is governed by state and local laws. It is unlawful to sell, furnish, or provide alcohol to anyone less than 21 years of age.

### Policy 0.0.6 – Safe Work Environment

In accordance with ACT 26 of the Public Acts of 1970, Oakland Community College Board of Trustees has adopted a policy prohibiting all persons from engaging or participating in unlawful, uncivilized, unsafe, or unacceptable behavior while in buildings or on grounds owned and/or controlled by Oakland Community College.

All persons shall be prohibited from acts endangering students, staff, faculty and the public. These acts shall include but not be limited to:

- Disruption
- Physical Abuse
- Theft
- Unauthorized entry
- Obscene or disorderly conduct
- Illegal use and/or possession of alcohol, drugs, or other contraband
- Failure to comply with college policy or public safety
- Obstruction of traffic
- Illegal use of or possession of firearms explosives or other weapons, etc.

The Board of Trustees directs the college administration to formulate appropriate rules and regulations to enact this policy and to ensure Oakland Community College students, staff, faculty and visitors that Oakland Community College places a high value on a safe and healthy environment.

## Drug Free Workplace

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on all college owned or operated property.

As required by the Drug Free Workplace Act, any employee or student found to be in violation of the above prohibition shall be subject to:

- 1) Disciplinary Action, up to and including discharge or dismissal and/or
- 2) Mandatory participation in drug abuse assistance or rehabilitation program as a condition of continued employment or student status.

Furthermore, as a condition of continued employment, any employee who is convicted for a violation occurring in the workplace of any state or federal criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance shall notify the Director of Employee Relations of the conviction no later than five days after such conviction. Failure to timely report such conviction shall subject an employee to disciplinary action, up to and including discharge. Any employee who is convicted as described above may be subject to:

- 1) Disciplinary action, up to and including discharge; and/or
- 2) May be required to participate in a drug abuse assistance or rehabilitation program as a condition of continued employment.

The College offers its employees and employee assistance program aimed at preventing substance abuse and other services.

## Use of Alcoholic Beverages on College Premises

In order to enable the College to provide a complete and comprehensive course of instruction for food service students, the use of certain alcoholic beverages may be permitted when judged by the Administration to be appropriate, based on the aims and objectives of the Culinary Arts Program.

The College will secure all necessary licenses from the Liquor Control Commission and limit its application to the Culinary Arts Program on the Orchard Ridge Campus unless otherwise authorized by the Chancellor or the Chancellor's designee.

## Resources

- Oakland County Health Division's Office of Substance Abuse Services : 248-858-0001
- Substance Abuse Services-PACE Unit: 888-350-0900 ext. 85200
- Available to OCC Employees: Employee Assistance Program; contact Human Resources

## SEX OFFENSES

### Response to Sexual Assault

#### Board of Trustees Policy

The OCC Board of Trustees expressly prohibits any form of assault, including sexual assault and sexual harassment.

OCC provides programs addressing sexual assault awareness and self-defense information to students, staff and the community through two programs presented by the Womencenter.

- **Sexual Assault Awareness Program**

Two-hour seminar provided free for all OCC students at each campus once a year. Learn the facts of sexual assault, prevention habits and techniques, verbal, escape, and last-resort skills, and create the potential for increased safety.

- **Sexual Assault Prevention and Self-Defense**

This one-day intensive workshop is designed to increase knowledge, skills and self-confidence, teach strategies, and practice simple, effective techniques. Women of all ages, sizes, and fitness abilities are encouraged to attend. Mothers and daughters (13 years of age and over) are also welcome, as well as young women preparing to leave for college.

#### Guidelines for Assistance

Sexual assault is a very traumatic and invasive crime and many victims may be too embarrassed or ashamed to report the offense to police. Fear of investigative, medical, and prosecutorial procedures add to a victim's reluctance to make a report. A victim's distress may also create an unwillingness or inability to assist in the investigation. Therefore, it is our procedure to provide victims of sexual assault with compassion and consideration and with the necessary information and assistance to make their interaction with the criminal justice system easier.

#### If you are raped or sexually assaulted:

- Get to a safe place as soon as you can
- Try to preserve all evidence
- Get medical attention
- Contact OCC Department of Public Safety

#### When Preserving Evidence:

- Do not change your clothing. If you must change, place your old clothes in a PAPER bag.
- Do not wash or clean your clothing.
- Do not take a shower, bathe, or clean up.
- Do not apply medication or cosmetics.

#### Reporting the Assault

The Department of Public Safety will assist the victim in notifying the proper authorities, if needed. You may contact the Public Safety Office at 5555 from any college phone, 248-858-4951 from any other phone or 911 in an emergency.

## On/Off Campus Counseling

There is no on-campus counseling service available, but you are encouraged to contact HAVEN. HAVEN (Help Against Violent Encounters Now) offers free shelter services, a crisis and support line, counseling, a forensic exam by a qualified nurse and other services. You may contact the 24 hour hotline at 877-922-1274.

## Victim Assistance Services

### Oakland County Prosecutor's Office

#### Victims Services Section

248-858-0707

Web site: [http://www.oakgov.com/prosatty/division\\_committee/victims\\_services/index.html](http://www.oakgov.com/prosatty/division_committee/victims_services/index.html)

### H.A.V.E.N.

P.O. Box 431045

Pontiac, MI 48343

877-922-1274

Web site: [www.haven-oakland.org](http://www.haven-oakland.org)

## RESOURCES

<http://www.oaklandcc.edu/Womencenter/>

## DIRECTOR OF PUBLIC SAFETY: RESPONSIBILITIES

The Public Safety Director is responsible for overseeing and Public Safety and Environmental Health and Safety Departments and:

- Development, implementation, and maintenance of the Emergency Response Plan
- Development, implementation, and maintenance of the Business Continuity Plan
- Call and facilitate the College Emergency Response Team, when appropriate
- Maintain on-going facilitation of Building Marshal Program
- Research and drafting various procedures for the college community, such as, Cellular Phone Emergency Procedure, College Emergency Closing Procedure, Security and Identification Procedure, etc.
- Develop security protocols for Homeland Security response
- Develop and monitor budgets

Terry McCauley, Public Safety Director  
Michael Schmidt, Environmental Health and Safety Manager  
Patrick Baldwin, Sergeant – Auburn Hills  
Calvin Boylston, Sergeant – Royal Oak / Southfield  
Barry Matthews, Sergeant – Highland Lakes  
Mark Seder, Sergeant – Orchard Ridge  
TaMeka McClellan, Administrative Specialist

17 S. Saginaw Street  
Pontiac, MI 48342

Main Phone: 248-232-4660  
Fax Number: 248-232-4663

Clery Annual Security Report:

<http://www.oaklandcc.edu/publicsafety/Reports/PublicSafetyAnnualReport07.pdf>

Public Safety Web site: [www.oaklandcc.edu/PublicSafety](http://www.oaklandcc.edu/PublicSafety)

Environmental Health Safety Web site: [www.oaklandcc.edu/EHS](http://www.oaklandcc.edu/EHS)

Crime Log: <http://www.oaklandcc.edu/publicsafety/CrimeLog.aspx>

### Mission Statement

Oakland Community College is a student-centered institution which provides high quality learning opportunities and services for individuals, communities and organizations on an accessible, affordable basis.

The mission of the Department of Public Safety is to provide protection and quality service to the college community and continually strive to maintain a healthy and safe environment for students, staff, and visitors.

Department Focus:

- Service Oriented
- Community Policing
- Diversity
- Courtesy and Excellence

The purpose of Public Safety is to:

- Serve and protect students, employee, and visitors
- Ensure the security of college buildings, grounds, and other assets
- Provide highly visible and accessible security services at each campus/site
- Be proactive, through training and communication, in crime prevention and protection
- Enforce college safety standards and all applicable laws and regulations
- Respond to emergencies
- Liaise with and assist local, state, and federal law enforcement agencies as necessary
- Continuously review and improve safety and security processes
- Be service oriented, approachable, helpful, and courteous at all times

## APPENDIX

### **Sex Offenses Definitions**

As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

#### SEX OFFENSES-FORCIBLE

##### **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 where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

##### **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 where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

##### **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 that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

##### **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 where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

#### SEX OFFENSES -NON-FORCIBLE

##### **Incest**

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

##### **Statutory Rape**

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

### **Crime Definitions from the Uniform Crime Reporting Handbook**

#### **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.)

**Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Burglary**

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

**Criminal Homicide-Manslaughter by Negligence**

The killing of another person through gross negligence.

**Criminal Homicide-Murder and Non-negligent Manslaughter**

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

**Motor Vehicle Theft**

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

**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.

**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, methadone); and dangerous non-narcotic drugs (barbituates, Benzedrine).

**Liquor Law Violations**

The violation 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 driving under the influence are not included in this definition.)

**Weapon Law Violations**

The violation 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.

**Geography definitions from the Clery Act****On Campus**

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the institution's educational purposes. These buildings include residential halls, any building or property that is owned by the

institution but controlled by another person, those frequently used by students and those that support institutional purposes such as a food or retail vendor.

**Non-Campus Building or Property**

Includes any building (or property) owned or controlled by student organizations recognized by the school; and any building or property owned or controlled by the school, that is not within the same reasonable contiguous area.

**Public Property**

Public property is defined as the area that is within the same reasonably contiguous geographic area of the school; or is adjacent to a facility owned or controlled by the school, and the facility is used by the school in a manner related to the institution's educational purpose.