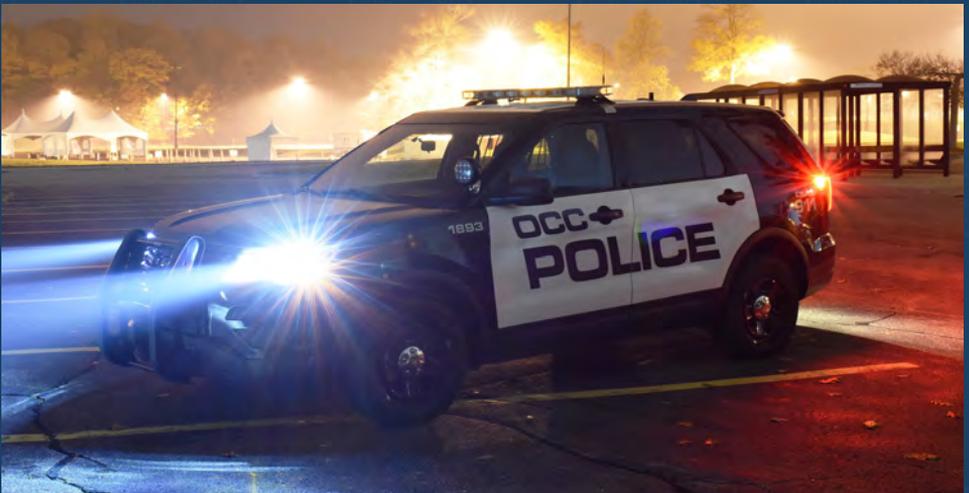


# 2021

## Department of Public Safety Annual Security Report

INCLUDES CLERY SECURITY REPORT, POLICIES,  
and STATISTICS for 2018, 2019 and 2020



*Photo Courtesy of OCC Officer Robert Batzloff.*

### DEPARTMENT FOCUS

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

# OCC EMERGENCY PHONE NUMBERS AND WEBSITES

## CALLS-FOR-SERVICE

[oaklandcc.edu/publicsafety/callsforservice.aspx](http://oaklandcc.edu/publicsafety/callsforservice.aspx)

## Sex Offender Registry

[www.mipsor.state.mi.us/psor\\_search.aspx](http://www.mipsor.state.mi.us/psor_search.aspx)

## Reporting of Criminal Offenses or an Emergency

Dial **911** in an emergency, extension **5555** from any college phone or **248.858.4911** from any other phone.

## Clery Annual Security Report

[oaklandcc.edu/publicsafety/docs/clerysecurityreportweb.pdf](http://oaklandcc.edu/publicsafety/docs/clerysecurityreportweb.pdf)

## Security and Access

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 website or call **248.341.2298**.

## Resources

Oakland County Health Division's Office of Substance Abuse Services, **248.858.0001** Substance Abuse Services-PACE Unit: **888.350.0900 ext. 85200**

## 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 extension **5555** from any college phone **248.858.4911** from any other phone or 911 in an emergency.

## Counseling

Oakland Community College Counseling Department provides students with comprehensive counseling services at each campus location. All OCC counselors have graduate degrees in counseling (or related fields) and most are Licensed Professional Counselors through the State of Michigan. In addition to providing educational and career counseling, these professional counselors may be available to assist you with personal and social issues that might impact your college success. Referrals to off-campus resources are available when needed.

Should you need immediate attention or are in a crisis situation, you can contact:

### Common Ground, 800.231.1127

Website: [www.commongroundhelps.org](http://www.commongroundhelps.org)

### H.A.V.E.N., P.O. Box 431045, Pontiac, MI 48343, 877.922.1274

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

### Victim Assistance Services

Oakland County Prosecutor's Office – **248.858.0707**

Website: [www.oakgov.com/sheriff/How%20Do%20I/Pages/Get-Victim-Info.aspx](http://www.oakgov.com/sheriff/How%20Do%20I/Pages/Get-Victim-Info.aspx)

## CHIEF OF PUBLIC SAFETY

Main Phone: **248.232.4660**

Fax Number: **248.232.4663**

## **PUBLIC SAFETY OFFICES**

You can reach Public Safety on any campus by dialing one of the following phone numbers, depending on the need:

Emergencies:.....911

Non-Emergencies, Campus Phone: ..... 5555

Non-Emergencies, Any Phone ..... 248.858.4911

### **Office Locations:**

**Auburn Hills Campus/  
George A. Bee Administration Buildings**  
G-Building, Room G-101

**Highland Lakes Campus**  
Student Center, Room SC-201

**Orchard Ridge Campus**  
M-Building, Room M-161

**Royal Oak Campus**  
B-Building, Room B-107

**Southfield Campus**  
A-Building, Room A-224

## **EMERGENCY PROTOCOLS**

Visit [oaklandcc.edu/publicsafety/ep.aspx](http://oaklandcc.edu/publicsafety/ep.aspx) to find out more about our emergency protocols.



### **OCC SAFE APP**

Download our OCC Safe mobile app. Learn more at [oaklandcc.edu/publicsafety](http://oaklandcc.edu/publicsafety)



# MISSION STATEMENT

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.



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## **Introduction**

Oakland Community College (OCC), as one of 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 were 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. Additional amendments were made in 2008 that took effect in 2010. Policy and category changes were made to include the Violence Against Women Act (VAWA) in the 2014 report.

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

## **Department of Public Safety**

The OCC Department of Public Safety (DPS) 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**

DPS is a multi-faceted function within the College community. Primarily to provide safety and security services, the College formally organized Michigan State Certified law enforcement agency through Board of Trustee 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 Lieutenant.

The Department of Public Safety has 23 sworn full-time officers, 4 sworn part-time officers and 1 Administrative Specialist. In addition to the Chief, the command structure includes 2 Lieutenants.

## **Advisory Board**

Michigan Compiled Law 389.128, "Public safety officers or police officers; grant of powers and authority; public hearings; public safety advisory committee", demands that any Community College maintaining a law enforcement agency have an advisory board. This board is made up of two faculty members, as well as two staff members. Their role is to act as an advisory capacity to the Board of Trustees and make recommendations, should the department of Public Safety come under any intense scrutiny or public pressure. Advisory Board members are Dean Kevin Bratton, Dean Jahquan Hawkins, Mr. Anthony Thomas and Mr. Ken Aud.

## DEPARTMENT RESPONSIBILITIES

### Law Enforcement

The Department of Public Safety is dedicated to providing quality and professional service through a community-policing model. We provide a full range of law enforcement services to the students, faculty, staff, and visitors to the College properties. The Department is committed to protecting life, property and maintaining order while assuring fair and equal treatment to everyone while respecting the cultural and ethnic diversity of the College community.

All Public Safety Officers are state sworn law enforcement 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 public safety personnel.

#### ***Additional Public Safety Services:***

- Investigate Crimes
- Provide crime prevention services
- Exercise the community-policing model of law enforcement
- Publish calls-for-service statistics and updates the Public Safety website
- Document through written reports, all activities and investigations
- Repository for personal protection orders from various courts
- Enforce traffic laws
- Emergency medical response
- 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 intrusion (burglar) alarms

### Security

The security component surfaces in Public Safety in many areas. The Department of Public Safety is responsible for the functionality of all intrusion alarms.

#### ***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
- Access control cards for parking, parking passes, where applicable, and 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 fire and tornado drills
- Building Marshal and Emergency Response program
- Communication with the campus community through news articles, email, information bulletins posted in classrooms and hallways, the Department of Public Safety website, and by joining and participating with various College committees

- Coordinates and manages security at athletic and other special events

## Transparency

In the fall of 2018, Pursuant to Michigan's P.A. 265 of 2018, Section 209a, the Education Omnibus Act, Oakland Community College increased its transparency as it related to campus safety. Several changes were made to the college's website allowing for easier access to services and campus safety resources. A listing of Public Safety services is provided as well as contact numbers and email addresses. A link at the bottom of the homepage now instantly takes you to Public Safety information. The Public Safety pages also contain our Annual Security Report, crime statistics, policies, emergency protocols as well as many other informational links.

## Training

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

- Firearms
- Handgun
- Rifle
- Taser
- Hazardous Materials
- First-Aid/ CPR/ AED
- Automatic External Defibrillator
- Blood borne Pathogens
- Scenario based training

As part of our updated training we introduced De-escalation training that provides techniques for minimizing the use of force with an emphasis on communication, negotiation and providing the time needed to resolve the incident safely.

We have also contracted with the Virtual Academy that provides contemporary, high quality classes on a wide variety of Public Safety subject matter, taught by the most respected members in the field.

In addition to our annual training, Oakland Community College Public Safety is a member of OakTac, the Oakland County Tactical Response Consortium. OakTac was established in 2009 to prepare Oakland County in the event of a major incident requiring a mutual aid response. OakTac's law enforcement consortium uniformly trains and exercises using shared resources to strengthen overall preparedness capabilities. With the help of Urban Area Security Initiative Grants, OakTac has been able to secure funding for training, exercises, equipment, supplies, and other resources. There are currently 40 agency members.

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Oakland County law enforcement agencies are meeting the need to fully train their officers in responding to potential serious incidents at their schools. With this model, our training is standardized with the other participating agencies. This makes our response more efficient and effective, as agencies will be assisting each other during any major incidents.

Much of the OakTac training is organized into two main disciplines:

1. Mobile Field Force

## 2. Active Assailant Response

There is a 2-Day Basic training and a 1-Day refresher course that include basic concepts of formations, negotiating stairwells, and using multiple contact teams. Active Assailant Response utilizes Universal Training Munition Conversion Kits to allow officers to use duty weapons to fire non-lethal rounds during reality based training sessions. (Over 80,000 rounds expended).

### **Community Policing**

Public Safety officers are dedicated to the community-policing model. We are committed to a philosophy of personal service that focuses on building ties and working closely with the members of our community. It is our goal to collaborate with our community to identify and solve problems; this is demonstrated through our quick response times.

We are expanding our community training to include personal safety, active shooter, de-escalation, fraud protection and threat assessment. We make every effort to insert ourselves within the community. Some examples:

- Bicycle Patrol
- Updated Building Marshal training
- Presented numerous Crime-Prevention personal safety seminars
- Honor Guard at graduation ceremony
- Community/Professional Memberships

### **Mental Health Task Force**

Public Safety was invited to and participated in the Oakland Community College Mental Health Task Force. With 1 in 5 persons being affected by mental illness in a given year, and an increased suicide rate among persons 15-24 years old, mental health has become a priority. Suicide is also currently the second leading cause of death among college students.

OCC has partnered with the JED Foundation. The JED Foundation is a non-profit organization that exists to protect emotional health and prevent suicide for our nation's teens and young adults.

With public safety officers across the country routinely responding to people with mental illness, our training has included Mental Health First Aid, as well as Crisis Intervention Training.

### **Naloxone**

With what has been entitled an Opioid Overdose epidemic, Oakland Community College is addressing the potential fatal results that could affect a guest or member of our community. Like most other law enforcement or public safety departments in the country, each OCC Public Safety office has been outfitted with Naloxone (Narcan) kits.

Naloxone is a medication designed to rapidly reverse opioid overdose. It is an opioid antagonist—meaning that it binds to opioid receptors and can reverse and block the effects of other opioids. It can be administered quickly as a nasal spray by our officers to restore normal respiration to a person whose breathing has slowed or stopped because of overdosing with heroin or prescription opioid pain medications.

## **BEHAVIORAL ASSESSMENT PROGRAM**

In April 2009, the College implemented a comprehensive threat assessment program that reviews all concerns brought forward that involve students or College visitors. Anyone can bring forth a concern that will be reviewed by the Behavioral Assessment Review Team (BART). BART reviews inappropriate conduct, communication, data postings, criminal acts, etc. The primary goal of this program is the safety of all and to provide a consistent College-wide approach for at-risk behavior. The primary contacts for initiating this program are Public Safety personnel and Student Services Dean.

## **ENVIRONMENTAL HEALTH AND 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.

## **EHS Training Programs and Procedures: Calendar Year 2020**

- Continue to manage 30+ Environmental Health Safety Programs
- Facilitated EHS training in the following topics (number of sessions)
  - Powered Industrial Truck (6)
  - Aerial Work Platform (2)
  - Environmental Health and Safety, Multi-Disciplinary (4)
- Began development of online EHS training programs for employees

## **EHS Activities: Calendar Year 2020**

- Maintained college-wide Storm Water Management Plan in compliance with NPDES MS4 regulations.
- Worked with internal and external parties to ensure safe and legal removal and disposal of regulated wastes from facilities
- Conducted 3 Indoor Environmental Quality Surveys/Investigations
- Investigated 1 injury accidents
- Continued efforts to upgrade the college's emergency eyewash and shower facilities at all campuses.
- Worked with College Human Resources and student access services to develop safe and effective accommodations under the Americans with Disabilities Act (ADA).

**Life Safety Equipment** — maintained by Public Safety and placed throughout the College:

- Added tourniquets to each medical supply cabinet

- 32 automatic external defibrillators
- 141 first aid kits
- 35 personal protective equipment kits
- 11 Evacuation Chairs
- 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: 35 at AH, 22 at HL, 37 at OR, 11 at RO, and 14 at SF
- Many other ancillary pieces of emergency response equipment are additionally available.
- Hall phones are not a Public Safety item; however, they have 911 capability: 35 at AH, 22 at HL, 37 at OR, 11 at RO, and 14 at SF
- Many other ancillary pieces of emergency response equipment are additionally available.

**Additional Public Safety Equipment**

- New Patrol Vehicle
- Wheelchairs
- 11 mobile radios with 11 MDC’s (computers) in vehicles
- Closed circuit television system; currently operating at all locations
- At AH, there is a closed circuit television system tied in with an access control system
- 10 Public Safety Bicycles for the Bike Patrol Program

**Revenue Generation/Grant Funding: Calendar Year 2020**

• CLEMIS Reports	\$31.00
• Michigan Commission of Law Enforcement Standards, training funds	\$2,811.60
<b>Total</b>	<b>\$2,842.60</b>

## Professional Affiliations 2020

- International Association of Campus Law Enforcement Administrators (IACLEA)
- Michigan Association of Campus Law Enforcement Administrators (MACLEA)
- International Association of Chiefs of Police (IACP)
- Michigan Association of Chiefs of Police (MACP)
- National Association of Clergy Compliance Officers (NACCOP)
- Oakland Community College Mental Health Task Force
- Oakland County Chiefs of Police
- Association of Threat Assessment Professionals

## Current Projects Under Development

- Stop the Bleed
  - The Department of Public Safety has joined the American College of Surgeons and has begun training faculty, staff and students to stop the bleed. This grass roots campaign helps our community become more resilient by preparing to save the lives of anyone severely bleeding. Public Safety staff members have begun training individuals to recognize a life threatening situation and take effective action. Members of our community are being taught how to pack wounds and apply tourniquets in emergency situations. These actions have been determined to save lives before professional help arrives. The college has added tourniquets to all the medical supply cabinets.
- Threat Assessment Team
  - Recognizing the value of the research conducted by the U.S. Secret Service National Threat Assessment Center (NTAC), in their publication Protecting America's Schools, a U.S Secret Service Analysis of Targeted School Violence, the Oakland Community College moved to establish a Threat Assessment Team. This team, staffed by school officials including representatives from Public Safety, Students Services, Counseling and Faculty has established appropriate policies and practices to coordinate a response to a threatening situation. The team has been trained to recognize various types of concerning behaviors and develop a prevention strategy by intervening to modify the behavior and eliminate the threat and keep our students safe.
- OCC Safe App
  - The college's OCC Safe smartphone app provides students, employees and guests with immediate access to emergency and safety information, as well as campus police to help increase the safety of users on all OCC campuses. The OCC Safe App provides information on:
    - Campus Emergency alerts
    - Emergency response plans in the event of a fire, severe weather, and/or other campus emergency situation.

- Ability to share your location with friends and family in real time while walking through campus, for example, to and from your vehicle
- Ability to share your location in real time with family and friends in the event of a campus emergency
- Support resources for suicide intervention, mental health and substance abuse concerns, and sexual misconduct issues.
- Contracted advanced online Police Training specializing in leadership, investigations and school safety
- Development and implementation of a student safety app
- Public Safety policy revisions continue
- Public Safety First Aid/CPR trainers
- Development of safety protocols for students abroad

## **Calls – For Service**

- Public Safety Officers responded to 14,660 Calls-for-Service in 2020
- The following link provides statistics of our total Calls for Service for the Calendar Year 2020: [www.oaklandcc.edu/publicsafety/CallsForService.aspx](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 OCC DPS and those pertinent to OCC from our neighboring law enforcement departments. Additionally, a request is made annually for campus security authorities to provide statistical information to include in the report. Once compiled, this report is written and placed on our website and copies are published.

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

Annually, we contact the local police departments adjacent to our properties to request their crime statistics related to OCC properties. They have been included in the statistics, where appropriate.

For additional information on any response, please contact us at (248) 232-4660.

OCC has no residential facilities. Reported crimes may involve individuals not associated with the institution.

To report a crime, contact:

	<b><u>Auburn Hills</u></b>	<b><u>Highland Lakes</u></b>
<b>Public Safety</b>	5555 or (248) 858-4911 emailpublicsafety@oaklandcc.edu	5555 or (248) 858-4911 emailpublicsafety@oaklandcc.edu
<b>Dean of Student Services</b>	Phone: (248) 232-4405 jchawkin@oaklandcc.edu	Phone: (248) 942-3223 laskowro@oaklandcc.edu
<b>Division Deans</b>	Distance Education Dean (248) 232-4826 ksleblan@oaklandcc.edu  EMIT/Public Services Dean (248) 232-4312 jjchapma@oaklandcc.edu  Public Services Dean (248) 232-4224 dfceci@oaklandcc.edu  Learning Resources Dean (248) 232-4512 masheble@oaklandcc.edu  Math/Sciences Dean (248) 232-4210 kmwillia@oaklandcc.edu	Nursing/Health Dean (248) 942-3331 memiles@oaklandcc.edu  Phys. Ed, Social Sciences Dean (248) 942-3214 kibratto@oaklandcc.edu
	<b><u>Orchard Ridge</u></b>	<b><u>Royal Oak</u></b>
<b>Public Safety</b>	5555 or (248) 858-4911 emailpublicsafety@oaklandcc.edu	5555 or (248) 858-4911 emailpublicsafety@oaklandcc.edu
<b>Dean of Student Services</b>	Phone: (248) 522-3512 rtspann@oaklandcc.edu	Phone: (248) 246-2612 sncrews@oaklandcc.edu
<b>Division Deans</b>	Counseling & Advising Dean (248) 522-3811 bjstanbr@oaklandcc.edu	Communications, Arts and Humanities Dean (248) 246-2512 clcarbon@oaklandcc.edu
	<b><u>Southfield</u></b>	<b><u>District Office</u></b>
<b>Public Safety</b>	5555 or (248) 858-4911 emailpublicsafety@oaklandcc.edu	5555 or (248) 858-4911 emailpublicsafety@oaklandcc.edu
<b>Dean of Student Services</b>	Phone: (248) 246-2612 sncrews@oaklandcc.edu	n/a
<b>Division Deans</b>	Business/IT Dean Phone: (248) 233-2812 tmhendri@oaklandcc.edu	n/a
	<b><u>College-wide</u></b>	
<b>Title IX Coordinators</b>	Donna Tuchowski 2480 Opdyke Road Bloomfield Hills, MI 48304 Phone: (248) 341-2200 titleixcoordinator@oaklandcc.edu	

## Crimes by Campus Site

Offense Type	Year	Auburn Hills	Highland Lakes	Orchard Ridge	Royal Oak	Southfield
Murder Non-Negligent Manslaughter	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Rape	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Fondling	2018	0	0	0	0	1
	2019	1	0	0	1	0
	2020	1	0	0	0	0
Incest	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Statutory Rape	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2018	0	0	0	0	0
	2019	1	0	0	0	0
	2020	0	0	0	0	0
Burglary	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Arson	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Negligent Manslaughter	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0

## Crimes for Non-Campus Buildings\*

Non-Campus Buildings: 1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Offense Type	Year	District Office
Murder Non-Negligent Manslaughter	2018	0
	2019	0
	2020	0
Rape	2018	0
	2019	0
	2020	0
Fondling	2018	0
	2019	0
	2020	0
Incest	2018	0
	2019	0
	2020	0
Statutory Rape	2018	0
	2019	0
	2020	0
Robbery	2018	0
	2019	0
	2020	0
Aggravated Assault	2018	0
	2019	0
	2020	0
Burglary	2018	0
	2019	0
	2020	0
Motor Vehicle Theft	2018	0
	2019	0
	2020	0
Arson	2018	0
	2019	0
	2020	0
Negligent Manslaughter	2018	0
	2019	0
	2020	0

\*George A. Bee Administration Buildings are the College's non-campus locations.

## Crimes on Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Offense Type	Year	Auburn Hills	Highland Lakes	Orchard Ridge	Royal Oak	Southfield
Murder Non-Negligent Manslaughter	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Rape	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Fondling	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Incest	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Statutory Rape	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Burglary	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Arson	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Negligent Manslaughter	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0

## VAWA Offenses by Campus Site

The Violence Against Women Act.

Offense Type	Year	Auburn Hills	Highland Lakes	Orchard Ridge	Royal Oak	Southfield
Domestic Violence	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Dating Violence	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Stalking	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	1	0	0	0	0

## VAWA Offenses for Non-Campus Buildings\*

The Violence Against Women Act.

Offense Type	Year	District Office
Domestic Violence	2018	0
	2019	0
	2020	0
Dating Violence	2018	0
	2019	0
	2020	0
Stalking	2018	0
	2019	0
	2020	0

\*George A. Bee Administration Buildings are the College's non-campus locations.

## VAWA Offenses on Public Property

The Violence Against Women Act

Offense Type	Year	Auburn Hills	Highland Lakes	Orchard Ridge	Royal Oak	Southfield
Domestic Violence	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Dating Violence	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Stalking	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0

## Arrests by Campus Site

Offense Type	Year	Auburn	Highland	Orchard	Royal	Southfield
		Hills	Lakes	Ridge	Oak	
Liquor Law Violations	2018	0	0	0	0	0
	2019	1	0	0	0	0
	2020	0	0	0	0	0
Drug Violations	2018	0	0	0	2	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Violations	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0

## Arrests for Non-Campus Buildings\*

Offense Type	Year	District
		Office
Liquor Law Violations	2018	0
	2019	0
	2020	0
Drug Violations	2018	0
	2019	0
	2020	0
Weapons Violations	2018	0
	2019	0
	2020	0

\*George A. Bee Administration Buildings are the College's non-campus locations.

## Arrests on Public Property

Offense Type	Year	Auburn	Highland	Orchard	Royal	Southfield
		Hills	Lakes	Ridge	Oak	
Liquor Law Violations	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Drug Violations	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Violations	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0

## Disciplinary Actions/Academic Referrals by Campus Site

Offense Type	Year	Auburn	Highland	Orchard	Royal	Southfield
		Hills	Lakes	Ridge	Oak	
Liquor Law Violations	2018	0	0	0	0	0
	2019	1	0	0	0	0
	2020	0	0	0	0	0
Drug Violations	2018	0	0	0	1	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Violations	2018	0	0	0	0	1
	2019	0	0	0	0	0
	2020	0	0	0	0	0

## Disciplinary Actions/Academic Referrals for Non-Campus Buildings\*

Offense Type	Year	District
		Office
Liquor Law Violations	2018	0
	2019	0
	2020	0
Drug Violations	2018	0
	2019	0
	2020	0
Weapons Violations	2018	0
	2019	0
	2020	0

\*George A. Bee Administration Buildings are the College's non-campus locations.

## Disciplinary Actions/Academic Referrals on Public Property

Offense Type	Year	Auburn	Highland	Orchard	Royal	Southfield
		Hills	Lakes	Ridge	Oak	
Liquor Law Violations	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Drug Violations	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Violations	2018	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0

## Unfounded Crimes

Unfounded Crimes have been found to be false or baseless.

<b>Offense Type</b>	<b>Year</b>	<b>Auburn Hills</b>	<b>Highland Lakes</b>	<b>Orchard Ridge</b>	<b>Royal Oak</b>	<b>Southfield</b>
Total	2018	0	0	0	0	0
Unfounded Crimes	2019	0	0	2	0	0
	2020	0	0	0	1	0

## Hate Crimes

There were no reported Hate Crimes for the years 2018, 2019, 2020. Hate Crimes include incidents of bias such as race, gender, religion, sexual orientation, ethnicity, disability, gender identity and national origin.

## **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: [https://www.michigan.gov/msp/0,4643,7-123-1878\\_24961---,00.html](https://www.michigan.gov/msp/0,4643,7-123-1878_24961---,00.html)

## **Education of Members of the College Community**

For students, campus security procedures are discussed during new student orientation. OCC DPS 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. Various workshops are presented on safety, handling difficult people, and other security related topics for employees.

Two additional classes are available for students: Student Empower Express provides training on: Title IX, Violence Against Women Act and the Clery Act; and Campus Safety for Students covers crime prevention. For employees, we offer Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act. This training also includes a section on “Responsible Employees”. Go to the Public Safety website to access these training opportunities or contact the Chief of Public Safety at 248-232-4660 or the Title IX Coordinator at 248-341-2200.

## **CLERY ACT PROCEDURES**

### **Timely Warning**

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Public Safety or designee, constitutes an ongoing or continuing threat, a “timely warning” notification will be issued. These situations are based on Clery Act crimes and are reviewed on a case-by-case basis to determine if there is a continuing or ongoing threat. The primary method used to communicate with students; faculty and staff will be through email.

Depending on the particular circumstances, DPS may also post a notice on the web at: <https://oaklandcc.edu/publicsafety/safetvalert.aspx>

Anyone with information warranting a timely warning should report the circumstances to the Public Safety Office at extension **5555** from any College phone, **(248) 858-4911** from any other phone or **911** in an emergency.

## **Immediate Notification**

Upon confirming that there is an emergency or dangerous situation, Oakland Community College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. DPS will determine what communication must be distributed to whom and initiate notification.

OCC has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the OCC campus community. These methods of communication include the various methods allowed through OCC Emergency Alert (text, phone, and email), public address system, and fire alarms. The College may post and provide updates during a critical incident on the College website. Notice will also be sent via the OCC Safe app., which is available through the App Store and Google Play. For more details on the OCC Safe App please check out the My Safety page at:

<https://oaklandcc.edu/publicsafety/safetyalert.aspx>

If you are an enrolled student or current employee, you will receive emergency notifications. All students and employees are encouraged to update which method(s) they wish to be notified.

See Timely Warning and Emergency Response and Evacuation Procedures, for related information.

## **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 website at:

<https://oaklandcc.edu/publicsafety/docs/clerysecurityreportweb.pdf>

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, campus security authorities 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, along with applicants for students and potential employees.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

DPS personnel have received training in Incident Command and other emergency response issues. They are the designated first responders and may be augmented by other emergency services such as the local fire departments, police departments, EMS services, etc.

General information on evacuations and other emergency protocols can be obtained by reviewing the Emergency Protocols page on the Public Safety website. Once there, you will find information on active shooter, College closing guidelines, emergency response and evacuation testing, and access the Student Safety Emergency Guide. Employees can obtain additional information on InsideOCC. Additionally, evacuation and shelter areas are designated on maps at all campus locations.

DPS will follow this process for situation evaluation to determine if an event qualifies as an immediate threat:

- Public Safety personnel dispatched or come upon the scene
- Evaluation process begun to determine danger and threat level
  - Based on personal safety; decisions guided by informed personnel and accurate factual reporting
- Evaluation results reviewed with the PS Lieutenant/Chief
- If appropriate, emergency notification communication begun

Upon confirming that there is a significant danger level and an immediate threat, DPS will determine what communication must be distributed and to whom (based on the specifics of the situation), and initiate the notification. All students and employees signed up for OCC Emergency Alert must indicate which method(s) you wish to be notified. To adjust your contact methods, simply go to: [www.oaklandcc.edu/ens](http://www.oaklandcc.edu/ens) or InsideOCC. The only reason OCC would not issue a notification for a confirmed emergency or dangerous situation would be if doing so would compromise efforts to:

- Assist a victim
- Contain the emergency
- Respond to the emergency
- Otherwise mitigate the emergency

Consideration is also given to disseminating emergency information to the larger community. The Public Safety Chief, along with the Marketing Department will review this information. If a decision is made to release information, it could take the form of web postings, news releases, and/or contacting local authorities.

At least once per year, DPS will test the emergency response and evacuation procedures and post the results at the PS web site:

<https://oaklandcc.edu/publicsafety/ep.aspx>

These procedures may include:

- Evacuation drill (minimum two per year)
- Sheltering drill
- Table top exercise

Each test will indicate whether it is announced or unannounced with a description of the exercise listing the date and time of occurrence.

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

All community members are encouraged to report all crimes, emergencies, and suspicious events, as soon as possible, to the Department of Public Safety. Contact us by dialing or texting **911** in an emergency, extension **5555** from any College phone or **(248) 858-4911** from any other phone. Additionally, there are 119 hallway phones throughout the campuses that have 911 capabilities. Those personnel who OCC wishes to have contacted are Public Safety Officers or Lieutenants.

To report a crime, contact:

	<u><b>Auburn Hills</b></u>	<u><b>Highland Lakes</b></u>
<b>Public Safety</b>	5555 or (248) 858-4911 emailpublicsafety@oaklandcc.edu	5555 or (248) 858-4911 emailpublicsafety@oaklandcc.edu
<b>Dean of Student Services</b>	Phone: (248) 232-4405 jchawkin@oaklandcc.edu	Phone: (248) 942-3223 laskowro@oaklandcc.edu
<b>Division Deans</b>	Distance Education Dean (248) 232-4826 ksleblan@oaklandcc.edu  EMIT/Public Services Dean (248) 232-4312 jjchapma@oaklandcc.edu  Public Services Dean (248) 232-4224 dfceci@oaklandcc.edu  Learning Resources Dean (248) 232-4512 masheble@oaklandcc.edu  Math/Sciences Dean (248) 232-4210 kmwillia@oaklandcc.edu	Nursing/Health Dean (248) 942-3331 memiles@oaklandcc.edu  Phys. Ed, Social Sciences Dean (248) 942-3214 kmbratto@oaklandcc.edu
	<u><b>Orchard Ridge</b></u>	<u><b>Royal Oak</b></u>
<b>Public Safety</b>	5555 or (248) 858-4911 emailpublicsafety@oaklandcc.edu	5555 or (248) 858-4911 emailpublicsafety@oaklandcc.edu
<b>Dean of Student Services</b>	Phone: (248) 522-3512 rtspann@oaklandcc.edu	Phone: (248) 246-2612 sncrews@oaklandcc.edu
<b>Division Deans</b>	Counseling & Advising Dean (248) 522-3811 bjstanbr@oaklandcc.edu	Communications, Arts and Humanities Dean (248) 246-2512 clcarbon@oaklandcc.edu
	<u><b>Southfield</b></u>	<u><b>District Office</b></u>
<b>Public Safety</b>	5555 or (248) 858-4911 emailpublicsafety@oaklandcc.edu	5555 or (248) 858-4911 emailpublicsafety@oaklandcc.edu
<b>Dean of Student Services</b>	Phone: (248) 246-2612 sncrews@oaklandcc.edu	n/a
<b>Division Deans</b>	Business/IT Dean Phone: (248) 233-2812 tmhendri@oaklandcc.edu	n/a
	<u><b>College-wide</b></u>	
<b>Title IX Coordinators</b>	2480 Opdyke Road Bloomfield Hills, MI 48304 Phone: (248) 341-2200 titleixcoordinator@oaklandcc.edu	

## **Counseling and Reporting Procedures/Confidential Reporting**

The College has procedures for voluntary, confidential reporting of crime. You may also see ‘Sexual Misconduct Prohibition’ beginning on page 29 (35). Violations of the student handbook will be referred to law enforcement and when appropriate, a Student Services Dean for review. For more information, contact 248-232-4660, all calls are confidential. The student handbook can be accessed on line at:

<https://www.oaklandcc.edu/currentstudents/studenthandbook.aspx>

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

It is the policy of the Oakland Community College Department of Public Safety that all community members and guests are encouraged report all crimes, emergencies, suspicious events or any other public safety concerns as soon as possible. The Department has provided various options from which to make a report. The various options to contact Public Safety are located on the inside cover of this publication.

## **Security, Access and Maintenance**

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 conducts routine patrols of all facilities and buildings to monitor and assess for any security concerns. This includes but is not limited to: suspicious activity, lighting (both internal and external are checked), alarm monitoring/response, etc. OCC DPS is available before and after these times. The College has no residential facilities. We have closed circuit television that records access at most entrances and alarms monitor after hours activities.

## **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, DPS may refer the individual to a Student Services Dean.

The department consists of sworn law enforcement personnel with full arrest powers. The DPS works closely with local, state, and federal police agencies and have direct radio communication with all local police departments. In 2016, a Memorandum of Understanding (MOU) was entered into between the OCC Board of Trustees and Oakland County for the use of the County’s Emergency Operations Center. This would allow the College to have a command center off-site with radio communication, closed circuit television and access to other communication and emergency-response attributes.

In 2017, the OCC Board of Trustees approved and the College signed a Mutual Aid Agreement with most of the law enforcement entities in Oakland County. During an

emergency, this agreement allows for the possible assistance from most of the law enforcement agencies within the county to assist the requesting member.

The jurisdiction includes property that is owned, leased, or controlled by OCC. OCC DPS maintains close working relationships with all of our municipal law enforcement neighbors, including Auburn Hills Police Department, Bloomfield Hills Police Department, Farmington Hills Police Department, Royal Oak Police Department, Southfield Police Department, Oakland County Sheriff's Department, Waterford Township Police Department, the Michigan State Police and federal partners.

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

The Department of Public Safety is committed to an on-going high visibility proactive patrol strategy employed to increase the communities awareness of a police presence to meet public safety objectives by employing a variety of tactics designed to deter crime. Department staff employs a community policing philosophy designed to build relationships with the stakeholders to identify and address potential problems and concerns that may impact the college community.

Department vehicles are marked in a highly visible, two tone, and traditional back and white color scheme so they can be easily identified as a Public Safety officers. They will be clearly marked "POLICE" with reflective lettering.

Department staff also encourage community members to contact the department using the OCC Safe phone app, which contains emergency plans, a variety of safety features and many support resources.

During orientation, students and employees are informed of services offered by DPS. Flyers are posted in all classrooms providing safety tips and the Public Safety website 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, and emergency response plans.

Should you become a witness or victim of a crime while on OCC property, contact DPS immediately. The "My Safety" webpage at: <https://oaklandcc.edu/my-safety/default.aspx> is another excellent resource to students and staff that creates a culture of awareness and allows for a safe place to understand the many resources available and report concerns without the fear of retaliation. Another program that informs students and employees about crime prevention is the Behavioral Assessment Review Program (BART). Anyone can complete a concern form called: "Behavioral Concern Report" at: <https://oaklandcc.edu/publicsafety/bart.aspx> to report any threat, behavior, or action that is either criminal or that could be construed as a potential threat. This form is available on the Public Safety website, on the Behavior Assessment page.

## **Criminal Activity Off-Campus**

OCC DPS monitors all law enforcement agencies adjacent to our campuses/sites. Should 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.

## **Safe Work Environment**

In accordance with ACT 26 of the Public Acts of 1970, the OCC 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 OCC.

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 OCC students, staff, faculty and visitors that OCC places a high value on a safe and healthy environment.

## **Drug and Alcohol Abuse Free College**

### **COLLEGE PENALTIES FOR VIOLATION OF BOARD OF TRUSTEES DRUG AND ALCOHOL ABUSE FREE COLLEGE POLICY**

The college is dedicated to maintaining a drug and alcohol free campus. Any employee or student found to be in violation of the policy prohibitions shall be subject to 1) disciplinary action, up to and including immediate discharge or dismissal; and/or 2) may be required to participate in a substance abuse assistance or rehabilitation program as a condition of continued employment or student status. Immediate discharge shall normally occur for violations involving the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.

Furthermore, as a condition of continued employment, any employee who is convicted of any state or federal criminal statute, with respect to conduct occurring in the workplace, involving the manufacture, distribution, dispensation, use, or possession of any controlled substance shall provide written notification to the Director of Human Resources of the conviction no later than five (5) days after such conviction. To the extent required by the Drug Free Workplace Act, the College also will notify the

applicable federal grant or contract official of convictions so reported. Failure to timely report such conviction shall subject the employee to disciplinary action, up to and including immediate discharge. Any employee who is convicted as described above also may be subject to 1) disciplinary action, up to and including immediate discharge; and/or 2) may be required to participate in a substance abuse assistance or rehabilitation program as a condition of continued employment.

## POTENTIAL LEGAL CONSEQUENCES

Violations of laws and ordinances relating to drugs and alcohol also may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions, which include, but are not limited to, the following:

- Fines as determined under local, state, or federal laws;
- Imprisonment, including up to life imprisonment, for possession or trafficking in drugs such as heroin and cocaine;
- Forfeiture of personal and real property;
- Denial of federal benefits such as grants, contracts and student loans;
- Loss of driving privileges;
- Required attendance at substance abuse education or treatment programs

## Federal Drug Sanctions

A full description of federal sanctions for drug felonies can be found at:

<https://www.dea.gov/>

<b>Drug Type</b>	<b>Amount</b>	<b>Punishment</b>
Schedule 1 or 2 narcotics or cocaine	1,000 grams or more	Felony – Life, \$1,000,000 fine
	450 grams or more, but less than 1,000 grams	Felony – 30 years, \$500,000 fine
	50 grams or more, but less than 450 grams	Felony – 20 years, \$250,000 fine
	Less than 50 grams	Felony – 20 years, \$25,000 fine
Ecstasy or Methamphetamine	Any amount	Felony – 20 years, \$25,000 fine
Any other schedule 1 or 2, or any schedule 3 (except marijuana)	Any amount	Felony – 7 years
Schedule 4	Any amount	Felony – 4 years, \$2,000 fine
Marijuana	45 kilograms or more, or 200 plants or more	Felony – 15 years, \$10,000,000 fine
	5 kilograms or more, but less than 45 kilograms, or 20 plant or more, but less than 200 plants	Felony – 7 years, \$500,000 fine
	Less than 5 kilograms or less than 20 plants	Felony – 4 years, \$20,000 fine
Schedule 5	Any amount	Felony – 2 years, \$2,000 fine
Prescription form or counterfeit form		Felony – 7 years, \$5,000 fine

## State Alcohol Sanctions

Under Michigan law, it is illegal for anyone under the age of 21 to purchase, consume or possess, or have any bodily content of alcohol. The following summarizes some of the potential legal consequences for violating state law.

- A first-time conviction may result in a fine, substance abuse education and treatment, community service and court-ordered drug screenings.

1 <sup>st</sup> Offense	Civil infraction/\$100 fine
2 <sup>nd</sup> Offense	30 day misdemeanor/\$200 or both
3 <sup>rd</sup> Offense or more	60 day misdemeanor/\$500 or both

- There also is a provision for possible imprisonment or probation for a second or subsequent offense.
- The use of false identification by minors in obtaining alcohol is punishable with a fine, loss of driver's license, probation and community service.
- Individuals can be arrested and/or convicted of operating a vehicle while intoxicated with a blood alcohol concentration (BAC) level at .08 or higher. If a student is under 21, there is a "zero tolerance" law in the state of Michigan, and any blood alcohol level of .01 or higher can lead to a minor in possession (MIP) citation as well as being cited for operating a vehicle while intoxicated, if applicable. This is in addition to suspension of driving privileges in the State of Michigan.

## Michigan Law Governing Medical Marijuana

The Michigan Medical Marijuana Act of 2008 (MMMA) permits qualified patients and their primary caregivers to use, possess and grow limited amounts of marijuana for treatment of certain debilitating medical conditions. However, the MMMA conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. The College receives federal funding that would be in jeopardy if those federal laws did not take precedence over state law. Thus, the use, possession or cultivation of marijuana in any form and for any purpose constitutes a violation of the Board of Trustees' Drug and Alcohol Abuse Free College Policy.

## HEALTH RISKS ASSOCIATED WITH SUBSTANCE ABUSE

Considerable health risks are associated with the abuse of controlled substances. Substance abuse dramatically impairs employee and student performance, contributes to absenteeism, and presents safety risks for not only the abusing employee or student, but also to others within the College community. The following are general descriptions of some of the health risks associated with substance abuse.

ALCOHOL	Loss of concentration and judgment; slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.
AMPHETAMINES	Can cause rushed, careless behavior and pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; causes physical and psychological dependence; withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition and death.
CANNABIS	Can cause permanent damage to lungs, reproductive organs and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.
COCAINE	Causes damage to respiratory and immune systems; induces malnutrition, seizures and loss of brain function. Some forms (such as “crack”) are highly addictive.
HALLUCINOGENS (PCP, LSD, ecstasy)	Cause extreme distortions of what’s seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user’s children; overdose can cause psychosis, convulsions, coma and death. Frequent use can cause permanent loss of mental function.
INHALANTS (nitrous oxide, amyl nitrite, butyl nitrite, chlorohydrocarbons, hydrocarbons)	Cause nausea, dizziness, fatigue, slurred speech, hallucinations or delusions; may lead to rapid and irregular heart rhythms, heart failure and death; long-term use may result in loss of feeling, hearing and vision; can result in permanent damage to the brain, heart, lungs, liver and kidneys.
NARCOTICS	Highly addictive; tolerance increases rapidly; causes physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest and death; leads to malnutrition, infection and hepatitis. Sharing needles is a leading cause of the spread of HIV and hepatitis.
SEDATIVES	Tolerance increases rapidly; produces physical and psychological dependence; cause reduced reaction time and confusion; overdoses can cause coma, respiratory arrest, convulsions and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.

## AVAILABILITY OF SUBSTANCE ABUSE REHABILITATION AND COUNSELING

The College offers educational and referral services to employees aimed at preventing substance abuse and assisting in rehabilitation, if desired, to local agencies offering such services. Interested employees should contact the Human Resources Benefits and Compensation Manager at (248) 341-2029 or Human Resources Specialist at (248) 341-2030. All inquiries are confidential.

The College also offers educational and referral services to students aimed at preventing substance abuse and assisting in rehabilitation, if desired, to agencies offering such services. Interested students should contact the Counseling Department at any campus. Phone numbers for those departments are listed below. Students may also contact the Oakland County Health Department at [www.oakgov.com/health](http://www.oakgov.com/health).

For Substance Abuse treatment contact:

<https://www.oakgov.com/health/partnerships/prescription-drugs/Pages/prevention-programs.aspx>

Counseling offices at each campus may be contacted to help in locating an appropriate referral:

<b>Campus</b>	<b>Contact Information:</b>
<b>Auburn Hills</b>	B Bldg. Phone (248) 232-4350
<b>Highland Lakes</b>	Woodland Hall Phone (248) 942-3050
<b>Orchard Ridge</b>	M Bldg. Phone (248) 522-3450
<b>Royal Oak</b>	B Bldg. Phone (248) 246-2450
<b>Southfield</b>	A Bldg. Phone (248) 233-2750

## POLICY DISSEMINATION

The College will provide employees with a copy of the Board of Trustees' Drug and Alcohol-Abuse Free College Policy and the above provisions of this procedure, and they will also be required to sign acknowledgement forms of these terms at New Employee and New Faculty Orientations. A copy of the Board of Trustees' Drug and Alcohol-Abuse Free College Policy and the above provisions of these procedures also will be posted on the Public Safety website and the Adjunct Faculty website.

The College will also include the Board of Trustees' Drug and Alcohol-Abuse Free College Policy and the above provisions of these procedures in the College Catalog, Student Handbook and Employee Handbook.

The College will also annually disseminate an email including the Board of Trustees' Drug and Alcohol-Abuse Free College Policy and the above provisions of these procedures to all employees and students.

## **BIENNIAL REVIEW**

### **DRUG FREE SCHOOLS AND COMMUNITIES ACT (DFSCA)**

Oakland Community College is also dedicated to provide a safe, productive and healthy environment for its staff, students and guests. Each year the College reminds the students and staff members about the health risks and the College's appropriate standards related to alcohol and drug usage. In addition to an email, the information is also located on the Public Safety webpage. The College also conducts a biennial review of its policy to determine its effectiveness and to determine if changes to ensure a consistent standard of conduct need to be made. The College also posts abuse, rehab and counseling referral information.

In a review of the OCC policy and regulations regarding the College's Alcohol and Drug program, as required by the Federal Department of Education (Drug-Free Schools and Campuses Regulations (EDGAR Part 86.100, Subpart B) was conducted. Changes to the program were found unnecessary as the use of drugs and alcohol on or near campus was minor.

The College conducts a biennial review of this policy to: 1) determine its effectiveness and implement changes, if needed; and 2) determine the number of drug and alcohol-related violations and fatalities that (i) occur on campus or during College activities; and (ii) are reported to College officials.

## **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 at **(248) 858-1280 or [health@oakgov.com](mailto:health@oakgov.com)**
- Available to OCC Employees: Employee Assistance Program; contact Human Resources

## **DISCLOSURE TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE AND NON-FORCIBLE SEX OFFENSES**

### **Sexual Misconduct and Title IX**

Oakland Community College is committed to providing our community an inclusive and welcoming educational and working environment for all. Consistent with these values and applicable law, OCC maintains a comprehensive program designed to protect members of the College community from sexual misconduct, including sexual harassment and sexual assault, stalking, and dating violence.

Title IX is a federal law that prohibits discrimination on the basis of sex in educational institutions that receive federal funding. Title IX applies to all students, faculty, and staff in the United States who are:

- employed by, attending, or affiliated with OCC;
- participating in, or attempting to participate in any OCC program or activity; and/or visiting OCC's campuses or any property owned or leased by OCC.

## **Prohibited Conduct**

Sexual misconduct will not be tolerated by Oakland Community College. Prohibited Conduct is defined to include any of the following acts: discrimination, harassment, hostile environment, sexual misconduct, sexual harassment, gender-based harassment, sexual exploitation, sexual assault, dating violence, domestic violence, and sex-based stalking.

The term also applies to retaliation taken in response to allegations made by a Complainant or a reporter under this policy. Sexual misconduct violates OCC policy and federal and state law; it may also be subject to criminal prosecution. OCC is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct complaints. Creating a safe environment is the responsibility of all members of the College community; accordingly, the Title IX Coordinator shall publish guidance to the College community consistent with this policy and as required by law.

### **A. Coordination with Non-Discrimination and Harassment Policies**

OCC recognizes that harassment, discrimination and sexual misconduct may violate multiple College policies. When misconduct relates to several College policies, the College will coordinate all investigation and resolution efforts.

### **B. Reporting Sexual Misconduct**

#### **1. Immediate Reporting**

If you feel you have been victimized by an incident of sexual misconduct, immediately notify the Department of Public Safety ("DPS") at extension 5555 from any college phone, (248) 858-4911 from any other phone, or dial 911. DPS will assist the Complainant in notifying the proper authorities. If the offense occurs when the campus is closed, notify the local police department who will notify college officials.

An incident of sexual misconduct should also be simultaneously reported to the College Title IX Coordinator:

Title IX Coordinator  
 Oakland Community College  
 2480 Opdyke Road  
 Bloomfield Hills, MI 48304-2266

Phone: (248) 341-2200

Email: [titleixcoordinator@oaklandcc.edu](mailto:titleixcoordinator@oaklandcc.edu)

The Title IX Coordinator will investigate the report and take necessary measures to ensure both the Complainant's and the College community's safety.

A person who believes they have experienced sexual misconduct has the right to refuse to report it. Nevertheless, the College strongly encourages the prompt reporting of instances of sexual misconduct. If any member of the community learns that another member of the community has been victimized by, or engaged in, sexual misconduct they should report that information immediately to the Title IX Coordinator so that the College can take appropriate steps to support that individual's well-being and enhance the safety and security of the community. Any College employee who is not a confidential resource (licensed OCC counselor), who witnesses, is advised of, or learns of an alleged violation of the Title IX and/or Sexual Misconduct and Harassment Not Covered by Title IX Policy must promptly notify the Title IX Coordinator of the incident by email or telephone.

## **2. Confidentiality**

If the Complainant requests that his or her name not be disclosed to the Respondent, or asks that the report of sexual misconduct not be pursued, the Title IX Coordinator shall inform the Complainant that honoring the request may limit the College's ability to respond fully to the incident, including pursuing disciplinary action against the Respondent. If the Complainant insists that his or her name not be disclosed to the Respondent or that the College not investigate or seek action against the Respondent, the Title IX Coordinator shall determine whether the College can honor the Complainant's request while still providing a safe environment for all students and employees, including the Complainant. In considering a Complainant's request for confidentiality that could preclude a meaningful investigation or potential discipline of the Respondent, the Title IX Coordinator should consider all relevant factors. If consideration of such factors results in a determination that the report must be investigated in order to provide a safe environment for all students and employees, the College may conduct an investigation and pursue disciplinary action. Formal complaints cannot be filed anonymously.

In accordance with federal law, OCC has designated certain employees who are responsible for student welfare as campus security authorities ("CSAs"). CSAs are required to share any report of rape, sexual assault, or sexual misconduct of which they become aware that involves any member of the college community— regardless of whether the person who committed the

sexual misconduct was also a member of the OCC community – with the Title IX Coordinator and with DPS. Therefore, a report to a CSA cannot, as a matter of law, be kept confidential.

To the extent confidentiality of victims and other necessary parties may be maintained, the College will:

1. Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20) and;
2. Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

### **3. Seeking Medical Attention and Preserving Evidence**

The College encourages individuals who have experienced an incident of sexual misconduct to seek assistance from a medical provider as soon as possible after the incident. If an incident of sexual misconduct occurs, it is important to preserve evidence so that successful criminal prosecution remains an option. The victim of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a victim has removed the clothing he or she was wearing during the incident prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the victim is still wearing the clothes that he or she was wearing during an incident of sexual misconduct, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime. Evidence of violence following an incident of sexual misconduct should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the perpetrator, should be saved and not altered in any way.

### **4. Third Party Reporting**

Individuals are encouraged to report sexual misconduct as soon as possible in order to maximize the College's and/or law enforcement's ability to respond promptly and equitably. The College does not limit the timeframe for reporting an incident, and upon receipt of any report, regardless of when the incident occurred, the College will conduct a Title IX assessment to determine if an investigation and/or any safety measures are necessary to maintain the Complainant and community's safety.

## **C. What Happens When a Report is Made**

- Outreach
- Supportive Measures
- Information on how to file a formal complaint
- Explanation on options for resolution
- Determination of potential safety risks and impact on next steps

## **D. College's Responsibilities**

Individuals making reports/complaints to the Title IX Coordinator (Complainant) and individuals responding to a report/complaint each have rights through the complaint resolution and adjudication process and may expect a fair, neutral process. The College's responsibilities to both the Complainant and Respondent include:

1. Treatment with respect and professionalism by all College officials throughout the process.
2. Information regarding the right to be free from any form of retaliation.
3. An adequate, reliable, impartial and prompt investigation of the allegations conducted without a reasonable time frame.
4. A fair and impartial hearing, if applicable, and fair appeal process.
5. Not releasing any parties' names to the public or press, unless otherwise compelled by law.
6. Not pre-judging either the Complainant or Respondent for what occurred.
7. Making appropriate accommodations and protective measures to protect both parties, if possible.
8. Assisting either party in arranging for any hospital treatment or other medical needs.
9. Assisting either party in privately contacting counseling, public safety, advising and other available resources, including any options provided under state and federal law regarding mandatory testing of sexual assault suspects for communicable diseases and notification of the victim of the results of the testing.
10. Considering the report/complaint seriously regardless of each party's gender.
11. Upon request, and regardless of whether a student or employee reports an incident of sexual misconduct, OCC will make any reasonably necessary change to a Complainant's academic, transportation and working situation, as applicable.
12. Maintaining as confidential any accommodations or protective measures provided.
13. Providing both parties a written explanation of rights and options.
14. Providing both parties with notice of options about the involvement of law enforcement and campus authorities, including how to notify proper law enforcement authorities, including Campus Safety.

## **E. Interim Measures**

Upon receipt of a report, the College will provide interim support and reasonable protective measures to prevent further acts of misconduct, and to provide a safe educational and work environment to the best of its ability. The College will determine the necessity and scope of any interim measures. Interim measures may include:

### **1. No Contact Order.**

Any party involved in a Title IX investigation (Complainant, Respondent or witness) may request, or the College may impose, communication and contact restrictions to prevent further potentially harmful interaction. These communication and contact restrictions generally preclude in person, telephone, electronic or third party communications. In some cases, an individual may also wish to consider a Personal Protection Order from the local courts. This is a civil proceeding independent of the College. If a court order is issued the College will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court and will also facilitate on campus compliance with the order. The College may also limit an individual or organization's access to certain College facilities or activities as part of the no contact order.

### **2. Emergency Removal**

If at any time OCC determines that the conduct, as alleged, poses a risk of physical harm to one or more members of the OCC community or to OCC's educational environment, OCC may instruct that a student Respondent be suspended, on an interim basis, from specific programs or activities. Any such assessment will be made on a case-by-case basis, based on an individualized safety and risk analysis. If OCC determines that an immediate physical threat to the health or safety of students or others justifies removal from campus, then a Respondent may be suspended on an interim basis. The decision to do so will be provided to Respondent in writing. Further, OCC shall have the authority to place any employee Respondent on an administrative leave of absence pending the outcome of an investigation and Hearing.

The decision to place any Respondent on an interim suspension or administrative leave shall not be considered as evidence that any determination has been made regarding potential responsibility for violating this Policy. The appeals process to challenge the emergency removal shall be explained to the Respondent.

## **F. Resources to Combat Sexual Misconduct**

The College will provide parties with internal and external resources.

An individual who seeks confidential assistance may do so by speaking with a licensed professional counselor at Counseling Services (<https://oaklandcc.edu/counseling/default.aspx>).

Information shared with a counselor at Counseling Services is not considered a report to the College.

Community resources for victims of sexual misconduct include:

Common Ground - (800) 231-1127  
[www.commongroundhelps.org](http://www.commongroundhelps.org)

H.A.V.E.N.  
P.O. Box 431045  
Pontiac, MI 48343  
(877) 922-1274  
[www.haven-oakland.org](http://www.haven-oakland.org)

Victim Assistance Services  
Oakland County Prosecutor's Office – (248) 858-0707  
[www.oakgov.com/sheriff/How%20Do%20I/Pages/Get-Victim-Info.aspx](http://www.oakgov.com/sheriff/How%20Do%20I/Pages/Get-Victim-Info.aspx)

End Violent Encounters (EVE) 24-hour Hotline: (517) 372-5572  
EVE is a confidential community-based program providing supportive services to survivors of domestic abuse and sexual violence.

## **G. Primary Prevention and Awareness Programs**

### **1. For all incoming students and new employees**

All incoming students and new employees are provided with an orientation/training program opportunity on sexual misconduct and Title IX. The training and orientation is designed to acclimate new students and employees to OCC's policy, and to provide awareness of sexual misconduct and bystander intervention techniques.

### **2. Ongoing Prevention and Awareness Programs**

OCC provides programs addressing sexual misconduct and other related information to students, staff and the community at various times throughout the year. Notice of such programs will be provided in advance, and all members of the OCC community are welcome to attend.

## **H. Bystander Intervention**

OCC expects all community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention (if it is safe to do so), calling law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this obligation will be supported by the College and protected from retaliation.

OCC offers an online training course entitled, “Student Empower Express”. It provides additional information on bystander involvement, along with training on Title IX, Violence Against Women Act, and the Clery Act.

Oakland Community College encourages our members to engage in bystander intervention to prevent personal violence before it happens. We can add to the safety of the culture of our community to one where violence is never accepted. Some examples we can do to act as bystanders:

- Check in with a person who looks like he or she needs assistance
- Call a friend in a new relationship when you have not heard from him or her in a while
- Be respectful of yourself and others around you; ask others to be respectful when they are not
- If you see a friend or acquaintance doing something inappropriate, say something
- Stop someone from driving if they are impaired
- Speak up if you see or hear offensive, derogatory, or abusive remarks or actions
- If you fear for your safety or someone else’s, call the Department of Public Safety.

## **I. Protection from Retaliation and Assurance of Fair Treatment**

The College will take appropriate steps to ensure that a person who in good faith reports, complains about, or participates in a sexual misconduct investigation will not be subjected to retaliation by the Respondent or by others with knowledge of the underlying report. Anyone who believes they are experiencing retaliation is strongly encouraged to report that concern using the same procedure for reporting possible sexual misconduct under this Policy. A retaliation concern will be reviewed as a separate offense under this Policy; that is, a person can be found responsible for retaliation even if not found to be responsible for the underlying reported sexual misconduct. The College also will take appropriate steps to ensure that Respondents accused of sexual misconduct or retaliation are treated fairly throughout the College’s review.

# PROCEDURES FOR INVESTIGATING INSTANCES OF SEXUAL MISCONDUCT

In the event of a report of sexual misconduct made by a person regarding an OCC student or employee, the College will investigate whether a student, employee or third party is responsible for sexual misconduct and what, if any, safety measures and/or disciplinary actions are appropriate in accordance with the [Title IX Policy and Procedures](#) and/or the [Sexual Misconduct and Harassment Not Covered by Title IX Policy](#).

## A. Timelines

The College will strive to complete its investigation and the sanction/remedy process, if applicable, and simultaneously share the results of those with Complainant and Respondent within forty (40) calendar days after the Title IX Coordinator receives a report of sexual misconduct. There are, however, factors beyond the control of the College that may affect the time needed to conduct a fair, reliable, impartial and prompt investigation of a report of sexual misconduct or retaliation including, but not limited to: (a) availability and cooperation of the Complainant (if participating), Respondent (if participating) and/or witnesses; (b) illness or injury of College employees conducting or participating in the investigation of the report or proceedings resulting from the report; and (c) weather or other acts of God that result in the College being closed.

The Title IX Coordinator may extend the time for completing the investigation or the sanctions/remedy process for good cause and if so, will simultaneously inform both the Complainant and Respondent and the accused that the time is extended and why the time is extended.

## B. Options for Resolution

- a. Informal Resolution (if appropriate)
  - i. Participation in the informal resolution process is voluntary for both the Complainant and Respondent. Both parties must agree, in writing, to an informal resolution.
  - ii. No findings of responsibility, no discipline
  - iii. May include no contact agreements, work arrangements, additional training, or any measures agreed upon both parties and Title IX Coordinator
  - iv. If not resolved, reverts to investigation process.
- b. Investigation
  - i. OCC expects that all individuals who participate in the investigation process to do so truthfully and that all who have a responsibility for carrying out one or more aspects of the investigation and Hearing process do so fairly and without prejudice or bias.

- ii. Investigator(s) will conduct interviews and gather evidence
- iii. Parties will see all the directly related evidence and can respond
- iv. Summary report is finalized and provided to parties
- v. Hearings are conducted
- vi. Final determination regarding responsibility and, if appropriate, sanctions and remedies, notification of appeal rights
- vii. Appeal

## **C. Standard of Evidence**

The Hearing Officer will determine a Respondent's responsibility by a preponderance of the evidence. This means that the Hearing Officer will decide whether it is "more likely than not," based upon all the evidence, that the Respondent is responsible for the alleged violation(s).

## **D. Investigation Findings and Outcome Notification**

OCC expects that all individuals who participate in the investigation process do so truthfully and that all who have a responsibility for carrying out one or more aspects of the investigation and Hearing process do so fairly and without prejudice or bias.

The investigator will report his/her findings in writing to the Title IX Coordinator or his or her designee at the conclusion of an investigation. The investigator's written findings will generally include:

1. A summary of the investigation;
2. The investigator's findings; and
3. A summary of the investigator's rationale in support of the findings.

If the findings conclude that the Respondent engaged in sexual misconduct as defined in the policy, the report will be submitted to the appropriate administrator who shall decide what, if any, formal action is to be taken by the College in response to the misconduct. In cases involving a student as either Complainant or Respondent, the appropriate Campus Dean of Student Services shall issue the possible sanctions. In all other cases, the appropriate person is the supervisor of the unit in which the Respondent is employed or otherwise associated. That person shall issue the possible sanctions.

For employees, formal disciplinary action against a Respondent shall be taken in accordance with the applicable collective bargaining agreement or College policy. The administrator responsible for taking formal disciplinary action pursuant to

the applicable collective bargaining agreement or College policy shall report the formal disciplinary action to the Title IX Coordinator.

## **E. Sanctions and Remedies**

Upon receipt, the Title IX Coordinator shall, in writing, simultaneously notify Complainant and Respondent of the investigator's findings, the sanctions imposed on Respondent that directly relate to the Complainant, the notice of appeal rights, and the steps the College will take to remedy the effects and prevent recurrence of the misconduct, if any. The Complainant will also be notified of any individual remedies offered or provided to the Complainant, but the Respondent will not be notified of such individual remedies offered or provided to Complainant.

When there is a finding of responsibility, the Complainant will be offered such remedies designed to restore or preserve equal access to the College's education programs or activities (i.e. tutoring or counseling). The Title IX Coordinator is responsible for the implementation of remedies.

## **F. Appeal**

Appeals may be filed by either party. To appeal, a party must electronically submit a written appeal statement to the Title IX Coordinator within five (5) days of receipt of the written determination or dismissal. When an appeal is filed, the other party will be notified, in writing, within one (1) day, and shall have five (5) days to respond to an appeal.

Appeals may be filed only on the following three grounds:

1. Procedural Error
2. New Evidence
3. Actual Conflict of Interest or Demonstrated Bias

## **G. Student Rights and Expectations**

Certain student protections and expectations pertain to the process for resolving student sexual misconduct and retaliation allegations. Complainants and Respondents participating in this process may expect the following:

### **1. Respect for Privacy**

Information regarding sexual misconduct and retaliation reports, and any investigation or review of those reports, including any sanction determinations, may be shared with College employees with a legitimate educational interest or with external individuals or entities on a need-to-

know basis and only as permitted under College policy and applicable law.

**2. Participation in Process**

If a person declines to participate, the College may continue to investigate and/or proceed in the matter and issue findings/decisions based on available information. The Complainant and the Respondent shall be afforded equal opportunity to have others present.

**3. Coordination with Legal Proceedings**

Students may simultaneously engage criminal prosecution procedures and/or civil litigation in connection with the same behavior that forms the basis of a sexual misconduct report under this procedure. In such cases, the College is committed to appropriate coordination with the Public Safety Department and local law enforcement and may, if requested and appropriate, share information with those agencies. The College will fulfill its obligation to take immediate and appropriate action to investigate possible sexual misconduct even if there are other external processes or procedures pending in connection with that same sexual misconduct report. Similarly, if the College finds sexual misconduct has occurred, the College will take effective steps to end it, prevent its recurrence, and address its effect, as well as sanction the Respondent regardless of what external proceedings may also be pending.

Standards for criminal investigations are different than the standards for a violation of this procedure, and therefore the College will not base its decisions under this procedure solely on law enforcement reports and/or actions. Accordingly, the College will not normally wait for the conclusion of a criminal investigation or other proceedings before implementing its review of reported sexual misconduct under this procedure.

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## **DEFINITIONS**

The following definitions apply to the following terms used in OCC's Sexual Misconduct Administrative Guideline:

### **Advisor**

Any individual who provides the accuser or accused support, guidance or advice.

### **Community**

OCC students and employees.

### **Complainant**

A student or employee who reportedly experienced sexual misconduct, regardless of whether that individual participates in the disclosure or review of that report by the College at any point.

### **Consent**

A free and willing agreement to engage in a sexual act, provided without force or coercion, between individuals who are of sufficient age and are not mentally incapable, mentally disabled, mentally incapacitated or physically helpless.<sup>2</sup>

### **Dating Violence**

Violence committed against a person with whom the perpetrator is involved in a dating relationship with. Dating violence is frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a casual relationship or an ordinary fraternization between two individuals in a business or social context.<sup>3</sup>

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<sup>2</sup>In regard to criminal sexual conduct crimes, consent is not defined within statutory law. However, see *People v. Hale*, 142 Mich. App. 451, 452 (1985) (upholding a trial court's definition of consent as a "willing act of sexual intimacy or intercourse between persons of sufficient age who are neither mentally defective, mentally incapacitated nor physically helpless [.]").

<sup>3</sup>MCL §750.81(6).

## **Domestic Violence**

The occurrence of any of the following acts by a person that is not an act of self-defense:

(i) causing or attempting to cause physical harm to a family or household member; (ii) placing a family or household member in fear of physical or mental harm; (iii) causing or attempting to cause a family member or household member to engage in involuntary sexual activity by force, threat of force, or duress; (iv) engaging in activity toward a family or household member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested. “Family or household member” includes any of the following: (i) a spouse or former spouse; (ii) an individual with whom the person resides or has resided; (iii) an individual with whom the person has or had a dating relationship; (iv) an individual with whom the person is or has engaged in a sexual relationship; (v) an individual to whom the person is related or was formerly related by marriage; (vi) an individual with whom the person has a child in common; (vii) the minor child of an individual described in subparagraphs (i) to (vi).<sup>4</sup>

## **Investigator**

An appropriately trained individual, who may be a College employee, who reviews and investigates reports of sexual misconduct.

## **Proceeding**

All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

## **Reporter**

A person who reports an incident allegedly involving sexual misconduct.

## **Respondent**

A student, employee or third party who is reported to have engaged in sexual misconduct.

## **Result**

Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within OCC.

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<sup>4</sup>MCL §400.1501.

## **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. In Michigan, there are four degrees of criminal sexual conduct (“CSC”).<sup>5</sup>

## **Sexual Harassment**

Sexual Harassment is defined in Board Policy 2.6.2.

## **Stalking**

A willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested.<sup>6</sup>

## **Title IX**

Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. § 1681 et seq.; 34 C.F.R. Part 106) (as amended) is a federal law that prohibits sex-based discrimination, including sexual harassment, sexual assault, and retaliation in education programs that receive federal financial assistance.

## **Title IX Coordinator**

The College official charged with ensuring the College’s overall compliance with Title IX and related College policy and procedures.

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<sup>5</sup>MCL §750.520(a)-(e).

<sup>6</sup>MCL 750.411h(1)(d).

## **CHIEF OF PUBLIC SAFETY; RESPONSIBILITIES**

The Public Safety Chief is responsible for overseeing Public Safety as well as:

- Development, implementation, and maintenance of the Emergency Response 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, College Emergency Closing Procedure, Security and Identification Procedure, etc.
- Develop security protocols for Homeland Security response
- Develop and monitor budgets

Paul Matynka, Chief of Public Safety

David See, Lieutenant – Auburn Hills & Royal Oak Campuses

Albert Yasso, Lieutenant – Highland Lakes, Orchard Ridge & Southfield Campuses

Jaimie Henderson, Administrative Specialist

Michael Schmidt, Manager of Environmental Health and Safety

Auburn Hills Campus

2900 Featherstone Road

Auburn Hills, MI 48326

Main: **(248) 232-4660**

Fax: **(248) 232-4595**

Clery Annual Security Report website:

<https://oaklandcc.edu/publicsafety/docs/clerysecurityreportweb.pdf>

Public Safety website:

[www.oaklandcc.edu/PublicSafety](http://www.oaklandcc.edu/PublicSafety)

Environmental Health and Safety website:

[www.oaklandcc.edu/EHS](http://www.oaklandcc.edu/EHS)

Crime Log:

[www.oaklandcc.edu/publicsafety/CrimeLog.aspx](http://www.oaklandcc.edu/publicsafety/CrimeLog.aspx)

The Department of Public Safety is dedicated to providing quality and professional service through a community-policing model. Public Safety Officers provide a full range of law enforcement services to the students, faculty, staff and visitors to the College properties. The Department is committed to protecting life, property and maintaining order while assuring fair and equal treatment to everyone while respecting the cultural and ethnic diversity of the College.

## **Mission Statement**

OCC 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 DPS 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.

#### **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).

#### **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.

#### **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.

## **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. The existence of such a relationship would be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence would include, but would not be limited to, sexual or physical abuse or the threat of such abuse. Additionally, the proposed definition would specify that dating violence does not include acts that meet the definition of "domestic violence."

## **Domestic Violence**

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by 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 by 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.

## **Hate Crimes**

Hate Crimes are a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrators bias against the victim. Although there are many possible categories of bias, under the Clery Act, eight categories are reported including race, religion, sexual orientation, gender, gender identity, ethnicity, national origin and disability.

## **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.

## **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. Course of conduct would be defined to mean two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress would mean significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## **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 (barbiturates, 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. (Drunkenness 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.

# **Violence Against Women Act (VAWA) Definitions**

## **Sexual Assault**

Any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the survivor is incapable of giving consent, as well as incest or statutory rape.

## **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 cohabiting with or has cohabited 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, 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. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of 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.