



Washtenaw Community College Annual Security Report 2020

Containing information for the 2020-2021 academic year
and crime stats for the 2017, 2018, and 2019 calendar years



www.wccnet.edu ♦ 734.973.3300

Introduction

Message from the Washtenaw Community College Department of Public Safety



Scott J. Hilden

I would like to personally welcome you to Washtenaw Community College. The mission of Washtenaw Community College Public Safety department is to create a safe, welcoming, and inclusive community. We will ensure the protection of each person's constitutional rights and that all people are treated with equality, respect, and compassion so that they may focus on their educational development.

My team and I are committed to providing the highest level of customer service. We work closely with all members of the community to achieve this goal. Therefore, I encourage you to follow this simple rule of thumb: if you see something, say something. Safety is everyone's responsibility.

Scott J. Hilden
Chief of Public Safety/Emergency Management
Washtenaw Community College

Washtenaw Community College 2020 Clery Act Annual Security Report

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Section 1:

Overview & General Information

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose information about crime on and around their campuses.



The act is named in memory of Jeanne Clery, a 19-year-old Lehigh University freshman who was assaulted and murdered in her residence hall room in 1986.

The Annual Security Report

The Annual Security Report contains awareness information and College procedures to promote and maintain safety for the campus community. Also included in this report are the most recent three-year statistics of Clery Act defined crimes that have occurring within the College's Clery-defined geography. A paper copy of this report may be obtained by contacting Public Safety. It is also available on the following website:

<http://webfiles.wccnet.edu/Security/web/clery/clery-report.pdf>

Annual Security Report Access

Students and employees are informed of the availability of the Annual Security Report through periodic emails. Prospective students and employees are informed of the availability of the Annual Security Report through notices on the respective application web page.

Daily Crime Log

Public Safety maintains a daily crime log that lists all reported crimes. The log outlines the logistics of the crime (date, time, and location), the nature of the crime, and the disposition. Members of the campus community may review the crime log at the Public Safety Department. The office is located at 4800 East Huron River Drive, on the second level of the Campus Parking Structure. It is open 24 hours a day, 365 days a year.

Crime Statistics

Public Safety, under the supervision of the Chief of Public Safety and Emergency Management or his or her designee, gathers and compiles Washtenaw Community College's crime statistics from incident reports, student conduct files, applicable human resource files, and from Washtenaw County Sheriff Department or other applicable law enforcement agency reports.

Double counting of these crimes is avoided by an oversight process conducted by the Chief of Public Safety and Emergency Management.

Overview of this Report

This report contains:

- ✓ The crime statistics for Clery Act reportable crimes for the most recent three years.
- ✓ Crime reporting options and methods for members of the campus community.
- ✓ Policies and procedures related to security and safety on campus.
- ✓ A summary of the conduct procedures for students and employees.

This report also provides information intended to create awareness among the campus community on crime, substance abuse, and sexual misconduct along with techniques to help lower the incidence rate of crime, abuse, and sexual misconduct along with resources to support the campus community if they encounter situations of crime, substance abuse, or sexual misconduct.

Clery Geographical Reporting Locations

The College provides maps or descriptions of the required Clery Act reporting locations (Campus, Non Campus, & Public Property) at the following website.

<https://www.wccnet.edu/public-safety/clery-act/geography/>



Section 2:

WCC Public Safety Department

Establishment of a Washtenaw Community College Law Enforcement Agency

As part of continuing efforts to ensure a safe and welcoming environment, on September 19, 2017, the Washtenaw Community College Board of Trustees passed a resolution to create a Law Enforcement Agency on the campus. Board of Trustee Policy 8024 – Public Safety and Emergency Management – was approved. This policy creates a fully functioning law enforcement agency for the campus with safeguards for oversight. The College has six sworn officers. The campus community is updated through announcements from either Chief Hilden or one of the oversight groups about Public Safety Department updates. The campus community is encouraged to monitor for these messages in order to keep informed of Public Safety Department updates.

Mission Statement of WCC's Public Safety Department

The mission of the Washtenaw Community College Public Safety department is to create a safe, welcoming, and inclusive community. We will ensure the protection of each person's constitutional rights and that all people are treated with equality, respect, and compassion so that they may focus on their educational development.

General Office Information

The Public Safety Department reports to the Executive Vice President of Student and Academic Services. Public Safety works closely with all departments of the College to ensure that safety policies and procedures are uniformly executed and conveyed in a clear and consistent manner to the campus community.

The office is located at 4800 East Huron River Drive, on the second level of the Campus Parking Structure. It is open 24 hours a day, 365 days a year. The telephone number is **734-973-3411**. The Chief of Public Safety and Emergency Management, dispatchers, supervisors, and uniformed officers provide around-the-clock patrol and services to the campus community.

Public Safety Officers are responsible for a full range of safety services to the campus community, including all crime report investigations, medical emergencies, fire emergencies, traffic accidents, and enforcement of all College policies including those relating to sexual misconduct, alcohol use, drug use, and weapons possession.

Public Safety Officers submit incident reports on all crimes on campus reported to the Public Safety Department. Some of these incident reports are also filed with the Washtenaw County Sheriff Department.



Campus Law Enforcement

The Public Safety Department is the primary security authority on campus and coordinates public and campus safety and security activities. Sworn Public Safety Officers have the authority to arrest. Non-sworn Public Safety staff do not have the power to arrest. The Public Safety Department is responsible for coordinating with local law enforcement agencies and implementing emergency procedures at Washtenaw Community College. The Public Safety Department has a close working relationship with the Washtenaw County Sheriff's Department.

WCC does not have a Memorandum of Understanding (MOU) with local law enforcement.

Section 3:

Basic Crime Reporting Information

For any emergency on campus, dial **911**.

All criminal activity, suspicious activity, and other non-emergencies on campus should be reported directly to Public Safety by any member of the campus community. Please dial **3411** from any campus phone for all non-emergency or service calls, 24 hours a day. Public Safety Officers will meet you anywhere on campus to investigate and inquire about any of these events. Call **734-973-3411** from off campus 24 hours a day or visit the link mentioned below for non-emergency incidents.

Report all non-emergency concerns by using the WCC Report a Concern form:

https://cm.maxient.com/reportingform.php?WashtenawCC&layout_id=4

The Public Safety Department partners with all members of the campus community to assist in making the campus a safe place. If you see something, say something. Most classrooms and office workspaces have a telephone installed. The College has both indoor emergency phones (also known as 'house phones') and outdoor emergency phones.

When notifying Public Safety Department of a potential emergency, suspected criminal activity, or any crime including sexual violence, be prepared to provide the following information to the dispatcher/Officer/patroller:

- *Type of incident or activity.*
- *Location of incident.*
- *Description of persons involved.*
- *Suspected injury or condition of individuals involved.*
- *Your name, location, and number calling from*
- *Evidence that will be available*

This information will aid Public Safety staff in their response and subsequent handling of the incident. You should remain available to assist the Public Safety staff with any additional information once they arrive. Public Safety staff will notify additional medical and/or law enforcement support as needed.



Campus Security Authorities

Washtenaw Community College strongly recommends that reports of alleged crime, incidences of behavior or conduct that violates the Washtenaw Community College Student Rights and Responsibilities, or suspicious behavior on or near WCC's campus be reported directly to Public Safety at **734-973-3411** or **3411** from a campus telephone.

Under the Clery Act, certain College officials with specified job titles or defined job functions are designated as Clery Act Campus Security Authorities (CSAs). The positions listed at the link below are recognized as Campus Security Authorities who can receive reports of crime.

WCC Campus Security Authorities are listed on page:

<https://www.wccnet.edu/public-safety/reporting/csa.php>

Mandatory Reporting by Professional or Pastoral Counselors

Except in a situation of sexual assault, domestic or dating violence, or stalking (as provided by Title IX); Washtenaw Community College does not have any procedure that encourages either pastoral or professional counselors to inform those they counsel of procedures for reporting crimes voluntarily and confidentially for inclusion in the institution's Annual Security Report and web-based report to the Department of Education.

➤ Confidential and Anonymous Reporting

To provide confidential or anonymous reporting of sexual misconduct, the College offers both reporting methods to the campus community.

Staff designated for Confidential Reporting:

<https://www.wccnet.edu/succeed/personal/sexual-misconduct/reporting.php>

Anonymous Reporting (WCC's Report a Concern form):

https://cm.maxient.com/reportingform.php?WashtenawCC&layout_id=4

Even if you do not request confidentiality or report to a staff listed as a confidential resource, your privacy will be maintained to the greatest extent possible within the requirements of conducting reasonable investigations. Only those who have a legitimate need to know will be included in the investigatory process.

Off-Campus Organizations

The College does not have any off-campus organizations.

Non-Campus Organizations

The College does not have any non-campus organizations.



Section 4:

Campus Facilities

Housing/Student Residences

Washtenaw Community College does not have any campus residences.



Access to Campus Facilities

Most campus buildings and facilities are open during the normal business hours of 7am to 11pm, Monday through Saturday. Some buildings are open on Sundays for limited hours to facilitate special events or a limited number of Sunday classes.

After buildings have been secured, employees can obtain entry to an area if they have been issued the appropriate key, access card, or fob authorized for that location. Faculty and Staff may also request assistance in entering a building/room through the Public Safety Department. During non-scheduled class times, access is only available to students between the hours of 7am and 11pm if the classroom is available. When buildings and classrooms are secured, students are permitted access to specific classrooms only when written permission from the appropriate administrator, faculty, or staff is submitted to the Public Safety Department.

The Washtenaw Community College campus buildings are protected by alarm and camera systems. The security camera system is monitored and the campus is patrolled 24 hours a day, 365 days a year. All campus buildings, parking lots, and properties are closed from the hours of 11pm to 7am.

Security Considerations in Maintaining Campus Facilities

The College takes measures to ensure security equipment is working properly. Inspections of the campus' safety-features are performed on a regular basis to assure they are in good working condition. Such inspections include but are not limited to:

- Qualified personnel periodically inspect the fire alarm, sprinkler systems, fire extinguishers, and other alarm systems.
- Emergency phones, the mass notification system, and the camera systems are inspected/tested on a routine basis.
- Lighting for external pathways, hallways, and stairwells are periodically inspected by facilities staff. Work orders are initiated for repairs if an issue is found during inspection or if an issue is reported by a member of the campus community.
- Classroom electronic door-locking mechanisms are checked on a periodic basis. Work orders are initiated for repairs if an issue is found during inspection or if an issue is reported by a member of the campus community.
- The campus locksmith periodically inspects mechanical door locks.

Section 5:

Procedures for Emergency Notification and Timely Warnings

Overview

It is the priority of Washtenaw Community College to promptly alert the College community of potentially dangerous situations so that they have both the time and information to take appropriate precautions (for example; evacuation, shelter, or other action on the part of the campus community).

The President of the College, members of the WCC Crisis Management Team (see on right), or authorized Public Safety staff (see on right) are primarily responsible for deciding that there is a significant emergency or dangerous situation on campus that could cause an immediate threat to the health and safety of the members of the campus community. On a case-by-case basis in light of all the facts surrounding the nature of the threat, the President of the College, members of the WCC Crisis Management Team, or authorized Public Safety staff will attempt to verify whether there is a dangerous situation through such means as camera systems and/or witness accounts. All reported dangerous situations will be treated as such until proven otherwise.

The President of the College, members of the WCC Crisis Management Team, or authorized Public Safety staff have the authority to determine the appropriate segment or segments of the campus community that will receive alerts, to determine the content of the alert, and to initiate the notification system. The campus community will be alerted through the notification method deemed the most effective, which may include but is not limited to; the WCC Alert - Emergency Notification System, email, text message, social media, internal TV monitors, phone call, web site notice, through the building notification system, and/or from a combination of these and other communication methods. The College typically provides follow-up information to the community using the same systems that were used to send out the original alert.

WCC will inform the neighboring communities of emergency information via radio, and/or television, social media, or other forms of public announcements. Follow-up information will be issued to the neighboring communities using the same systems that were used to send out the original alert. The President of the College, members of the WCC Crisis Management Team, or authorized Public Safety staff will, without delay, while taking into account the safety of the community, determine the content of the notification and initiate the notification system(s), unless issuing a notification will, in the professional judgment of first responders, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Typically, the first responders to a health and/or safety incident at Washtenaw Community College are one of the following - the Public Safety Department; Michigan State Police; Washtenaw County Sheriff's Department; Pittsfield Township Police Department; Ann Arbor Township Fire Department; and Huron Valley Ambulance.

Members of the WCC Crisis Management Team:

- President
- EVP Student & Academic Services
- EVP & Chief Financial Officer
- VP for Instruction
- AVP Human Resources
- AVP Workforce/Comm Development
- VP Economic & College Development
- General Counsel
- AVP College Advancement
- AVP Facilities Development & Operations
- Chief, Public Safety
- Deputy Chief, Public Safety
- Director of Communications
- Director Media Relations
- Assistant Dean of Student Affairs - WTMC
- Dean of Students
- Director Web Services
- Director of Student Affairs
- Exec Director of Labor Relations
- Manager Instructional Operations
- Chief of Staff

Authorized Public Safety staff:

- Chief of Public Safety and Emergency Management
- Deputy Chief, Public Safety
- Public Safety Supervisors
- Public Safety Dispatchers operating under the direction of the Chief of Public Safety and Emergency Management or Supervisors

Timely Warning Notice

In the event that a situation arises that involves or potentially involves a crime listed under the Clery Act and occurs or is believed to have occurred within a geographic area covered by the Clery Act and in the judgment of the President of the College, members of the WCC Crisis Management Team, or Public Safety staff, constitutes an ongoing or continuing threat, a timely warning will be issued. Decisions to make timely warnings will be made on a case-by-case basis in light of all the facts surrounding a crime or other reported situation. A timely warning will be issued to relevant members of the campus community through the notification method deemed the most effective, which may include but is not limited to; the WCC Alert - Emergency Notification System, email, text message, social media, internal TV monitors, phone call, web site notice, through the building notification system, and/or from a combination of these and other communication methods.

Emergency Notifications

Washtenaw Community College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and/or safety of members of the campus community occurring on or near the campus. An emergency notification will be issued to relevant members of the campus community through the notification method deemed the most effective which may include but is not limited to; the WCC Alert - Emergency Notification System, email, text message, social media, internal TV monitors, phone call, web site notice, through the building notification system, and/or from a combination of these and other communication methods.

Washtenaw Community College annually tests our emergency response and evacuation procedures through announced and unannounced drills. Annually, the Public Safety Department will provide communications to the campus community regarding College procedures for authorized closings and receiving emergency alerts.

Overview of WCC Alert: Emergency Notification Service

WCC has implemented an Emergency Notification Service called WCC Alert, which enables the College to send emergency notices regarding school closing, inclement weather and other emergency situations that might occur on Campus. The College can notify current students and employees simultaneously via the telephone number(s) and email address(es) provided when the student or employee signs up. College assigned emails are automatically entered into the Emergency Notification Service for students and employees. College assigned telephone extensions are automatically entered for employees. The service is free and student or employees may add additional contact information.

WEATHER ALERT

Overview of WCC's Building Notification System

In the event of a significant threat on our campus such as a tornado, fire, bomb threat, or a person(s) with a weapon, WCC has the ability to issue a campus-wide audio emergency notification through each building's speaker systems, which are audible in classrooms as well as common areas. This is done from the main security office. Public Safety staff periodically test the system when the buildings are vacant, making sure they are ready should the real need ever arise.

Overview of Other Safety Measures

WCC has installed telephones and electronic door-locking mechanisms in most classrooms to facilitate emergency communications and lockdown capabilities. The electronic door-locking mechanisms can be activated by either the staff/faculty in the classroom or from the Public Safety Department.

Section 6:

Safety & Security - Personal Safety Tips



TIP 1: PERSONAL SAFETY – General Safety Guidelines

- Stay alert and be aware of your surroundings
- Avoid isolated areas
- Try to avoid walking alone at night. Walk with friends when possible
- Call Public Safety (734) 973-3411 or 3411 from one of college house phones for an escort if needed
- Notify Public Safety immediately of suspicious or criminal activity
- If an emergency arises – a serious health issue, a crime, or any situation in which you feel endangered, contact Public Safety. There are phones located in all buildings across campus, as well as in several key areas outside

If Walking Alone:

- Keep your mind on your surroundings, who's in front of you and who's behind you. Don't get distracted.
- Walk purposefully, stand tall, and make eye contact with people around you
- TRUST YOUR INSTINCTS. If you feel uncomfortable in a situation, leave

TIP 2: PROPERTY SAFETY – Property Safety Guidelines

Vehicles:

- Never leave your vehicle running while it is unattended
- Roll up your windows completely and lock your doors
- Take your keys and never leave a spare in or on the vehicle
- Keep out of sight all valuables and packages that may tempt a thief
- When available, use auto theft deterrents such as car alarms and steering column devices

Electronics:

- Do not leave laptop, smart phones, or tablets unattended
- Record serial numbers of electronic devices
- Use anchor security devices to lock personal computers

Parking:

- For your safety and security, as well as a courtesy to your fellow students, faculty and staff, please park in designated parking spaces only

TIP 3: TORNADO SAFETY – Tornado Warning

The Michigan State Police reports that most tornados occur in April, May, June, and July, most commonly during the hours between 3:00pm and 7:00pm.

In the event that a Tornado Warning is issued at WCC, please take these measures.

- If you are in a classroom or office with exterior glass, leave the room as quickly as reasonably possible
- Seek out a Tornado Shelter room and enter it

- In the event there is no Tornado Shelter room in your immediate area stay in an interior hallway keeping distance between yourself any exterior windows or doors
- Do not use the elevators or stairwells with exterior glass

For more information about how to prepare when the Tornado Warning is issued, read the Michigan State Police report.

TIP 4: FIRE SAFETY – In Case of Fire

- Learn the location of emergency exits
- Activate the fire alarm if you detect fire in a building
- Always exit the building in the event of a fire alarm
- Exit by the nearest stairway. Do NOT use elevators
- Call Public Safety department (3411) from one of the college house phones to notify emergency personnel

- If close by, press the red button on one of the red emergency phones to be directly connected to Public Safety
- Smoke is toxic. If the only way out is through smoke, stay low, below the smoke
- If trapped, call 911 and tell them where you are. Seal doors with rags or clothing and try to signal from a window

TIP 5: IF YOU SEE SOMETHING, SAY SOMETHING

Suspicious activity is any observed behavior that could indicate terrorism or terrorism-related crime. This includes, but is not limited to:

- **Unusual items or situations:** A vehicle is parked in an odd location, a package/luggage is unattended, a window/door is open that is usually closed, or other out-of-the-ordinary situations occur.
 - **Observation/surveillance:** Someone pays unusual attention to facilities or buildings beyond a casual or professional interest. This includes extended loitering without explanation (particularly in concealed locations); unusual, repeated, and/or prolonged observation of a building (e.g., with binoculars or video camera); taking notes or measurements; counting paces; sketching floor plans, etc.
 - **Eliciting information:** A person questions individuals at a level beyond curiosity about a building's purpose, operations, security procedures and/or personnel, shift changes, etc.
- Some of these activities could be innocent—it's up to law enforcement to determine whether the behavior warrants investigation. The activities above are not all-inclusive, but have been compiled based on studies of pre-operational aspects of both successful and thwarted terrorist events over several years.
- For more info visit dhs.gov.

TIP 6: RUN HIDE FIGHT – In the event of an active shooter

How to respond when an active shooter is in your vicinity

1. **RUN**
Have an escape route and plan in mind
Leave your belongings behind
Keep your hands visible
2. **HIDE**
Hide in an area out of the shooter's view
Block entry to your hiding place and lock the doors
Silence your cell phone and/or pager
3. **FIGHT**
As a last resort and only when your life is in imminent danger
Attempt to incapacitate the shooter
Act with physical aggression and throw items at the active shooter

How to respond when law enforcement arrives

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

Information you should provide to law enforcement or 911 operator

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

For more information visit: dhs.gov/private-citizen.

Section 7:

Security and Emergency Awareness Information

Overview

During student, parent, employee, and part-time faculty orientations - either as part of the presentation or a part of an introductory communications pack - WCC provides information on services offered by Public Safety, including the availability of the Annual Security Report and crime log. Periodic emails on crime prevention and safety are sent to students and employees on a routine basis. Crime Prevention Programs and Sexual Misconduct/Assault Education, Prevention, and Awareness Programs are offered on a continual basis to the campus community. Employees are given annual Title IX & Sexual Misconduct essential training focusing on employee responsibilities under Title IX and how to recognize, report, and prevent sexual assault, dating and domestic violence, same-sex violence, stalking, and sexual harassment. This training is presented in a video format as employees answer questions and complete short quizzes.

Students are provided special presentations on Affirmative Consent. Sexual Misconduct Awareness & Prevention presentations are held during International Student Orientations.

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. In addition to seminars, information is disseminated to students and employees through crime prevention awareness brochures and flyers, videos, tips on crime prevention emails from Public Safety, information at faculty orientations, periodic presentations at staff in-service, general notices to students and employees on the availability of this report, links to community resources, articles in the College's student newspaper (The Washtenaw Voice), and online on the Public Safety web pages.

When time is of the essence, information is released to the college community through the WCC Alert system by any or all of the following methods: email, text messages, phone calls and/or campus wide broadcasts. Students can sign up for the free WCC Alert service by logging in to MyWCC and selecting the menu item "WCC Alert - Emergency Notification Service."

ADDITIONAL CRIME PREVENTION, RISK REDUCTION, AND SAFETY TECHNIQUES

Automated Teller Machine (ATM) Safety

- Be ready. Have your card handy, but not necessarily in plain view.
- Stand directly in front of the machine so that no one can see you enter your Personal Identification Number (PIN).
- Cancel your transaction and return later if anything seems suspicious.
- Pocket your cash immediately and count it later.
- If you lose your ATM card, report it immediately to your financial institution.

Bicycle Safety

- Ride with the traffic or use bike paths whenever possible. Follow same driving laws as motor vehicles.
- Use reflectors, reflective tape, or other similar devices on bikes or on your clothing.
- Lock it up: Use a heavy-duty bike lock (a U-bar lock is recommended).
- Lock your bike to a bike rack.
- Always lock your bike, even if you are leaving it for just a minute. If your bike is stolen or vandalized, report the incident promptly to WCC Public Safety.

Computer and Identity Information Safety

Protect yourself, your computer, and your identity when online and using mobile devices:

- Use a password or PIN to lock portable devices, and never leave them unattended. They are very easy to steal.
- Utilize software that can be used remotely to track your device if stolen.
- Use up-to-date anti-virus and anti-spyware software routinely.
- Use a different strong password for each online account. Use passwords wisely.
- Never share your password with others.
- Never use another person's password.
- Be wary of file sharing, which can open your computer to infection.
- Never respond to an e-mail request for private personal information such as your social security number, password, or credit card number; no legitimate company will request information in this way. WCC will never ask for your password via email.
- Lock your screen or log out before you walk away from any publicly accessible computer.

Office, Classroom, or Laboratory Safety

- Avoid working or studying alone in a building. If you must work late, let somebody you trust know where you are and when you will be done.
- Avoid using stairs in remote sections of a building.
- Keep your purse in a locked cabinet or drawer. Never leave it in, on top of, or underneath a desk.
- While in class, the library, or the lab; keep personal belongings in view.

Outdoor Safety

- Learn the locations of WCC emergency phones.
- Take advantage of WCC's Public Safety service to escort you to your car; call **734-973-3411** to make your request.
- Walk on designated walkways that are well lit and well-traveled.
- Walk confidently and assertively. Be alert and aware of your surroundings.
- Purses should be carried close to the body and secured under one arm.
- Do not run or jog alone.
- Do not hitchhike.
- Avoid shortcuts through parks, vacant lots, and other deserted places.
- If you are followed by someone in a car, turn around and walk in the opposite direction.



Remember, if you are in doubt; contact the police or Public Safety. They will be able to assist you in determining whether or not there is cause for alarm and if it is necessary to respond.

Robbery

The most important thing you can do during a robbery is to prevent, if possible, any violence. Always assume that the robber is armed, even if you cannot see a weapon, and act accordingly:

- Get it over with quickly. If you try to stall, the robber may be more prone to violence.
- Do what the robber asks, but do not volunteer to do anything more.
- Do not fight or try any impulsive heroics; the risk is great if the robber is armed.
- Do not chase the robber.
- Call **911** immediately.

Sexual Assault, Domestic Violence, Dating Violence, Stalking

- Report all incidents to police.
- Explain if you were frightened, terrorized, distressed, or threatened.
- Tell friends and family what is happening.
- Keep a log of incidents or unwanted contacts.
- Consider the option of a PPO (Personal Protection Order).
- Preserve concerning texts, tweets, social media posts, emails, or voice messages.
- Preserve photos.

Suspicious Activity

Since safety is everyone's responsibility, it is important for people to be aware of types of behavior and actions, which may signal criminal activities. In the college setting, these may include:

- A person who seems to be wandering in the hallways or lurking about the building.
- Any unusual or suspicious noise that you cannot explain, such as breaking glass or pounding.
- Vehicles moving slowly without lights or to no apparent destination.
- A stranger sitting in a vehicle for an extended period for no apparent reason.
- A person hanging around parking lots.
- Persons removing property from a building late at night.

WCC Safe – Download Now!

- WCC's Free Safety App
- Real time chat with Public Safety
- Send your location to Public Safety
- Have Public Safety monitor your trip on campus to make sure you are safe
- Download on App Store or Google Play

Public Safety suggest the following approach to reporting suspicious activity on campus.

- Remain calm. Keep away from the suspicious person(s) or activity. For emergencies, call **911** or pick up a campus phone and dial **3411** for Public Safety.
- Tell the police whether the crime is in progress or has already been committed. If you see a crime in progress, report it IMMEDIATELY.

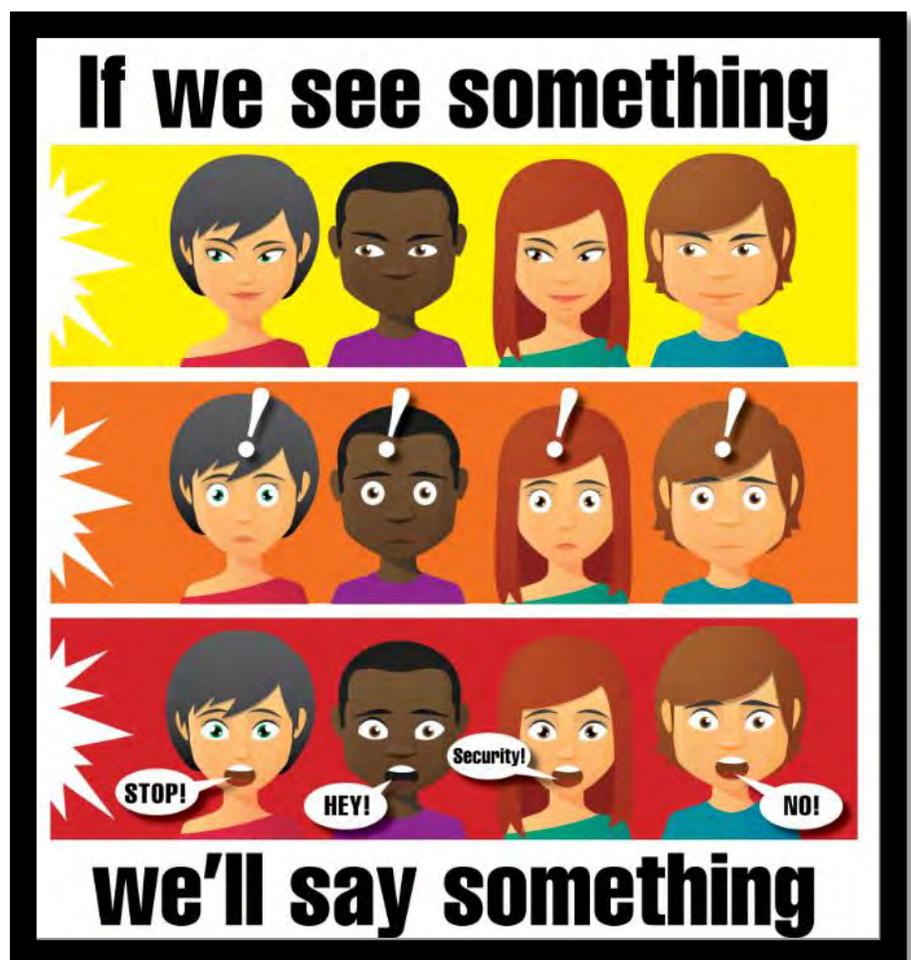
Section 8:

Bystander Intervention - “If we see something, we’ll say something”

The College encourages all students to participate in maintaining a safe environment on campus. The power of bystanders, those that witness inappropriate behavior, is a powerful tool to help reduce all types of misconduct on campus. Bystander Intervention techniques are safe and positive options that may be carried out by an individual or individuals to prevent harm or to intervene, especially when there is a risk of dating violence, domestic violence, sexual assault, sexual harassment, or stalking. Bystander Intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystander Intervention includes but is not limited to:

- Making a report to Public Safety or local law enforcement when you observe inappropriate behavior.
- Report sexual misconduct (sexual assault, domestic or dating violence, sexual harassment, stalking, or any other forms of sexual misconduct) to Public Safety, the Title IX Coordinator, or to the Deputy Title IX Coordinator.
- Ask if you can help if you see someone that looks like they are in trouble.
- Be respectful of yourself and others around you; ask others to be respectful when they are not.
- Stop someone from driving if they are impaired.
- If you see a friend or acquaintance doing something inappropriate, say something.
- Speak up if you see or hear offensive, derogatory, or abusive remarks or actions.
- If a friend is impaired, offer to assist them in getting home and do not let them go off with people they do not know.



Additional information and resources regarding Bystander Intervention are available at:
<https://www.wccnet.edu/succeed/personal/sexual-misconduct/bystander-intervention.php>

Section 9:

Drug, Alcohol, and Substance Abuse Information

(NOTE: See 'Section 18: Resources' for community organizations that can assist with substance abuse)

WCC strives to ensure a safe environment for all members of the campus community. Below is information on WCC's policies and procedures regarding drug, alcohol, and substance abuse along with information on awareness, education, and prevention programs.

Alcohol Policy

Washtenaw Community College seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety, and welfare of all members of the community. In keeping with these objectives, the College has established a policy and guidelines governing the distribution and consumption of alcoholic beverages on the College Campus, consistent with laws of the state of Michigan.

Under-age possession and/or consumption of alcoholic beverages are not permitted on property owned or controlled by the College. Intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the College.

Alcohol can be served at public events only to those over the age of 21 and only if in conformity with those requirements of the Michigan Liquor Control Commission and the College regarding the serving of alcohol.

Any individual known to be in violation of the College alcohol policy is subject to disciplinary action. Any individual known to be in violation of state or federal law is subject to possible arrest, imprisonment, and/or fine.

Illegal Drugs

Washtenaw Community College does not condone possession, use, or distribution of any illegal drugs by anyone in any campus facility. Any individual known to be possessing, using, or distributing such drugs is subject to:

- If a student - disciplinary action according to the Student Rights, Responsibilities, and Conduct Code (SRRCC) and possible arrest, imprisonment, or fine according to state or federal law.
- If an employee - disciplinary action according to employment rules and possible arrest, imprisonment, or fine according to state or federal law.
- If a visitor or guest - possible arrest, imprisonment, or fine according to state or federal law. The College may also take action such as issuing a Trespass Order.

Drug or Alcohol Incidents

When a drug or alcohol incident occurs and a student is involved, WCC's first priority is the welfare of the student along with the safety of the campus community. A student incident for use, misuse, or abuse of drug, alcohol, or other substances results in a mandatory meeting with the appropriate administrator and the application of WCC's student disciplinary process under Policy 4095 - Student Rights, Responsibilities, and Conduct Code (SRRCC)

College actions after an incident of drug or alcohol use, misuse, or abuse include the following:

- Medical response if necessary
- Arranging transportation for individual to get home or arranging transport to medical facility if necessary
- Follow-up meeting with the appropriate administrator
- Offering College counseling services for support
- Providing information on community resources for alcohol/substance abuse treatment
- Having a discussion on the negative consequences of alcohol/substance misuse
- Applying appropriate sanctions for the incident
 - First incident - warning
 - Second incident - separation from campus community

As noted, conduct sanctions are typically applied in a two-step process however, consideration is given for the severity of the incident, whether other misconduct occurred during the incident, and any other mitigating or aggravating factors. If separation from the campus community occurs – the student is typically required to successfully complete a recognized substance abuse program before being considered for re-enrollment.



WCC has experienced a low incidence of employee impairment. In the event a faculty or staff member is suspected of working while under the influence of drugs or alcohol, they are immediately removed from the classroom/office and transported to an offsite occupational health provider for testing. A full investigation is conducted as well as meetings held with the affected faculty/staff member in which counseling is offered through our Employee Assistance Program. In addition, if the faculty/staff member is covered under the College's group health plan, a review of substance abuse coverage is discussed along with leave of absence options. In regard to the one employee incident that occurred, action and sanctions were taken accordingly based on violation.

Drug and Alcohol Education & Prevention Programs

Washtenaw Community College recognizes that the misuse and abuse of alcohol is a persistent social and health problem in our society and that it interferes with the goals and objectives of any educational institution. Washtenaw Community College does not tolerate the use of alcoholic beverages or illegal substances on any of its properties.

WCC offers the **Collegiate Recovery Program** that is dedicated to recovery services for academic success and completion. WCC is focused on helping students transition into the college community and succeed in the college environment while maintaining sobriety. The program provides opportunities for fellowship, encouragement, resources, support groups, programs and events as well as access to college student support services.

Other Ongoing Efforts to Prevent Substance Abuse

- The College is a smoke-free campus with a prescribed progressive discipline process.
- Employees and students annually receive the *Required Reading on Drugs and Alcohol* email through a system that tracks delivery to ensure all employees and students receive the email.
- The College's new website design assists with searching for information on drug/alcohol prevention and awareness information and related topics.
- The College has a *Consumer Information* web page with the *Required Reading on Drugs and Alcohol* information along with drug and alcohol awareness and prevention information as a selection on the page.
- Review of Drug/Alcohol Free Campus policy with all new hired employees during the orientation process.
- Notification of Employee Assistance Program (EAP) telephone and webinar presentations available to employees.
- WCC's Student Resource Center (SRC) has a table display for National Alcohol Awareness month.
- The SRC periodically distributes brochures and flyers (Welcome Day, Stress Reduction Day) on resources for individuals facing substance abuse.
- The SRC has an ongoing Wellness Campaign. One of the annual topics is on substance abuse prevention and resources for assistance.
- WCC's Collegiate Recovery Program is dedicated to recovery services for student's academic success and completion.
- Representatives from community substance abuse programs participate in periodic community resource fairs.
- The Chief of Public Safety provides a series of student safety presentations that include information on drug/alcohol abuse awareness and prevention as one of the topics.
- WCC Public Safety staff are trained in the use of Naloxone and have acquired additional supplies in response to the regional and national increase in overdoses.
- The College includes information on drug/alcohol awareness, prevention, and resources periodically on the monthly newsletter posted in all campus restroom stalls.
- The College offers the Campus Assistance Program (CAP) – an online and toll-free telephone counseling service available 24/7 for students similar to an EAP program for employees. Students can obtain drug/alcohol prevention and remediation assistance and information along with connection to local resources.

Substance Abuse Education & Prevention Program Goals

- To increase awareness of drug/alcohol abuse and related problems to the campus community.
- To reduce drug and alcohol abuse on campus among members of the campus community.
- WCC is an institution committed to providing a safe and nourishing environment. WCC will seek to understand the cause(s) of abuse of drugs and alcohol along with monitoring the number of incidents in order to take action as needed.
- WCC will continue to work toward the lowest incident rate of drug alcohol abuse that it can.
- To continue reviewing student drug/alcohol incidents and the related conduct process for effectiveness and improvement in the process.
- WCC continues to seek improved relations with community agencies charged with substance abuse prevention and treatment.
- WCC continues to strive for improved methods of promotion for drug and alcohol abuse prevention strategies and treatment options to students and employees.

Section 10:

Sexual Misconduct; Prohibition, Reporting, Awareness, Education, & Prevention

Washtenaw Community College's (WCC) Policy 8080 Sexual Misconduct and Policy 4095 Student Rights, Responsibilities, and Conduct Code (SRRCC) prohibit sexually violent acts and other types of sexual misconduct.

Washtenaw Community College is committed to maintaining an environment for learning, teaching, and working that is free of sexual misconduct. Members of the College community have the right to be free from sexual misconduct and gender-based discrimination. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College prohibits sexual misconduct regardless of the sexual orientation, gender identity, or gender expression of the individual. Sexual misconduct is antithetical both to the academic values of the College and the need for a work and learning environment that is free from sexual misconduct, sexual harassment, or sexual coercion. Sexual misconduct includes, but is not limited to: sexual assault, dating and domestic violence, same sex violence, stalking, sexual harassment, or any similar gender or gender expression based misconduct. Sexual misconduct will not be tolerated at Washtenaw Community College. Violation of this policy may result in discipline ranging from warnings, counseling, suspension, and up to and including dismissal, expulsion, or termination.

It is the intention of Washtenaw Community College to assist the victim of sexual misconduct in accordance with College procedures and Title IX. Victims have the option to notify law enforcement directly or to be assisted in doing so by Campus Security Authorities (CSAs). If requested, campus officials can facilitate reporting to local law enforcement, but may also respect a victim's request not to do so. The College also offers confidential services and anonymous reporting options.

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence occurring among its students, Washtenaw Community College utilizes a range of campaigns and initiatives to promote individual awareness, educate on risk reduction, and provide programming on sexual misconduct prevention.

General Information on Security Awareness Programs for Students and Employees

During new student orientation, parent orientation, new employee orientation, and the part-time faculty orientation; part of the presentation provides information on services offered by Public Safety, including the availability of the Annual Security Report. Emails on crime prevention and safety are sent to students and employees on a regular basis. Crime Prevention Programs and Sexual Misconduct/Assault Education, Prevention, and Awareness information is presented to new employees and students and then on a continual basis to the campus community.

The College offers various types of sexual misconduct training and awareness sessions to both employees and students. Administrators who oversee conduct cases are provided annual training.

Prohibition of Sexual Misconduct & Policies/Practices Regarding the Awareness, Prevention, and Response to Sexual Misconduct

WCC prohibits all forms of sexual misconduct on the Campus, within its educational programs and activities, and within its workplace. Any form of sexual misconduct jeopardizes the welfare and safety of the College community. Sexual misconduct diminishes individual dignity and may cause lasting physical and psychological harm. Sexual misconduct violates our institutional and community values. Sexual misconduct will not be tolerated at Washtenaw Community College and is expressly prohibited.

The College recognizes that sexual misconduct has many forms including, but not limited to; sexual harassment, sexual discrimination, sexual violence, non-consensual sex, dating violence, domestic violence, and stalking.

Sexual Misconduct Awareness Programs

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. Periodically, the WCC Student Resource Center (SRC) and the Student Development and Activities (SDA) office present awareness sessions on various topics of sexual misconduct. In addition to seminars, information is disseminated to students and employees through education, prevention, and awareness brochures, videos, as well as articles in the College newspaper (The Washtenaw Voice).

Sexual Assault Prevention Programs

Sexual Assault is a crime punishable by both civil and criminal legal action. Washtenaw Community College encourages victims to prosecute alleged perpetrators to the fullest extent of the law. Public Safety is always available and ready to assist if requested, including assistance with reporting the incident to appropriate law enforcement authorities. WCC also has printed educational literature available on prevention methods and procedures to follow if you should become the victim of a sexual offense. The Public Safety Department, the Student Resource Center, Dean of Students office, and the Student Development and Activities office provide periodic educational prevention programs regarding all forms of sexual misconduct to both male and female students.

Reporting Situations of Sexual Misconduct

Members of the campus community reporting any situation of sexual assault, dating or domestic violence, stalking and other forms of sexual misconduct should contact Public Safety or any WCC Clery Campus Security Authority that is listed on the following webpage as soon as possible:

<https://www.wccnet.edu/public-safety/reporting/csa.php>

WCC strongly encourages victims of sexual assault, dating or domestic violence, stalking and other forms of sexual misconduct to report those situations to Public Safety or local law enforcement, or both. Victims may decline to notify Public Safety or local law enforcement but still file a report with WCC using one of the other options on this page. Declining to file a report with Public Safety or local law enforcement does not reduce the Interim Remedies the College offers (unless the student files the report with staff listed as a Confidential Resource).



Reporting Options:

Any person that is the victim of sexual misconduct, or who witnesses sexual misconduct, should report the matter using one of the following reporting methods:

If the accused individual is a student, report to the
Deputy Title IX Coordinator
Dean of Students Office
SC275
deanofstudents@wccnet.edu

If the accused individual is an employee, report to
Human Resource Management
734-973-3497
BE120.

Public Safety
Located on the second level of the parking structure.
734-973-3411

Title IX Coordinator
Linda Blakey, EVP of Student and Academic Services
SC247
lblakey@wccnet.edu

Anonymous Reports, use the WCC Report a Concern online form:
https://cm.maxient.com/reportingform.php?WashtenawC&layout_id=4

Staff Designated as Confidential Reporters
Staff that can take a confidential report of sexual misconduct are listed on page:
<https://www.wccnet.edu/successed/personal/sexual-misconduct/reporting.php>

Sexual Misconduct Complaints involving the Title IX Coordinator, Deputy Title IX Coordinator, or Title IX Investigators should be reported to the President. The President will assign an administrator to oversee the investigation of the allegation.

Even if you do not request confidentiality or report to a staff listed as a confidential resource, confidentiality will be maintained to the greatest extent possible within the requirements of conducting investigations. Only those who have a legitimate need to know will be included in the investigatory process.

Reporting a situation of sexual misconduct to either Public Safety or to a WCC Clery Campus Security Authority does not require you to also file a report with local law enforcement. You are encouraged to report sexual misconduct to local law enforcement however; you may decline to do so. Procedurally, reports involving any aspect of Title IX (sexual misconduct, gender-based violence, or other sex or gender discrimination) are forwarded to the Title IX Coordinator or Deputy Coordinator for immediate review and action.

Assistance with filing a report with local law enforcement

Public Safety will assist if an individual wishes to report to local law enforcement.



Definitions Related to Sexual Misconduct

Sexual Assault & Criminal Sexual Conduct MCL § 750.520

"Sexual contact" includes the intentional touching of the victim's or actor's intimate parts or the intentional touching of the clothing covering the immediate area of the victim's or actor's intimate parts, if that intentional touching can reasonably be construed as being for the purpose of sexual arousal or gratification, done for a sexual purpose, or in a sexual manner for:

- Revenge.
- To inflict humiliation.
- Out of anger.

"Sexual penetration" means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, but emission of semen is not required.

Domestic Violence (includes Dating Violence) MCL § 750.81

Domestic Violence is assault or assault and battery of

- spouse or former spouse,
- an individual with whom he or she has or has had a dating relationship,
- an individual with whom he or she has had a child in common, or
- a resident or former resident of his or her household.

"Dating relationship" means 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.

Aggravated Domestic Violence (includes Dating Violence) MCL § 750.81a

A person assaults any of the following individuals, without a weapon, and inflicts serious or aggravated injury (without intent to commit murder or inflict great bodily harm less than murder):

- spouse or former spouse,
- an individual with whom he or she has or has had a dating relationship,
- an individual with whom he or she has had a child in common, or
- a resident or former resident of his or her household.

Stalking MCL § 750.411h

"Harassment" means conduct directed toward a victim that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable individual to suffer emotional distress and that actually causes the victim to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.

"Stalking" means 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.

"Unconsented contact" means any contact with another individual that is initiated or continued without that individual's consent or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Unconsented contact includes, but is not limited to, any of the following:

- Following or appearing within the sight of that individual.
- Approaching or confronting that individual in a public place or on private property.
- Appearing at that individual's workplace or residence.
- Entering onto or remaining on property owned, leased, or occupied by that individual.
- Contacting that individual by telephone.
- Sending mail or electronic communications to that individual.
- Placing an object on, or delivering an object to, property owned, leased, or occupied by that individual.

Hostile Environment

In general, the College considers a variety of related factors to determine if a hostile environment has been created and also considers the conduct in question from several perspectives. Factors examined include the type of harassment; the frequency and severity of the misconduct; the age, sex, and relationship of the individuals involved; the setting and context in which the harassment occurred; and other relevant factors. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. A single or isolated instance of sexual harassment may create a hostile environment. Sexual harassment does not have to occur within the context of an education program or activity for there to be a hostile environment on campus because students often experience the continuing effects of off-campus sexual harassment while at school.

Consent

Consent is defined as 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.

The following people cannot give consent:

- Persons who are asleep or unconscious
- Persons incapacitated due to the influence of drugs or alcohol
- Persons who are unable to communicate consent due to a medical or physical condition
- Persons under the legal age of consent

Engaging in a sexual act with a person that is unable to give consent is considered sexual assault.

Consent - What is, and is NOT, consent?

Sexual activity requires consent.

Consent is defined as a positive and voluntary agreement to engage in sexual activity.

Consent is an agreement between people BEFORE they engage in any kind of sexual activity

Both people have to say "YES!" clearly and freely.

Sexual activity without consent is sexual assault or rape.

Consent is mutual, voluntary, and sober.

Consent is NOT the absence of "no."

Consent is NOT implied or assumed, even in a relationship.

Consent is NOT silence or no response.

Consent is NOT "I'm not sure"; "I don't know"; or "I'm scared."

Consent for one thing does not mean consent for everything.

Consent given once does not mean always.

Being passed out or sleeping does not equal consent.

How do you know if you have consent? ASK!!!

Consent does not involve the act of surrendering.

If intimidation is involved, it is not consent.

Sexual Harassment

Sexual harassment may be found in a single episode, as well as repeated or persistent behavior. Although it may sometimes be unclear where sexual slurs, insults, or even unwelcome sexual jokes actually fall within the definition of sexual harassment, it is clear that such conduct may contribute to a hostile working and learning environment and is unacceptable at the College. Examples of sexual harassment include, but are not limited to, threatening adverse employment actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted physical contact; or sexually offensive remarks. Verbal and physical conduct that may constitute sexual harassment also includes the following kinds of prohibited behavior:

- Verbal: sexual advances or propositions or threats; continuing to express interest after being informed the interest is unwelcome; sexual innuendoes; suggestive or insulting comments or sounds, including whistling; sexual jokes, stories, or teasing of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; and any other comments of a sexual nature.
- Visual: display of sexually suggestive objects, pictures, computer graphics, programs, or letters; staring, leering; obscene gestures; sexually suggestive or offensive graffiti.
- Physical: unwanted physical contact including offensive

touching, pinching, brushing the body, impeding or blocking movement, unwanted sexual intercourse or other unwanted sexual acts, sexual assault or battery.

The above list is not meant to be exhaustive, but is included to provide examples of prohibited action. The full Board of Trustee policy on Sexual Misconduct is available at:

<https://www.wccnet.edu/about/policies/8080.php>

Discriminatory Harassment

Discriminatory harassment is defined as verbal or physical conduct based upon religion, race, color, national origin, age, sex, height, weight, marital status, disability, veteran status or any other protected status as provided for and to the extent required by state and federal statutes. The College also prohibits discriminatory harassment based on sexual orientation, gender identity or gender expression. Any verbal or physical conduct is prohibited if it is based on any of these protected statuses and it:

- adversely affects a term or condition of an individual's education, employment, or participation in a College activity;
- is used as a basis for or a factor in any decision affecting the individual's employment, education, or participation in a College activity;
- has the purpose or effect of unreasonably interfering with an individual's employment or educational performance; or
- has the purpose or effect of creating an intimidating, hostile, offensive or abusive

environment for that individual's employment, education, or participation in a College activity.

The full Board of Trustee policy on Discriminatory Harassment is available at: <https://www.wccnet.edu/about/policies/5081.php>

Sexual Misconduct within Same-Sex Relationships

No one deserves to be mistreated, abused, or the victim of relationship violence or misconduct. WCC prohibits all forms of sexual misconduct in its educational programs, activities, and events including sexual misconduct within same-sex relationships.

Examples of sexual misconduct within a same-sex relationship include:

- battering
- mutual battering or the threat to tell others of your situation involving mutual battering
- forced sexual acts (vaginal, anal, oral)
- forced touching
- threats to "out" you
- your partner telling you that no one will help you because everyone is "anti-gay"
- emotional battering, psychological harm, & verbal abuse
- economic abuse by keeping you from getting a job or threatening to tell your employers about your sexual orientation or preferences
- relationship violence and misconduct can occur at any age

Reducing the Risk of being a Victim of Sexual Misconduct

Alcohol use is a significant factor in acquaintance rape. Studies have shown that 95% of campus sexual assaults involved the use of alcohol by either the perpetrator, the survivor or both.

Why does alcohol/drug use increase risk of sexual assault?

- Perpetrators may use drinking as an excuse to engage in sexually aggressive behaviors, ignore boundaries, or use alcohol and drugs as a coercive tactic to obtain sex.
- Alcohol/drugs may result in increased misperceptions of sexual interest, decreased concern about the other person, or decreased ability to evaluate whether consent has been given.
- Intoxication can make a person less able to resist an assault - especially if they are passed out or unconscious.
- Intoxication impairs a person's judgment and limits their ability to communicate boundaries clearly.

There are things you can do to reduce your chances of being sexually assaulted. Follow these tips from the National Crime Prevention Council:

- Be aware of your surroundings - who is out there and what is going on.
- Walk with confidence. The more confident you look, the stronger you appear.
- Know your limits when it comes to using alcohol.
- Be assertive - do not let anyone violate your space.
- Trust your instincts. If you feel uncomfortable in your surroundings, leave.
- Do not prop open self-locking doors.
- Lock your doors and your windows, even if you leave for just a few minutes.
- Watch your keys; do not lend them, do not leave them, do not lose them, and do not put your name and address on the key ring. If you do lose your keys have the locks to your home changed.
- Watch out for unwanted visitors. Know who is on the other side of the door before you open it. Be wary of isolated spots, like underground garages, open offices after business hours, and apartment laundry rooms.
- Avoid walking or jogging alone, especially at night. Vary your route. Stay in well-traveled, well-lit areas.
- Have your key ready to use before you reach the door for home, car, or work.

- Drive on well-traveled streets, with doors and windows locked.
- Never hitchhike or pick up a hitchhiker.
- Keep your car in good shape with plenty of gas in the tank.
- In case of car trouble, call for help on your cellular phone. If you do not have a phone, put the hood up, lock the doors, and put a banner in the rear mirror that says, "Help. Call police."

What do you do if you have been sexually assaulted?

These are important steps to take right away after an assault:

- Get away from the attacker to a safe place as fast as you can. Then call **911**.
- Call a friend or family member you trust. You can also call a crisis center or a hotline to talk with a counselor. One hotline is the National Sexual Assault Hotline at **1-800-656-HOPE (4673)**
- Feelings of shame, guilt, fear, and shock are normal. It is important to get counseling from a trusted professional.
- Do not wash, comb, or clean any part of your body. Do not change clothes if possible, so the hospital staff can collect evidence. Do not touch or change anything at the scene of the assault.
- Go to your nearest hospital emergency room as soon as possible. You need to be examined, treated for any injuries, and screened for possible sexually transmitted infections (STIs) and/or pregnancy. The doctor will collect evidence using a rape kit for fibers, hairs, saliva, semen, or clothing that the attacker may have left behind.

While at the hospital:

- If you decide you want to file a police report, you or the hospital staff can call the police from the emergency room. Washtenaw County Sherriff's Office non-emergency dispatch telephone is **734-994-2911**.
- Ask the hospital staff to connect you with the SafeHouse Center **734-995-5444**. The SafeHouse Center staff can help you make choices about reporting the attack and getting help through counseling and support groups. They are available 24 hours/7days a week. They provide many survivor services including an advocate to assist you at the hospital, legal services, emergency shelter, counseling services, and support groups.

Section 11:

WCC Student Procedures and Sanctions for Sexual Misconduct

Procedures

The WCC Board of Trustees has approved Policy 4095 Student Rights, Responsibilities, and Conduct Code (SRRCC) and Policy 8080 Sexual Misconduct as the guiding policies on situations of student misconduct. Those accused of sexual misconduct shall receive due process in accordance with the applicable College policy or procedure. The College uses a 'more likely than not' standard of evidence also known as a preponderance of the evidence standard. All proceedings will be prompt, fair, and impartial. Whether or not the sexual misconduct occurred on or off campus, any victim of Sexual Misconduct is eligible for consideration of interim remedies.

Overview of Conduct Proceedings for Sexual Misconduct Complaints

- The College recognizes both the right of due process and the need for timely resolution of sexual misconduct complaints.
- Both the complainant and respondent have a right to participate and a right to decline to participate.
- Both the complainant and respondent have a right to have a non-participatory personal advisor of their choice to accompany them at any conduct hearing or meeting.
- Conduct cases will be handled by administrators who have received annual training.
- The College will notify both the complainant and respondent when there is a change to the status of the case, the outcome, and any motions for appeal.
- The College will maintain the privacy of a sexual misconduct report to the extent practicable and appropriate.
- Information released about the case will follow Title IX requirements in effect at the time of the case and/or the requirements set forth in the Board of Trustee Policy 4095 Student Rights, Responsibilities, and Conduct Code, Board of Trustee Policy 8080 Sexual Misconduct, and the Family Educational Rights and Privacy Act (FERPA). Compliance with provisions to simultaneously inform the complainant and respondent as to the status, outcome, or result of the proceeding does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).
- The complainant or respondent may request a paper copy of the Student Rights, Responsibilities, and Conduct Code (SRRCC), the procedures related to the SRRCC, and information regarding Title IX procedures from the:

Dean of Students Office
Room SC275
deanofstudents@wccnet.edu

These items are also immediately available online for any member of the campus community to view at:

<https://www.wccnet.edu/about/policies/4095.php>
<https://www.wccnet.edu/about/policies/4095-procedure.php>
<https://www.wccnet.edu/about/policies/8080.php>
<https://www.wccnet.edu/succeed/personal/sexual-misconduct/>

WCC stipulates the following in the case of an alleged sexual offense. The accuser (complainant) and the accused (respondent) have equal protections within the conduct process and are entitled:

- To a non-participatory personal advisor of their choice being present during an investigatory or disciplinary meeting.
- To be simultaneously informed of the final outcome of any proceedings regarding sexual misconduct or violence and the application for, or an outcome of, an appeal. (If the complainant is deceased, the College will attempt to send the outcome information to the next of kin.)
- Both the complainant and the respondent have the right to appeal the outcome of a disciplinary hearing.

Upon receipt of notice, when appropriate, the College will cause a prompt, fair, and impartial process to be initiated, commencing with an investigation, which may lead to the imposition of sanctions based upon a preponderance of evidence (more likely than not), upon a responding student or other accused individual.

The Title IX Coordinator is ultimately responsible for assuring in all cases that the behavior is brought to an end, the College acts to reasonably prevent its recurrence, and the effects on the victim and the community are remedied. The Title IX Coordinator is the Executive Vice President for Student and Academic Services.

The investigation and records of the resolution conducted by the College are maintained confidentially. Information is shared internally with only those administrators who need to know.

Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the names of victim or information that could easily lead to a victim's identification. Additionally, the College, irrespective of state law or public records access provisions, maintains information about victims privately in accordance with Title IX, FERPA, and other related College policies and procedures.

Delivery of the outcome of any hearing will occur to both parties without undue delay between notifications. All parties will be informed of the College's appeal process, and their rights to exercise a request for appeal.

Interim Remedies

To protect the complainant, the College offers several interim remedies for victims of sexual misconduct or any violent crime. The interim remedies include but are not limited to:

- The right to request the matter be handled confidentially (Note: Unless working with staff listed as a confidential resource on page <https://www.wccnet.edu/succeed/personal/sexual-misconduct/reporting.php>, the request to handle your situation confidentially will be determined by the Title IX Coordinator based on the details of that particular situation, the College may not be able to honor the request for confidentiality and may be required to take action upon notice.) Even if you do not request confidentiality or report to a staff listed as a confidential resource, confidentiality will be maintained to the greatest extent possible within the requirements of conducting investigations. Only those who have a legitimate need to know will be included in the investigatory process.
- Assistance with contacting local law enforcement.
- Adjustment of class schedules.
- The issuance of No Contact directives.
- Providing the contact information for various community resources.
- Restrictions may be placed upon the respondent during the investigation.
- Interim Suspension may be placed upon the respondent during the investigation.
- In severe cases, the College may issue a Trespass order.
- The complainant has the right to file a complaint with local law enforcement, the College, or both – or to decline filing a complaint with either entity.
- To a timely resolution of a complaint.
- Public Safety escorts.

Personal Protection Orders

For students who have a PPO (Personal Protection Order) against another individual on the College campus, the College recommends that a copy of the PPO be presented to Public Safety for their awareness of the situation. The College cannot deny access to a specific program, activity, or class to either party based on the existence of a PPO. The College can work with a student attempting to adjust their schedule when a PPO exists.

No Contact Directives

If the College has issued No Contact Directives due to a situation on campus, further action will occur if the College becomes aware that a student has failed to observe the No Contact Directive.

Prohibition of Retaliation

The College expressly prohibits any act of retaliation by an individual or group towards another individual or group for their participation in a College investigation or proceeding, for reporting acts of sexual misconduct or other discrimination, or for participating in a form of Bystander Intervention to prevent an act of sexual misconduct, discrimination, or an act of violence. Under the law, retaliation includes any form of intimidation, threat, coercion or any other type of discrimination.

Any actual or threatened retaliation or any act of intimidation to prevent or otherwise obstruct the reporting of sexual misconduct or the participation in proceedings related to sexual misconduct by an accused student or third party is prohibited and will result in disciplinary sanctions. No person should bear the effects of sexual misconduct alone. The Campus Community offers various support and assistance services when such incidents occur. The College's primary concern is for the safety, health, and well-being of those affected.

Sanctions

One or more of the following sanctions may be imposed for violations of the SRRCC or other College Policies:

Warning:

An official written notice that the student has violated College policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the College.

Restitution:

The student is required to make payment with either money or the performance of specific duties to the College or other persons, groups, or organizations for damages incurred because of a violation of this policy. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

Failing Grade:

In the case of academic dishonesty, the student may receive a failing grade for the test or for the course involved.

Loss of Privileges:

The student will be denied specified privileges for a designated period of time.

Behavioral Requirement:

This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.

Educational Program:

Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible.

Expulsion or Removal from an Academic Major, Course, Program, or Activity:

1. Removal:

A student may continue to attend other classes but may not attend the course or program from which he/she has been removed. In the event of removal, a student will be given either a withdrawal or a failure in the course.

2. Expulsion:

Permanent separation from participating in, or enrolling in, a specific academic major, course, or program. This could also apply to a club, team, or other non-academic student activity. Expulsion from a specific program could include a prohibition from entering all related programs (e.g. expelled from nursing program and sanction includes prohibition from entering any Allied Health program) or expulsion from a non-academic activity could include a prohibition from participating in all related non-academic student activities (e.g. expelled from one club sports team and sanction includes prohibition from participating with any club sport team) depending on the nature of the Code violation.

Probation:

Probation is a serious and active response to a violation of this code. Probation may be combined with other sanctions or applied separately. Probation is for a designated period of time. If there are violations of this Code or any violation of the terms of the probation during the period of probation, this will typically result in immediate suspension.

Suspension:

Separation of the student from the College for a specified period of time, after which the student is eligible to return. Eligibility to return may be contingent upon satisfaction of specific conditions. During the suspension, the student shall not participate in any College-sponsored activity and is barred from College premises unless prior written approval from the President or his/her designee is received. This sanction may be enforced with a trespass action as necessary.

Expulsion:

Permanent separation of the student from the College. The student is barred from College property and the student's presence at any College-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. This sanction will be noted as an Expulsion on the student's official academic transcript.

Other Sanctions:

Other sanctions, including loss of access to College resources, mandated counseling or psychiatric assessments, may be imposed instead of, or in addition to, those specified in the above sections. For example, students may be subject to restrictions upon their driving privileges on College property for disciplinary violations involving the use of motor vehicles, or, in the case of computer misconduct, students may forfeit the use of their email account. Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the President or his/her designee.

The following sanctions may be imposed upon groups or organizations found to have violated this Code:

- One or more of the sanctions listed above and/or
- Deactivation, de-recognition, loss of all privileges (including status as a College registered group/organization), for a specified period of time.

Sexual Misconduct Sanctions

The College recognizes the severity of sexual misconduct and the impact on both the victim and the campus community. For findings of responsible in a case of sexual misconduct, the College would typically apply one of the following sanctions as the primary sanction:

- Suspension
- Expulsion

In addition, the College may impose a combination of sanctions (e.g. suspension with probation and restrictions).

Other Related Definitions

- Awareness Programs
Programming, information, or training to alert the campus community to potential risks.
- Bystander Intervention
Safe strategies, information, and programming that will allow a member of the campus community to take action to help reduce the incidence of sexual assault, dating violence, domestic violence, stalking, and lower other potential risks.
- Ongoing Education, Prevention, and Awareness Campaigns
Written communications, poster campaigns, presentations, and programming offered in a cyclical (semester, annual) manner to members of the campus community.
- Primary Prevention Programs
The basic themed programs that form the basis for varied aspect-themed communications, campaigns, information, and programming that the College offers in a cyclical manner.
- Risk Reduction
Strategies, habits, recommendations, and personal practices that will assist the members of the campus community to reduce their potential risk of being the victim of sexual assault, dating violence, domestic violence, stalking, crime, and other misconduct.

Section 12:

WCC Employee Procedures and Sanctions for Sexual Misconduct

Policy Statement

Washtenaw Community College is committed to maintaining an environment for learning, teaching, working, and research that is free from sexual misconduct. Sexual misconduct is antithetical both to the academic values of the College and the need for a work environment that is free from sexual misconduct or coercion. Sexual misconduct in any form is a violation of College Policy 8080 Sexual Misconduct and is prohibited by Title VII of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, and by the Elliot-Larsen Civil Rights Act of 1976. Sexual misconduct will not be tolerated at Washtenaw Community College. Violation of this policy may result in discipline ranging from counseling up to and including dismissal or termination.

DEFINITIONS

Sexual Assault or Sex Offense:

Sexual assault (or sex offense) is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system or any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Sexual Harassment:

Sexual harassment is generally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature when:

- submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in a College activity;
- submission to or rejection of such conduct by an individual is used as a basis for or a factor in any decision affecting the individual's employment, education, or participation in a College activity;
- such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or educational performance; or
- such conduct or communication has the purpose or effect of creating an intimidating, hostile, offensive or abusive environment for that individual's employment, education, or participation in a College activity.

Sexual harassment may be found in a single episode, as well as repeated or persistent behavior. Although it may sometimes be unclear where sexual slurs, insults, or even unwelcome sexual jokes actually fall within the definition of sexual harassment, it is clear that such conduct may contribute to a hostile working and learning environment and is unacceptable at the College.

Examples of sexual harassment include, but are not limited to, threatening adverse employment actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted physical contact; or sexually offensive remarks. Verbal and physical conduct that may constitute sexual harassment also includes the following kinds of prohibited behavior:

- **Verbal:** sexual advances or propositions or threats; continuing to express interest after being informed the interest is unwelcome; sexual innuendoes; suggestive or insulting comments or sounds, including whistling; sexual jokes, stories, or teasing of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; and any other comments of a sexual nature.
- **Visual:** display of sexually suggestive objects, pictures, computer graphics, programs, or letters; staring, leering; obscene gestures; sexually suggestive or offensive graffiti.
- **Physical:** unwanted physical contact including offensive touching, pinching, brushing the body, impeding or blocking movement, unwanted sexual intercourse or other unwanted sexual acts, sexual assault or battery.

The above list is not meant to be exhaustive, but is included to provide examples of prohibited action.

Intention:

These guidelines address intentional conduct and they also address conduct which results in negative effects even though such negative effects were unintended. Sexually related conduct constitutes sexual harassment regardless of intent if a reasonable person, in view of all the surrounding circumstances, would consider it sufficiently severe or pervasive to create an offensive or hostile working or learning environment.



Reporting and Procedure Guidelines

Any person who feels that s/he has been subjected to sexual misconduct or who is aware of conduct prohibited under this policy should immediately report the matter to:

- Title IX Coordinator
or
- If the alleged is a student, to the Dean of Students office
or
- If the alleged is an employee, to Human Resource Management

Complainants should recognize that investigation becomes more difficult as time passes. Complainants are therefore encouraged to file complaints promptly, as promptness may be essential to a proper and fair resolution. The College will promptly investigate all allegations of sexual harassment. To protect the interests of all persons involved, confidentiality of reports filed with the individuals above will be maintained to the extent practicable and appropriate under the circumstances. Information from a report of sexual misconduct will be shared only with people responsible for handling the College's response to the report. A victim may prefer to discuss the matter with a licensed professional counselor or other legally recognized individual with privileged communication; under those circumstances, the victim must understand that the College will be unable to take any action under this scenario.

Sanctions

If an employee is found responsible for sexual misconduct, the possible sanctions are:

- Verbal Warning
- Written Warning
- Suspension
- Termination

Legal Remedies

All individuals in the College community are encouraged to use these internal complaint and investigation procedures. Individuals have the right to pursue a legal remedy for sexual harassment in addition to or instead of proceeding under these guidelines. Criminal actions may be sought by employees outside of our internal investigation process for alleged acts.

Section 13:

Hierarchy, Anticipated Timelines, and Decision Making Process of Disciplinary Procedures for both General and Sexual Misconduct

Hierarchy:

The Student Rights, Responsibilities, and Conduct Code (SRRCC) will govern the following situations:

- If the complainant and respondent are both students.
- If the respondent is a student.

Employee disciplinary procedures will govern the following situations.

- If the complainant and respondent are both employees.
- If the respondent is an employee.

Applicable local law and/or Board of Trustee policy will govern situations involving visitors or guests on campus. A written description of student options is available from the Dean of Students Office. A written description of employee options is available from Human Resources.

Anticipated Timelines

The College will make every effort to adjudicate all misconduct (including sexual misconduct, which includes but is not limited to the categories of sexual assault, dating violence, domestic violence, and stalking) as swiftly as possible.

The College recognizes the benefit of prompt completion of disciplinary proceedings but also acknowledges that certain events/situations may add time to the process.

Examples are: mutually agreed upon postponements by the complainant and respondent, scheduled and unscheduled College closures, requests by local law enforcement to delay proceedings to avoid impacting their investigation, scheduling delays due to the medical emergency of either the complainant, respondent, witnesses, or key College staff, to honor established contractual requirements if the situation involves an employee, or other similar situations. The College will keep the complainant and respondent informed of the current status of the case.

Decision Making Process

College staff responsible for determining the outcome of disciplinary proceedings will evaluate the credibility of written and verbal statements of complainants, respondents, and witnesses; examine evidence presented and discovered from the College investigation; and make a decision based on a preponderance of evidence standard.

The party bringing any complaint alleging sexual misconduct, other behavior falling within the coverage of Title IX, and/or a crime of violence will be notified in writing of the outcome of a hearing, any sanctions assigned, and the rationale for the decision.



Definitions Related to Disciplinary Procedures

- **Proceeding:** WCC defines 'proceeding' as any step or action, informal or formal, taken by specified College staff to resolve or adjudicate complaints, grievances, or reports of misconduct.
- **Result:** WCC defines 'result' as the outcome, finding, or determination of any disciplinary proceeding.

Section 14:

Amnesty

Under Title IX and the WCC Student Rights, Responsibilities, and Conduct Code; amnesty may be available for reporters of sexual misconduct.

For Victims

The College may provide amnesty to victims who may be hesitant to report to College officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. At the discretion of the President or his/her designee, amnesty may be extended on a case-by-case basis. When amnesty is provided, educational options will be explored, but no conduct proceedings or conduct record will result.

For Those Who Offer Assistance

To encourage students to offer help and assistance to others, the College may provide amnesty for minor violations when students offer help to others in need. At the discretion of the President or his/her designee, amnesty may also be extended on a case-by-case basis to the person receiving assistance. When amnesty is provided, educational options will be explored, but no conduct proceedings or conduct record will result.

For Those Who Report Serious Violations

Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the College may be offered amnesty (at the discretion of the President or his/her designee) for their minor violations. When amnesty is provided, educational options will be explored, but no conduct proceedings or record will result.

Abuse of Amnesty

Abuse of amnesty requests can result in a decision by the President or his/her designee not to extend amnesty to the same person repeatedly.



Section 15:

Sex Offenders & Michigan Sex Offender Registry

The following information about sex offenders is provided in accordance with:

1. The Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act.
2. The Clery Act.
3. The Adam Walsh Child Protection and Safety Act of 2006.

All sex offenders are required to register in the State of Michigan and to provide notice of each institution of higher education in Michigan at which the person is employed, carries out a vocation, or is a student.

Information about registered sex offenders in the State of Michigan can be obtained at the following link:

http://www.michigan.gov/msp/0,4643,7-123-1878_24961---,00.html

A WCC administrator meets with newly enrolling individuals that are listed on the public Michigan Sex Offender Registry prior to, or during the first semester of, their enrollment to discuss their situation.

Section 16:

Clery Act Crime Definitions

Murder and Non-Negligent Manslaughter:

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

Manslaughter by Negligence:

The killing of another person through gross negligence.

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.

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.

Liquor Law Violations:

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor.

Drug Abuse Violations:

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Aggravated Assault:

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

Motor Vehicle Theft:

The theft or attempted theft of a motor vehicle.

Burglary:

The unlawful entry of a structure to commit a felony or a theft.

Weapons:

For the safety of everyone, all types of weapons are prohibited on campus except as excluded by Board of Trustee Policy 4095. This includes but is not restricted to firearms, ammunition, explosives, air guns, BB guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers,

fireworks, and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action.

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.

Sexual Assault or Sex Offense:

Sexual assault or sex offense is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sexual assault or sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein

marriage is prohibited by law.

- Statutory Rape is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence:

The State of Michigan defines Domestic Violence as an attempt to inflict injury upon another or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm within a domestic relationship.

Dating Violence:

The State of Michigan defines Dating Violence as an attempt to inflict injury upon another or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm to a person with whom they have a relationship outside of a domestic relationship.

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.

Hate Crimes (Bias):

A criminal act motivated by bias against any person or group of persons, or the property of any person or group of persons because of victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

Section 17:

Resources

Subsections:

- A. General Well-Being & Crime Prevention
- B. Help with Substance Abuse
- C. Victims of Sexual Assault



A. General Well-Being & Crime Prevention:

City of Ann Arbor Safety and Prevention

<http://www.a2gov.org/departments/police/safety-prevention/Pages/Safety-Tips.aspx>

Pittsfield Township Public Safety Watch Programs

<http://www.pittsfield-mi.gov/index.aspx?NID=617>

Michigan State Police Crime Prevention and Safety Tips

http://michigan.gov/msp/0,4643,7-123-1878_1711---,00.html

Other Resources & Emergency Assistance

- Huron Valley Ambulance
800-872-1111
- National Suicide Prevention Lifeline
800-273-TALK (8255) or (TTY: 800-799-4889)
Online chat
<http://www.suicidepreventionlifeline.org/>
- Poison Control Center
800-222-1222
- St. Joseph Mercy Hospital Emergency Room
734-712-3000
- Suicide Intervention (U of M Emergency Psychiatric Services)
734-936-5900
- The SafeHouse Center
734-995-5444
- U of M Hospital Emergency Room
734-936-6666

General Assistance

Freshstart Clubhouse

<http://www.freshstartclubhouse.org>

Fresh Start is a community, intentionally designed as an environment for people with severe mental illness to develop self-efficiency and resiliency in their struggle to recover their lives and participate in society. In order to facilitate recovery, Clubhouse work helps individuals to develop relationships, independent living skills, job skills, and most importantly, self-esteem and confidence.

734-929-9992

The Hope Clinic - Medical Services

<https://thehopeclinic.org/>

The Hope Clinic provides free medical services to low income children and adults without medical insurance. Over 100 volunteer medical professionals conduct more than 7,000 patient visits and fill more than 11,000 prescriptions each year.

734-484-2989

The Hope Clinic - Dental Services

<https://thehopeclinic.org/>

The Hope Dental Clinic provides preventative and restorative dental care to low income children and adults without dental insurance. More than 4,000 patient visits occur each year.

734-480-9575

The Hope Clinic - Social Services

<http://www.thehopeclinic.org>

Hope Social Services provides other basic services including 10,000 hot meals and groceries to more than 1,700 households a year.

734-484-2989

Jackson County Memorial Hospital Counseling Center

<http://www.jcmh.com/counseling-center>

A sliding fee scale is offered to clients of counseling services who have no insurance.

580-379-6850

B. Help with Substance Abuse

The following is a list of self-help, support groups, and treatment centers for persons facing the challenges of substance abuse.

Community Mental Health Partnership of Southeast Michigan

<http://www.cmhpsm.org/>

The Community Mental Health Partnership (CMHPSM) ensures and supports the health, wellness and quality of life of people living in our region. CMHPSM offers both substance abuse and mental health services.

734-344-6079 or Toll Free: **855-571-0021**

Washtenaw Alano Club

<http://www.washtenawalanoclub.org/>

A non-profit corporation whose primary purpose is to operate a vital support center where 12-step recovery programs can hold meetings, host social events and provide community-building opportunities for recovering alcoholics and addicts.

734-668-8138

Alcoholics Anonymous (AA) & Marijuana Anonymous (MA)

<http://www.aa.org/>

A fellowship of men and women who share their experience, strengths, and hopes with each other that they may solve their common problem and help others to recover from addiction.

734-482-5700

In the Rooms

<http://meetings.intherooms.com/>

A Global Online meeting list to find Alcoholics Anonymous, Narcotics Anonymous, and other 12-step Fellowship Meetings around the world.

Huron Valley Area Intergroup, Inc.

<http://www.hvai.org/>

Serving AA in Ann Arbor, Chelsea, Dexter, Manchester, Milan, Saline, Ypsilanti & surrounding communities.

734-482-5700

Alcoholics for Christ

<http://www.alcoholicsforchrist.com/>

An inter-denominational, nonprofit, Christian fellowship which ministers to Alcoholics, Substance abusers, Family Members, and Adult Children.

248-399-9955

Alcohol Management Program (AMP)

<http://hr.umich.edu/mhealthy/programs/alcohol/management/>

For those with mild to moderate alcohol problems who could improve their health by drinking less alcohol or none at all. The AMP is not for those who are severely dependent or alcoholic and require treatment services.

734-998-2017

Dawn Farm

<http://www.dawnfarm.org/>

The goal of Dawn Farm is to assist addicts and alcoholics in achieving long-term recovery by offering residential treatment, sub-acute detoxification, outpatient treatment and transitional housing.

Ann Arbor **734-669-8265**

Ypsilanti **734-485-8725**

Greenbrook Recovery Center

<http://www.stjoesannarbor.org/outpatientchemicaldependencyprogram>

Offers a full range of chemical dependency services and programs to individuals and their families.

734-786-4900 Ext. 1

Home of New Vision

<http://www.homeofnewvision.org/>

A non-profit organization that has provided innovative transitional housing, rehabilitation, and therapeutic services for individuals committed to ongoing recovery from chemical dependency in Washtenaw County.

734-975-1602

Marijuana Anonymous

<https://www.marijuana-anonymous.org/>

A fellowship of men and women who share their experience, strength, and hope with each other so that they may solve their common problem and help others to recover from marijuana addiction. In-person or online meetings are available.

800-766-6779

Narcotics Anonymous (NA)

<http://www.na.org/>

A global, community-based organization with a multi-lingual and multicultural membership that offers recovery from the effects of addiction through working a twelve-step program.

818-773-9999 Ext. 771

University of Michigan Addiction Treatment Services (UMATS)

<https://medicine.umich.edu/dept/psychiatry/programs/addiction-center>

Offers assessment, diagnosis, and treatment personalized for individuals and their families.

800-525-5188.

VA Ann Arbor Healthcare System

<http://www.annarbor.va.gov/services/mentalhealth.asp>

Outpatient services include Mental Health, Substance Abuse, Post-traumatic Stress, and Healthcare for Homeless Veterans.

800-361-8387 Ext. 53471

Livingston County

Community Mental Health Services of Livingston County

<http://www.cmhliv.org/>

In collaboration with Washtenaw County, the agency operates as the Substance Abuse Coordinating Agency for children/youth/individuals of Livingston County with Medicaid or no insurance.

Services are available to youth and to adults who live in Livingston County.

(517) 546-4126 or

Toll Free: 800-615-1245

C. Victims of Sexual Assault

If you are sexually assaulted, it is not your fault. Do not be afraid to ask for help or support. Help is available and you can call these organizations:

National Domestic Violence Hotline

<http://www.thehotline.org>

1-800-799-SAFE (7233) or (TTY) 1-800-787-3224

National Sexual Assault Hotline

<http://www.rainn.org/get-help/national-sexual-assault-hotline>

1-800-656-HOPE (4673)

Michigan Coalition to End Domestic and Sexual Violence MCEDSV

<http://www.mcedsv.org/>

(517) 347-7000 or (TTY) 517-381-8470

You also can obtain additional information beyond the telephone numbers of shelters, counseling services, and legal assistance provided in this report by using your local phonebook or searching online.

How can I help someone who has been sexually assaulted?

You can help someone who is abused or who has been assaulted by listening and offering comfort. Go with her/him to the police station, the hospital, or to counseling. Reinforce the message that she/he is not at fault and that it is natural to feel angry and ashamed.

More information and resources on sexual assault:

- Women's Health
<http://womenshealth.gov/>
800-994-9662
- The SafeHouse Center
<https://www.safehousecenter.org/>
734-995-5444
- LACASA
<http://www.lacasacenter.org/>
866-522-2725
- Love is respect
<http://loveisrespect.org>
866-331-9474
Online chat is also available.
- National Center for Victims of Crime
<http://victimsofcrime.org/>
855-4-VICTIM (842846)
- National Crime Prevention Council
<http://www.ncpc.org/>
- National Sexual Violence Resource Center
<http://www.nsvrc.org/>
877-739-3895 or (TTY) 717-909-0715
- Office on Violence Against Women
<https://www.justice.gov/ovw>

Section 18:

Main Campus Emergency Procedures

EVACUATION & EMERGENCY ASSEMBLY AREAS

Evacuation

In the event that you need to evacuate from your building as a result of an audible/visual alarm or at the direction of commands from the campus enunciation system you should:

- Remain calm, do not rush or panic.
- Walk to the nearest safe exit and / or stairwell to leave from the first floor.
- Do not use elevators.
- Individuals with disabilities may need assistance. If unable to assist, notify authorities of their location immediately.
- Evacuate to your building's designated Emergency Assembly Area (see below).
- DO NOT re-enter the building until further instruction by Public Safety staff or other emergency personnel.
- In the event that you are unable to locate the emergency assembly area, stay a minimum of 150 feet away from the building.

Emergency Assembly Areas

Building Location:	Assembly Area:
Crane Liberal Arts and Science	Parking Lot 6
Business Education	Parking Lot 4
Family Education Building	Parking Lot 6
Great Lakes Training Center	Parking Lot 3
Gunder Myran	Parking Lot 6
Henry Landau Building	Parking Lot 4
Industrial and Technical Building	Parking Lot 4
Larry L. Whitworth Occupational Ed	Bus Turnaround & Lot 3
Morris J. Lawrence	Parking Lots 1 & 3
Student Center	Bus Turnaround
Technical and Industrial	Bus Turnaround & Lot 4

Emergency Telephone Numbers

- Emergency – **911**
- Public Safety – **734-973-3411 or 3411** from a college phone or by using one of the red emergency phones



BOMB THREATS

If you receive or discover a bomb threat, **IMMEDIATELY DIAL 3411 TO REPORT IT TO PUBLIC SAFETY**. If you have someone calling in a bomb threat, ask the questions on the Bomb Threat Checklist and fill in as much information as you are able to obtain.

BOMB THREAT CALL CHECKLIST

- Date _____
- Time of Call _____
- Call received by _____
- Caller ID Number on LCD if available _____
- Exact Statement of Caller. Make notes as the caller talks. Quote as much as possible what the caller says:

- Assessment of Caller's Voice
 - Male
 - Female
 - Adult Estimated age _____
 - Child Accent
- Speech:
 - Slow, Calm, Deep
 - Fast, Excited, High Pitched
 - Normal, Angry, Intoxicated
 - Rational, Irrational, Impediment
 - _____
- Background Noises:
 - Music, Office noises, Traffic
 - Talking, Heavy equipment, Airplanes
 - Laughing, Trains, Other
 - _____
- Notification of Others:
 - Supervisor, Police/Fire, Security
- Ask the caller for information if not volunteered, such as:
 - When is the bomb set to go off?

 - Where is the bomb located?

 - What does the bomb look like?

 - Is the bomb hidden or out in the open?

 - What is the type, color or physical information regarding the bomb?

 - Ask why the caller wants to cause harm to the building or its occupants?

 - Name of the caller or group claiming responsibility?

- Add to the notes any personal impressions of the caller such as:
 - The caller's familiarity with the facility.
 - Voice or other speech characteristics of the caller.
 - Background noises.
 - Male or female.
 - Nervous or calm.

CHEMICAL RELEASE / HAZARDOUS MATERIALS

There are a variety of chemicals and potentially hazardous materials used in many of the buildings on the Washtenaw Community College campus. In the event of a chemical release or hazardous materials emergency:

- Evacuate the room and secure the door.
- Call Public Safety at **734-973-3411** or **3411** from a college phone, or by using one of the red emergency phones. Give them the location of the incident and tell them what happened.

If you encounter a noxious odor or feel a burning sensation on your skin or in your eyes, exit the area. Immediately call Public Safety at **734-973-3411** or **3411** from a college phone, or by using one of the red emergency phones.

WORKPLACE VIOLENCE / TERRORISM

Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation or other threatening, disruptive behavior that occurs at the work site. It can affect or involve students, staff, faculty, contractors, visitors and/or others. A number of different actions in the work environment can trigger or cause workplace violence. It even may be the result of a non-work-related situation such as domestic violence or "road rage." Whatever the cause or whoever the perpetrator, workplace violence is not to be accepted or tolerated.

What to do:

- If you hear sounds of an explosion, gunfire, scuffling, or observe intentional acts of violence, immediately call **911** from a college phone.
- Contact Public Safety at **734-973-3411** or **3411** from a college phone, or by using one of the red emergency phones so they can attempt to communicate to other building occupants that a workplace violence incident is occurring.
- Different types of workplace violence or terrorism require different actions:
 - Explosion – building occupants quickly should evacuate the building.
 - Gunfire – See Active Shooter page. If it is safe to do so, evacuate the building. Otherwise, take refuge in a room that can be locked and hide under a desk or in a closet.
 - Physical Threat – If someone's actions pose a physical threat to you, get away from the perpetrator, evacuate the area, and call **911** from a safe location.
- If you are being threatened or assaulted:
 - Remain calm
 - Keep something like a desk or door between you and the threatening person
 - Call **911**
 - Keep eye contact
 - If you can, get away from the perpetrator
 - Find others, there is safety in numbers
- Hostage Situation – immediately vacate the area, take no chances to endanger the life of the hostage. Call **911** immediately.
- Do not return to the area until a police officer or College official tells you it is safe to do so.

Identifying a Potentially Violent Situation:

If you ever have concerns about a situation that may turn violent, alert your supervisor immediately. It is better to err on the side of safety than to risk having a situation escalate. The following are warning indicators of potential workplace violence. Call Public Safety immediately if you observe any of these behaviors in a co-worker, student, or visitor.

- Intimidating, harassing, bullying, belligerent or other inappropriate and aggressive behavior.
- Numerous conflicts with customers, co-workers, or supervisors.
- Possession of a weapon on campus, making inappropriate references to guns, or making threats about using a weapon to harm someone.
- Statements showing fascination with incidents of workplace violence, indicating approval of the use of violence to resolve a problem, or indicating identification with perpetrators of workplace violence.
- Statements indicating desperation (over family, financial or other personal problems) to the point of contemplating suicide.
- Direct or veiled threats of harm.
- Substance abuse.
- Extreme changes in normal behaviors.

MEDICAL EMERGENCIES

With a student, faculty and staff campus population numbering in the several thousands, medical emergencies on the Washtenaw Community College campus are inevitable. Some areas of the campus may be more prone to injuries due to the nature of instruction in particular buildings. Every effort should be made to reduce the likelihood of injuries occurring.

Guidelines

- In the event of a life threatening medical emergency or injury, call **911** to report what happened and where it has occurred. Immediately follow up with a phone call to Public Safety at **734-973-3411** or **3411** from a college phone, or by using one of the red emergency phones.
- In the event of a non-life threatening emergency or injury, call Public Safety at **734-973-3411** or **3411** from a college phone.
- Stay with the person.
- Do not move the person unless absolutely necessary.
- If he or she has stopped breathing, do not attempt CPR unless you have been trained to use it.
- Look for jewelry with an inscription indicating a medical condition.
- Never give anything to drink to an unconscious or semi-conscious person.
- Try to avoid getting blood or other bodily fluids on you, but if you do, make Public Safety aware of it.

CRIME

Crime, unfortunately, is an everyday fact of life which can be found at all levels of society and virtually anywhere that people gather. Although the crime rate at Washtenaw Community College is relatively low, students, faculty, and staff must be aware that it can and does occur on campus. If you think a crime is occurring or about to occur, call Public Safety at **734-973-3411** or **3411** from a college phone, or by using one of the red emergency phones.

- Remain calm.
- Provide the dispatcher with as much information as possible.
- Give the location of the incident.
- Provide a description of the perpetrator(s).
- Alert Public Safety if a weapon is involved.
- Describe what has happened or is happening.
- Keep the incident under observation, if you can do so safely, and relay your information when Public Safety arrives

DISRUPTIVE BEHAVIOR AND DISTURBANCES

Students, staff, and faculty are asked to assist in keeping Washtenaw Community College a safe place by being alert to suspicious behavior as well as reporting disruptive behavior and disturbances if they should occur. In those situations requiring the assistance of Public Safety you should:

- Remain calm.
- Try to learn the nature of the disturbance.
- Identify who is involved in the disturbance.
- Contact the Public Safety Department by calling **734-973-3411** or **3411** from a college phone, or by using one of the red emergency phones.
- Provide as information as you can.
 - Be ready to describe the location of the incident, the number of participants, any weapons involved, physical characteristics and clothing worn by the participants.
- If you feel confident that you can calm the situation yourself, attempt it.
- Avoid taking physical action whenever possible.
- Position yourself away from potential harm
- Identify escape routes

GAS LEAK

If you smell natural gas:

- Call Public Safety at **734-973-3411** or **3411** from a college phone, or by using one of the red emergency phones.
- Alert the dean or director responsible for the area.
- If the odor is making you ill, leave the area immediately
- Evacuate to your assembly area or if the assembly area has a strong odor, move to another location.

EARTHQUAKE

Although earthquakes of any significant magnitude are extremely rare occurrences in this area of the country, the possibility of one happening does exist.

If you feel severe tremors and believe an earthquake is occurring:

- Duck or drop down on the floor.
- Get under a sturdy table, desk or other piece of furniture.
- Avoid dangerous spots such as windows, hanging objects, mirrors, or tall items like bookcases and file cabinets.
- Hold on to sturdy furniture and be prepared to move with it.
- After the tremors stop, evacuate the building.
- Assist others in evacuation.

EMERGENCY ACTION PLAN: ACTIVE SHOOTER

Preparedness:

- Watch the Run, Hide, Fight video <http://www.youtube.com/watch?v=5VcSwejU2D0>
- Identify who has the capability and responsibility to lock exterior building doors
- An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on the campus. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community. Be aware that the emergency phone lines become overwhelmed in this type of situation.



Know the response by law enforcement:

- They will by-pass wounded and anyone else as they go directly to the shooter
- They evaluate every person as a shooter. Keep your hands above your waist, stay on the floor, do not distract the responder from finding the shooter.
- When directed out of the building, keep your hands empty, keep them above your head and move quickly in the direction responders tell you.

EMERGENCY EVACUATION ASSISTANCE (Persons with Disabilities)

Persons with disabilities (and others whose movement may be impaired, e.g. broken leg, etc.) should pre-arrange with someone in their immediate area to assist them, e.g. classmate or instructor. In the event that person is not present, anyone in the immediate area should:

- Ensure the person with a disability is directed or assisted to a safe area, evacuation point, stairwell or another building. Consult the person about their specific limitation and the best way to provide assistance.
- Emergency personnel should be informed of the location of the person needing assistance.



Evacu-Trac

An Evacu-Trac is used to transport persons who are unable to walk (e.g. using a wheelchair) down the stairs in cases where evacuation is called for. Evacu-Trac chairs are available in multiple level buildings.

These manual evacuation chairs should be used when the person can effectively transfer into the chair and other person(s) are available to maneuver the chair downstairs. The Evacu-Trac should only be used if conditions warrant inability to wait for emergency personnel to arrive/assist.

Section 19:

Conclusion

We are committed to resolve all criminal matters in a timely fashion. All members of Washtenaw Community College's Public Safety Department know that for this to happen, they must cooperate and work hand-in-hand with all members of the campus community. By working together, the College will continue to be a safe and secure environment.

Section 20:

Complaints of Non-Compliance

Both Title IX and the Clery Act provide protections for whistleblowers that bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. The College does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the campus Title IX Coordinator Linda Blakey, Executive Vice President of Student and Academic Services or the Dean of Students office and/or to officials of the U.S. Department of Education.

The Dean of Students office is available at:
Room SC275
deanofstudents@wccnet.edu

Washtenaw Community College's complaint procedures are listed at:
<https://www.wccnet.edu/about/policies/complaint-procedures.php>

Section 21:

CRIME STATISTICS

Following are the crime statistics from 2017, 2018, & 2019.

		ON CAMPUS			ON CAMPUS STUDENT HOUSING			NON-CAMPUS			PUBLIC PROPERTY		
		2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
CRIMINAL OFFENSES (PRIMARY CRIMES)													
Murder/Nonnegligent Manslaughter		0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter		0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	Fondling*	1	3	2	0	0	0	0	0	0	0	0	0
	Incest	0	0	0	0	0	0	0	0	0	0	0	0
	Rape	0	1	1	0	0	0	0	0	0	0	0	0
	Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery		2	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault		0	0	0	0	0	0	0	0	0	0	0	0
Burglary		2	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0	0	0	0	0	0	0	0
Arson		0	0	0	0	0	0	0	0	0	0	0	0
TOTAL		5	4	3	0	0	0	0	0	0	0	0	0
VAWA OFFENSES													
Domestic Violence		0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence		0	2	1	0	0	0	0	0	0	0	0	0
Stalking		10	6	4	0	0	0	0	0	0	0	0	0
TOTAL		10	8	5	0	0	0	0	0	0	0	0	0
ALCOHOL, DRUGS, WEAPONS ARRESTS													
Liquor Law Violations		0	0	0	0	0	0	0	0	0	0	1	0
Drug Law Violations		0	0	0	0	0	0	0	0	0	0	3	1
Weapons Law Arrests		1	1	0	0	0	0	0	0	0	0	1	0
TOTAL		1	1	0	0	0	0	0	0	0	0	5	1
ALCOHOL, DRUGS, WEAPONS DISCIPLINARY ACTIONS / REFERRALS													
Liquor Law Violations		1	5	6	0	0	0	0	0	0	0	0	0
Drug Law Violations		10	13	3	0	0	0	0	0	0	0	0	0
Weapons Law Violations		0	0	3	0	0	0	0	0	0	0	0	0
TOTAL		11	18	12	0	0	0	0	0	0	0	0	0

Hate Crimes: There were no Hate Crimes reported for 2017, 2018, and 2019

*Additionally, there was one unfounded fondling reported for On Campus in 2019.