

**TO: All Bay College Employees and Students**

**FROM: Renea Ranguette, Vice President for Administrative Services**

**DATE: September 18, 2008**

The College prepares an Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is available on our web site at <http://www.baycollege.edu/?annualecurity>.

The Annual Security Report is prepared in cooperation with the local law enforcement agency serving our campus, the Office of Student Life, and the Vice President of Student Services. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to designated campus officials and local law enforcement agencies. Each year, an e-mail notification is made to all enrolled students and currently employee staff that provides the web site to access this report.

A copy of the report may also be obtained at the office of the Vice President for Student Services located in the Student Services Building Room #1182 or by calling (906) 786-5802 extension 1182. All prospective employees may obtain a copy from Human Resources in the Catherine Bonifas Building Room 201 or by calling (906) 786-5802 extension 1159, and the web site address will be included on all campus job postings.

## Bay de Noc Community College

### 2007 Annual Security Report

Bay de Noc Community College (Bay College) has a proud history of providing a safe learning environment for its students. A wide variety of policies and procedures have been developed over the years to ensure the health and safety of students, employees, and visitors to the campus.

In addition, numerous federal and state laws have been adopted dealing with student and employee safety. The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires that specific policies, procedures, and information be provided to ensure the health and safety of persons concerned with campus life.

#### Reporting Criminal Incidents and Other Emergencies

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies by dialing 911.

Bay College does not have a campus police or security department; however, crimes should be reported to a designated campus security authority to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

The following individuals are designated as campus security authorities.

#### Campus Security Authority

##### **Escanaba Campus 906-786-5802**

Vice President for Student Services	x1182	Student Services Bldg
Vice President for Admin. Services	x1134	Catherine Bonifas Bldg.
Coordinator of Student Life/Housing	x1140	Student Services Bldg
Director of Human Resources	x1159	Catherine Bonifas Bldg
Evening Administrator	906-399-8309 or 906-399-7931	

##### **West Campus ~ Iron Mountain 906-774-8547**

Executive Dean	x3008	
Student Services Coordinator	x3010	

## **Distribution of Campus Safety Alerts Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Security Authority, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the College may also post an electronic notice on the College web site at: <http://www.baycollege.edu> and notify local media, providing the campus community with more immediate notification. In such instances, a copy of the notice is distributed to each campus student apartment.

Anyone with information warranting a timely warning should report the circumstances to a campus security authority.

## **Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. A campus security official can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## **Confidential Reporting Procedures (Counselors)**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

*Pastoral Counselor:*

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

*Professional Counselor:*

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

### **Access Policy**

During business hours, the College (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non business hours access to all College facilities is by key, if issued, or by admittance via Maintenance Department staff. Authorized employees of Michigan Technical Education Center sustaining partner businesses may access the M-TEC building during non business hours via an electronic security panel, which is under video surveillance.

Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Student Service's Office, Physical Plant, Residence Life, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Superintendent of Buildings & Grounds, Office of Student Life, and a Campus Safety Team representative meet to discuss issues of pressing concern.

### **Campus Security**

Though Bay College does not employ a campus police force, the Escanaba and Iron Mountain Campuses are secure, and personnel are available to assist should the need arise. If such a need arises, staff members are trained to contact emergency personnel. Additionally, maintenance personnel are on duty with radio and telephone contact should an emergency arise. Bay College operates no off campus housing or off-campus student organization facilities and therefore has no security associated with these types of facilities.

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

While Bay College is virtually crime free, it remains in the best interest of all to abide by common sense security precautions. In any community with over 2,000 members, there will be a small percentage that will engage in book or purse theft or

the theft of materials left in unsecured vehicles. As in any public place, one should always keep an eye on personal belongings.

In that same regard, one should be aware of his or her surroundings and avoid taking unnecessary risks. While the College is virtually crime free, it is pointed out that we have an open campus during the day and early evening. It is wise to use the same care and caution that one would exercise in any public place when thinking of one's personal safety.

*Basic Personal Protection Measures*

- Walk in well-lighted areas; avoid dark shortcuts and don't walk alone after dark if at all possible.
- Be aware of your surroundings and walk with confidence.
- Avoid hitchhiking and don't pick up hitchhikers.
- Lock your doors and keep valuables out of sight. This includes both office and vehicles. Know where your keys are at all times.
- Report all thefts, regardless of value; report suspicious persons or activities to College security officials or your local law enforcement officials.
- Be aware of the closest outside exit in the event of an emergency.

A number of educational and awareness raising materials and events are provided throughout the college year. These typically involve staff in-service seminars, community awareness activities, orientation sessions, etc. There is no annual calendar. Please note bulletin boards and the college publications for listings of such events. Because the college is virtually a crime free environment, it is unnecessary to provide extensive programming regarding crime prevention to students and employees, however, should the need arise, communication to the campus wide community can be immediately immobilized.

**Campus Crime Statistics**

**STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT  
Statistical Report for Period: 2005 – 2007**

REPORTS:	2005	2006	2007
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible	0	0	0

Robbery	0	0	0
Aggravated assault	0	3	3
Burglary	2	1	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0

The following are arrest statistics for three offense categories for the calendar year 2006 and the preceding two years.

ARRESTS:	2005	2006	2007
Liquor	3	6	0
Drugs	0	0	0
Weapons	0	0	0

### **Policy on Alcoholic Beverages and Illegal Drugs**

The possession, sale or the furnishing of alcohol on the College campus is governed by Bay College's Alcohol Policy and Michigan state law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the Michigan Liquor Commission. However, enforcement of alcohol laws on-campus is the primary responsibility of local law enforcement. Bay College's campuses have been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by local law enforcement agencies. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of Bay College's Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior College approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the College.

### **Alcohol and Substance Abuse Information**

#### **PREVENTION PROGRAMS**

College policy prohibits the illicit use of drugs and the abuse of alcohol by students and employees. The college's program related to the prevention of drug use and abuse includes dissemination of informational materials, counseling services, referrals and college disciplinary actions.

**Counseling Services:** A licensed mental health counselor provides limited services for students.

**Referral Services:** A licensed mental health counselor will make appropriate referrals to local service agencies.

**College Disciplinary Actions:** Office of Vice President for Student Services, Disciplinary Standards Committee.

## LOCAL, STATE & FEDERAL LEGAL SANCTIONS

### Legal Sanctions – Laws Governing Alcohol

The State of Michigan sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from local law enforcement.

Penalties for violation of the minimum age alcohol laws include the following:

1. Persons under age 21 found possessing alcohol may be given a maximum fine up to \$100, community service, substance abuse screening, substance abuse prevention or treatment and rehabilitation.
2. Anyone convicted of fraudulently using a driver's license to buy or attempt to buy alcohol may have his/her driver's license suspended for 90 days and/or be imprisoned for up to 93 days.

## Sexual Assault Prevention and Response

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The College strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a local law enforcement officer and/or to a campus security authority. Filing a report with local law enforcement will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will

- › ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- › provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)

- › assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College's Formal Student Disciplinary Process, or only the latter. A College representative from Student Services will guide the victim through the available options and support the victim in his or her decision and provide a referral for counseling services available to the victim.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *College Catalog*. The victim and the accused are each entitled to have another person present during a disciplinary proceeding. Both the victim and the accused will be informed of the outcome of the hearing. A student found guilty of violating the College sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

### **Sexual Harassment**

Sexual harassment is not acceptable at Bay College and is contrary to the commitment of this college to provide an effective learning and employment environment. Unwelcomed sexual advances, whether verbal or physical, are prohibited. Bay College students and employees are individually responsible to ensure such harassment does not occur. Incidents of sexual harassment must be reported to the Vice- President of Student Service, Director of Human Resource, or the Affirmative Action Office. Complaints will be investigated in accordance with established procedures. Bay College will endeavor to maintain the confidentiality of the complainant. Retaliation against any person for having filed a complaint of sexual harassment or for having assisted in the investigation of a complaint will not be tolerated. Discipline imposed upon students for violation of this policy may include suspension or expulsion, depending upon the nature and severity of the offense. Discipline imposed upon an employee for violation of this policy may include warning, written reprimand, transfer, suspension, or dismissal depending upon the nature and severity of the offense. When an employee is covered by a collective bargaining agreement, discipline shall be assessed according to the procedures and standards contained therein.

### **Sex Offender Registration**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Bay College is providing a link to the Michigan State Police Sex Offender Registry. This act requires institutions of higher education to issue a

statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Michigan, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the State Police.

The [Sex Offenders Registration Act](#), MCL 28.721et seq., directs the Michigan State Police to develop and maintain a public registry and provides guidelines on the type of offender information available to the public. The registration requirements of the Sex Offenders Registration Act are intended to provide the people of this state with an appropriate, comprehensive, and effective means to monitor those persons who pose such a potential danger.

### **Sex Offender Registration**

In accordance with the Wetterling Act, Megan's Law and the Campus Sex Crimes Prevention Act of 2000, it is now mandatory that all registered sex offenders report to the law enforcement agency having jurisdiction in which the institution of higher learning is located. The Michigan Public Sex Offenders Registry can be accessed at <http://www.mipsor.state.mi.us/>

### **General Information**

The College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agency serving our campus, the Office of Student Life, and the Vice President of Student Services. Each entity provides updated information on their educational efforts and programs to comply with the Act.

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