September 30, 2014

Dear Campus Community Member:

Thank you for taking the time to read this publication. It is packed with helpful information about safety and security on our campus.

This report is part of our on-going effort to inform you of the safety programs and services available to the college community, the crimes that are reported to our police and campus safety authorities, and the steps you can take to maintain a safe and secure campus. It also is provided as our compliance document as called for under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) as well as the Annual Fire Safety Report as required by the Higher Education Opportunity Act.

Recently, the Clery Act was amended by a new federal law, titled the Violence Against Women Reauthorization Act. This law requires the reporting of incident of sexual violence, including dating violence, domestic violence and stalking. It is sometimes called the Campus SaVE Act (Sexual Violence Elimination Act).

In 2014, Alpena Community College instituted new safety policies, procedures and programs in keeping with this new and important law. We encourage each and every member of the campus community to become familiar with the new policies and procedures, which are designed to deter crime. The policies and procedures can be found in this report and also on the college website (www.alpenacc.edu) under the Safety menu.

We encourage our faculty, students, staff and visitors to keep our campus safe by reporting suspicious and unlawful behavior immediately to our local law enforcement agencies and to designated campus security authorities.

Sincerely,

Olin Joynton,
President
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Introduction

This handbook is intended to be used by Alpena Community College students, staff, faculty and visitors. It provides useful information and references for issues relating to campus safety. It is organized into the following major sections:

- The Contacts & Resources section lists Emergency Services and provides numbers for safety, security, and medical; counseling; health, mental health, substance abuse; transportation; and other community and college resources;

- The Crime Statistics section lists statistics of crimes reported on and near campus in the past three years;

- The Annual Fire Safety Report includes fire statistics for on-campus student housing facilities, description of fire safety systems in College Park Apartments, as well as additional fire safety information;

- The Campus Safety section details safety on campus, offers some risk reduction techniques, and tips.

- The Alpena Community College Policies and State Laws section provides details of College and State of Michigan rules, regulations and laws regarding safety issues such as sexual assault, harassment, stalking, alcohol, drugs, weapons possession, access control and sex offender registry.

This handbook is published each year by October 1 to meet the requirement of the Jeanne Clery Act, summarized below. Additional copies of the ACC Annual Safety Report and Annual Fire Safety Report can be obtained by calling (989) 358-7235. This report can be viewed online at http://discover.alpenacc.edu/safety/docs/acc_asr.pdf.

Summary of the Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Clery Act is enforced by the United States Department of Education.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers” and others from retaliation. In 2013, the Violence Against Women Reauthorization Act (VAWA) added additional requirements to colleges which resulted in the reporting of incidents involving stalking, domestic violence and dating violence.
Contacts and Resources

Police
- Michigan State Police – Alpena........989-354-4101
- Alpena City Police..........................989-354-1800
- Alpena County Sheriff’s Office ..........989-354-9830
- Oscoda Township Police..................989-739-9113
- Iosco County Sheriff’s Office ..........989-362-6164

Emergencies: Dial 911

Hospitals
Alpena Regional Medical Center
1501 West Chisholm Street, Alpena, MI
Main Switchboard..............................989-356-7390
Emergency Room................................989-356-7252

Tawas St. Joseph Hospital
200 Hemlock Street, Tawas City, MI .......989-362-3411

Community Agencies
- Shelter, Inc. of Alpena ......................989-356-2560
- Shelter, Inc. of Oscoda ......................989-739-0144
- Shelter, Inc. Toll Free .......................800-396-9129
- Legal Services .........................989-356-9081
- Department of Human Services .........989-354-7200
- Community Mental Health ..............989-356-2161

Personal Protection Orders
- Alpena County Circuit Court ............989-354-9573
- Iosco County Circuit Court ..............989-846-6200

Sexual Harassment/Misconduct
Includes dating violence, domestic violence, and stalking: The Title IX Coordinator or a deputy coordinator will meet with a complainant to explain College procedures and the process for filing a complaint, and to provide assistance, if desired, in notifying law enforcement.

Students report to:
Nancy Seguin, Dean of Student Affairs
Office: Van Lare Hall Room 108
Phone...........................................989-358-7212
HUSH Phone..................................989-358-7442

Employees report to:
Carolyn Daoust, Director of Human Resources
Office: Van Lare Hall Room 102
Phone...........................................989-358-7211
Online Resources

- Michigan Coalition to End Domestic and Sexual Violence — www.mcedsv.org
- Sexual Assault and Rape Crisis — www.swop-mi.org/swop.rape.htm

Drug and Alcohol Programs

Students requiring or requesting information about alcohol and drug abuse treatment should contact the Office of Academic and Student Affairs (VLH 109; 358-7219), or one of the following local agencies and programs:

- Alcoholics Anonymous, Alpena .......................................................... 989-354-2728
- Alcoholics Anonymous, Oscoda/Huron Shores .................................. 866-227-0015
- Au Sable Valley Comm Mental Health, Oscoda/Huron Shores........989-362-8636
- Catholic Human Services, Alpena .................................................. 989-356-6385
- Northeast Michigan Community Mental Health Svcs, Alpena ....989-356-2161
- Sunrise Centre, Alpena ................................................................. 989-356-6649
- Turning Point Counseling, Oscoda/Huron Shores......................... 989-747-0420

Employees requiring information about alcohol and drug abuse treatment should contact the Office of Human Resources Department (VLH 102, 358-7351), one of the local agencies and programs above, or the Employee Assistance Program (EAP) at 800-316-2796; or go online at: www.mutualofomaha.com/eap.

Crime Reporting

Alpena Community College encourages its students, faculty, staff, and guests to report crime, suspicious activity, or emergency situations to Campus Security Authorities and to the appropriate law enforcement agency in a timely manner.

To report a crime (emergency) on any campus, dial 911.

To report a crime (non-emergency) on the Alpena campus, contact:
- City of Alpena Police Department ...................... 989-354-1800
- Alpena County Sheriff’s Department ............... 989-354-9830
- Michigan State Police – Alpena Post ............. 989-354-4101

To report a crime (non-emergency) on the Oscoda/Huron Shores campus, contact:
- Oscoda Township Police Department........... 989-739-9113
- Iosco County Sheriff’s Department .............. 989-362-6164
**Campus Security Authorities**

Alpena Community College has designated the following individuals as “Campus Security Authorities” or CSAs. The function of a CSA is to report to proper College officials all information they receive concerning reports of crimes as required by the Clery Act.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Office Number</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College President</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>Olin Joynton</td>
<td>989-358-7246</td>
<td><a href="mailto:joyntono@alpenacc.edu">joyntono@alpenacc.edu</a></td>
</tr>
<tr>
<td><strong>College Vice Presidents</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP Academic &amp; Student Affairs</td>
<td>Kathy Marsh</td>
<td>989-358-7458</td>
<td><a href="mailto:marshk@alpenacc.edu">marshk@alpenacc.edu</a></td>
</tr>
<tr>
<td>VP Administration &amp; Finance</td>
<td>Richard Sutherland</td>
<td>989-358-7368</td>
<td><a href="mailto:sutherlr@alpenacc.edu">sutherlr@alpenacc.edu</a></td>
</tr>
<tr>
<td>VP Workforce Development</td>
<td>Don MacMaster</td>
<td>989-358-7344</td>
<td><a href="mailto:macmastd@alpenacc.edu">macmastd@alpenacc.edu</a></td>
</tr>
<tr>
<td><strong>College Deans</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Dean of Student Affairs</td>
<td>Nancy Seguin</td>
<td>989-358-7442</td>
<td><a href="mailto:seguinn@alpenacc.edu">seguinn@alpenacc.edu</a></td>
</tr>
<tr>
<td><strong>College Directors</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Human Resources/Title</td>
<td>Carolyn Daoust</td>
<td>989-358-7211</td>
<td><a href="mailto:daoustc@alpenacc.edu">daoustc@alpenacc.edu</a></td>
</tr>
<tr>
<td>IX Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Facilities</td>
<td>Tom Ludwig</td>
<td>989-358-7202</td>
<td><a href="mailto:ludwigt@alpenacc.edu">ludwigt@alpenacc.edu</a></td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Frank McCourt</td>
<td>989-358-7263</td>
<td><a href="mailto:mccourtfl@alpenacc.edu">mccourtfl@alpenacc.edu</a></td>
</tr>
<tr>
<td>Director of Nursing</td>
<td>Melissa Fournier</td>
<td>989-358-7426</td>
<td><a href="mailto:fournierm@alpenacc.edu">fournierm@alpenacc.edu</a></td>
</tr>
<tr>
<td>Director of Admissions</td>
<td>Mike Kollien</td>
<td>989-358-7339</td>
<td><a href="mailto:kolliennm@alpenacc.edu">kolliennm@alpenacc.edu</a></td>
</tr>
<tr>
<td>Director of Student Support Services</td>
<td>Dana LaBar</td>
<td>989-358-7255</td>
<td><a href="mailto:labard@alpenacc.edu">labard@alpenacc.edu</a></td>
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<tr>
<td><strong>Athletics-Coaches</strong></td>
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<tr>
<td>Women's Basketball</td>
<td>Bobby Allen</td>
<td>989-358-7218</td>
<td><a href="mailto:allennb@alpenacc.edu">allennb@alpenacc.edu</a></td>
</tr>
<tr>
<td>Volleyball</td>
<td>John Dietlin</td>
<td>989-595-5250</td>
<td><a href="mailto:dietlinj@alpenacc.edu">dietlinj@alpenacc.edu</a></td>
</tr>
<tr>
<td>Cross Country</td>
<td>Mark Jacobs</td>
<td>989-354-2378</td>
<td><a href="mailto:jacobsm@alpenacc.edu">jacobsm@alpenacc.edu</a></td>
</tr>
<tr>
<td>Athletic Trainer</td>
<td>Maria Lindahl</td>
<td>989-657-6735</td>
<td><a href="mailto:kowalskim37@gmail.com">kowalskim37@gmail.com</a></td>
</tr>
<tr>
<td>Softball</td>
<td>Erin Riopelle</td>
<td>989-356-9466</td>
<td><a href="mailto:riopelle@alpenacc.edu">riopelle@alpenacc.edu</a></td>
</tr>
<tr>
<td><strong>Advisors to Student Groups</strong></td>
<td></td>
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<tr>
<td>Strategy Club</td>
<td>Sven Pearsall</td>
<td>989-358-7306</td>
<td><a href="mailto:pearsals@alpenacc.edu">pearsals@alpenacc.edu</a></td>
</tr>
<tr>
<td>Phi Theta Kappa</td>
<td>Lisa Schultz</td>
<td>989-255-5425</td>
<td><a href="mailto:schultzl@alpenacc.edu">schultzl@alpenacc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Amber Vesotski</td>
<td>989-358-7304</td>
<td><a href="mailto:vesotska@alpenacc.edu">vesotska@alpenacc.edu</a></td>
</tr>
</tbody>
</table>
Crime Statistics

Alpena Community College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act. The full text of this report can be located on the ACC website at:

http://discover.alpenacc.edu/safety/docs/acc_asr.pdf

This report is prepared in cooperation with the Alpena City Police Department and other law enforcement agencies surrounding the Alpena campus, the Oscoda Township Police and other law enforcement agencies surrounding the Huron Shores Campus, as well as other police agencies having jurisdiction over off-campus locations which are used by the college for remote classrooms and student activities.

Campus crime, arrest and referral statistics include those reported to the Alpena City Police, other law enforcement agencies and designated campus officials considered to be “Campus Security Authorities” (CSAs). CSAs include but are not limited to directors, deans, department heads, advisors to student organizations, athletics coaches and others as defined by the college.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provides the website address to access this report. Copies of this report also may be obtained at Office of the Clery Act Coordinator, 110 Van Lare Hall or by calling Anna Soik at 989-358-7235.

All prospective students and employees are informed in application packets of the report’s existence and the website address where it can be found.

As required by the Clery Act, Alpena Community College reports crime statistics in the following three required categories:

- “On-campus” includes buildings and properties owned or controlled by the College that are reasonably contiguous to one another and directly support or relate to the College’s educational mission.

- “Public Property” includes property owned by a public entity such as a city or state government which is within the campus or immediately adjacent to and accessible from the campus.

- “Non-Campus Property” encompasses buildings and property owned or controlled by officially recognized student organizations as well as buildings and property located off campus but owned or controlled by the College, frequented by students and used in support of or relationship to the College’s educational purposes.

In addition, the College Park Apartments are counted in the column for “On Campus” but are also reported in a separately designated column. Maps of both campuses are included in this report.
## Crime Statistics Tables by Year

### Alpena Campus

#### 2013

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<thead>
<tr>
<th>Offense</th>
<th>On-Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>On-Campus College Park Apartments</th>
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#### 2012

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#### 2011

<table>
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- 2013: 0
- 2012: 0
- 2011: 0

### Liquor Law Violations Referred for Disciplinary Action
- 2013: 0
- 2012: 0
- 2011: 0

### Domestic Violence
- 2013: 0
- 2012: 0
- 2011: 0

### Dating Violence
- 2013: 0
- 2012: 0
- 2011: 0

### Stalking
- 2013: 0
- 2012: 0
- 2011: 0

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**Huron Shores Campus**

### 2013

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Alpena Community College reports all crimes which are classified as “hate crimes.” A hate crime is a criminal act involving one or more of the crimes listed in the tables above or the crimes of theft, simple assault, intimidation, vandalism, or any other crime involving bodily injury where it appears the crime was motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, gender identity or disability of the person or group.

There were no reported hate crimes on either the Alpena Campus or the Huron Shores Campus.
Definitions

**Aggravated Assault** — An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc).

**Arson** — To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

**Bias** — A preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, ethnicity, national origin or gender identity.

**Bias Crime** — A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation, or ethnicity, national origin or gender identity; also known as Hate Crime. Note: Even if the offender was mistaken in his/her perception that the victim was a member of the group he or she was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

**Burglary** — The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

**Dating Violence** — The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration for the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

**Domestic Violence** — The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated.

**Disability Bias** — A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments or challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

**Drug Abuse Violations** — Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbituates, benzedrine).

**Ethnicity/National Origin Bias** — A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions, e.g., Arabs, Hispanics.

**Forcible Fondling** — The touching of the private body parts of another person for the purpose of sexual
gratification, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Forcible Rape** (Except “Statutory Rape”) — The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

**Forcible Sodomy** — Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Hate Crime** — see Bias Crime.

**Hate Group** — An organization whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, ethnicity or national origin which differs from that of the members of the organization, e.g., the Ku Klux Klan, American Nazi Party.

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

**Larceny** — The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

**Liquor Law Violations*** — The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Motor Vehicle Theft** — The theft of a motor vehicle. Note: A “motor vehicle” is a self-propelled vehicle that runs on the surface of land and not on rails, and which includes automobiles, buses, recreational vehicles, trucks, motorcycles, motor scooters, trail bikes, mopeds, snowmobiles and golf carts.

**Murder and Non-negligent Manslaughter** — The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter** — The killing of another person through negligence.

**Non-Campus Property** — Off-campus property that is owned or managed by a recognized student organization, such as fraternities, sororities and cooperatives. Additionally, this includes incidents reported at remote campus locations on property owned or leased by Alpena Community College.

**On-Campus Property** — the property Alpena Community College owns or uses.

**Public Property** — the streets, sidewalks and public parking facilities that adjoin campus property.
**Racial Bias** — A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features; etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, Blacks, Whites.

**Religious Bias** — A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, Atheists.

**Robbery** — The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

**Sexual Assault With An Object** — To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sexual-Orientation Bias** — A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex, e.g., gays, lesbians, heterosexuals.

**Stalking** — The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

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

**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.

Definitions from the Department of Justice, except the violations* definitions which are from the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
Maps

Alpena extended campus
Alpena main campus
Huron Shores main campus
Annual Fire Safety Report

Alpena Community College maintains a written fire log that records, by date reported, any fire that occurs in College Park Apartments, which is the only on-campus student housing facility.

College Park Apartments is located on the Alpena campus but is separately owned and managed by The Stratford Group Ltd. Any fire should be reported to the manager of the College Park Apartments, whose contact information is listed below:

Nancy A. Repke, Property Director
Stratford Group Ltd.
442 W. Baldwin, Alpena, MI 49707
989-354-2424

Reports of a fire can also be to the Dean of Student Affairs or any Campus Security Authority listed on page 4 of this report.

The law requires that the College must make an annual report to the campus community on the fires recorded in the fire log.

For the years 2013, 2012 and 2011, there were no reported fires.

Safety Policies and Systems at College Park Apartments

Each apartment at College Park Apartments is equipped with six smoke detectors, one in each bedroom, one upstairs in the common hallway and one downstairs in the living room.

Leases for all residences contain the following fire safety provisions.

- Residents shall not use, store or keep barbecue grills, charcoal broilers, regardless of size or kind in the premises or on the porch area.

- Grease and debris should not be placed outside by the kitchen window. All garbage is to be placed in plastic bags and put in the dumpster.

- After the date of occupancy, residents agree to check the smoke detectors at least weekly to ensure that they have a charged battery and are operating correctly. During the term of the lease it is the residents’ responsibility to replace worn or weak batteries and repair or replace any smoke detector which is vandalized or damaged. If there is a problem with the smoke detector, residents must report it immediately to management.
Fire Prevention and Risk Reduction Techniques

Prevention

Fires can be prevented from starting if you take some simple precautions:

- Assign a non-impaired “event monitor”
- Clean up immediately after parties and take all trash outside
- Do not overload electrical outlets
- Keep space heaters and halogen lamps away from flammables
- Put out candles and incense when unattended
- Extinguish all smoking materials thoroughly. Don’t smoke while tired or impaired

Protection

You can also protect yourself from becoming trapped in a fire situation by following some important suggestions:

- MAKE A PLAN — You can make a plan for your own fire safety and protection as soon as you get home. Use the following check list:
  - Check to make sure your smoke alarms are working; change the batteries when necessary
  - Find all possible exits from your room or residence
  - Make a fire escape route plan that includes two escape routes
  - Practice your fire escape route plan
  - Perform a “home inspection” for fire and safety hazards
  - Tell your roommates about your plan

- GETTING OUT — If you get caught in a fire situation, survival is your top priority. You should:
  1. Feel the door handle. If the door handle is hot, don’t open it. Go to a window and call for help. If the handle is not hot, open cautiously. Check for smoke or fire before going out. Get out and then call 911.
  2. Get out of the building before phoning for help. Don’t take time to phone before leaving.
  3. Don’t look for other people or gather up your stuff. Knock on doors as you leave. Yell “FIRE!” as you leave. Don’t hesitate or stray from your path as you leave.
  4. Crawl low to the floor. Thick smoke can make it impossible to see. Toxic chemicals from smoke can be deadly in minutes.
  5. Close the door behind you. You may help keep the fire from spreading. You may protect your possessions from fire and smoke damage.
Campus Safety

Crime Prevention

The incidence of crime at Alpena Community College is very low. However, it is always wise to be aware of the potential for crime and exercise reasonable precautions to protect your safety and the safety of others. The following safety tips are provided to help keep safe on campus, at home, and while traveling to and from campus.

Computer and Identity Information Safety

Protect your computer and mobile devices:

- Use a password or PIN to lock portable devices, and never leave them unattended. They are very easy to steal.
- Use up-to-date anti-virus and anti-spyware software
- Use passwords wisely.
  - Use a different strong password for each online account.
  - Never share your password with others.
  - Never use another person’s password.
- Be wary of peer-to-peer 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.
- Lock your screen or log out before you walk away from any publicly accessible computer.
- Consider engraving valuables with your name and driver’s license number. Thieves may leave items marked behind as they are difficult to pawn or sell.

Driving and Vehicle Safety

- Have your keys in hand before you reach your vehicle.
- Check the interior of your vehicle before entering it.
- If you have a flat tire in a questionable area, drive on it until you reach a safe, well-lit area.
- When parking your vehicle at night, select a spot that is well lit.
- Make a habit of keeping car doors locked.
- Program emergency contact numbers into your phone for quick access.
- While driving, be sure to create a safety buffer zone when stopping of at least one car length so that you can drive away if needed.
- Refuel before dropping below ¼ tank of gas to avoid the need to stop at an unsafe location for gas at an unsafe time.
- Never enter a car with a stranger. If being forced into a vehicle, fight as though your life depends on it.
- When having your car serviced, provide them only your car key (not your home key), and remove any portable garage door openers so your code to the garage door cannot be accessed.
Keeping Safe on Campus

- Do not leave personal belongings unattended.
- Keep backpack, purse, laptop in plain view
- Lock bicycles. Bicycles can be registered with Alpena City Police
- 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 ever hitchhike.
- Avoid shortcuts through parks, vacant lots, and other deserted places.

Keeping Safe at Home

- Make a habit of keeping your doors locked.
- Require photo identification and business licenses of persons you call for service before allowing them into your home.
- Do not let strangers into your home, even if stranger says it is an emergency. Offer to call police for them instead.
- Don’t hesitate to call 911 if you are dealing with a suspicious person who causes you concern.
- Set exterior lights on timers or light sensors so they illuminate your home at night.

Emergency Notification and Response

The campus community will be notified upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus. This would include, for example, bomb threats, armed intruders, explosions, outbreak of meningitis, etc.

In the event of an emergency, an alert will be posted at the top of the ACC home page. Other methods may also be used to provide notification, include media announcements and public address system. Students can also opt in to the SchoolMessenger system to receive notification via text or email (see below). For more information about emergency notification, see ACC Policy 7006.

Timely Warnings

When the College has knowledge of crime that must be reported under the Clery Act, that in the judgment of the President or his designee constitutes an ongoing or continuing threat to the campus community, a “timely warning” will be issued aid in the prevention of similar crimes. The timely warning will be posted on the Alpena Community College website and will also be communicated through the school messenger system. Other methods may also be used to provide notification. Anyone with information warranting a timely warning should report the circumstances to any Campus Security Authority. For more information about timely warnings see ACC Policy 7005.
SchoolMessenger

Alpena Community College has signed on with SchoolMessenger, a service that provides alert notification services for emergency broadcasts, weather delays and cancellations, and course instructor cancellations, to you via SMS text messaging and e-mail.

You can opt-in anytime by texting **OPTIN to the number 68453**: you'll know you were successful if you receive the following message: “You are registered to receive aprox 3 msg/mo. Text STOP to quit, HELP for help.”

Emergency Management Response Plan

Alpena Community College has an Emergency Management Team which works in cooperation with law enforcement to develop a comprehensive Emergency Management Response Plan, as provided in Policy 7006.

The Emergency Procedures for both the Alpena Campus and the Huron Shores Campus are available on the website. Students receive information about evacuation procedures during orientation, and building-specific evacuation maps are posted in strategic locations in all campus buildings.

The College conducts at least one announced or unannounced drill and exercise each year, and conducts follow-through activities designed for assessment and evaluation of its emergency and evacuation plans and capabilities.

Missing Student Notification Protocol

Students residing in College Park Apartments shall have the option to identify confidentially an individual to be contacted by the College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the college has made a determination, in consultation with the police, that the student has been missing for 24 hours. A student residing in College Park Apartments who wishes to identify a confidential contact can do so by contacting the Registrar’s Office.

If the missing student who resides in College Park Apartments is under the age of 18 and is not an emancipated individual, the College will notify the student’s parent or legal guardian immediately after the College has determined that the student has been missing for 24 hours.

If someone has concern that a student resident is missing, this concern should be reported to the City of Alpena Police and the Dean of Students.
Hate Crimes

The information in this section was obtained from the U.S. Department of Justice. A hate crime, generally, refers to a crime committed not out of animosity toward a victim as an individual, but out of hostility toward the group to which the victim belongs. Hate crime is the violence of intolerance and bigotry, intended to hurt and intimidate someone because of their race, ethnicity, national origin, religion, sexual orientation, gender identity, or disability. The purveyors of hate use explosives, arson, weapons, vandalism, physical violence, and verbal threats of violence to instill fear in their victims, leaving them vulnerable to more attacks and feeling alienated, helpless, suspicious and fearful.

Reporting Bias Incidents

Alpena Community College is committed to the success of all our students, staff and faculty and seeks to create an environment that fosters respect for every individual.

If you witness or experience conduct that discriminates, stereotypes, excludes, harasses or harms anyone in our community based on their identity (such as race, color, ethnicity, national origin, sex, gender identity or expression, sexual orientation, disability, age or religion) please report it to a Campus Security Authority. You may also report it directly to law enforcement.

Handling Alcohol Emergencies

A potentially dangerous situation exists whenever an individual consumes too much alcohol. A high blood alcohol concentration can result in mental confusion, unpredictable behavior, unconsciousness or death. The degree of danger depends on the person’s size, what and how much the person drank, over what time period, if the person took drugs besides alcohol, and other circumstances.

What To Do In An Alcohol Emergency

- Don’t assume a person will sleep it off! People may pass out before all the alcohol or other drugs reach the brain. The heart and lungs can slow to the point of stopping.
- Stay with the person. Turn and keep the person on his/her side to prevent choking on vomit.
- Call 911 immediately if the person:
  - Does not respond when you shake or shout
  - Has pale, bluish-gray, cold or clammy skin
  - Has slow, irregular or shallow breathing (less than 8 breaths per minute)
  - Used alcohol with other drugs (especially depressants like OxyContin or Xanax)

Medical Amnesty

To better ensure that minors at medical risk as a result of alcohol intoxication will receive prompt, appropriate medical attention, the medical amnesty law removes perceived barriers to seeking help. A minor will be exempt from prosecution if, after consuming alcohol, he/she voluntarily presents him/herself or initiates contact with law enforcement or medical services for the purpose of obtaining medical assistance for a legitimate health care concern
Hazardous Materials Emergencies

The most important thing you can do to help in a hazardous material emergency is be prepared. As part of your routine operation, you should know the hazards associated with the materials that you work with and what immediate steps to take if you or a co-worker are exposed. You also should know the locations of fire extinguishers, first aid kits, and protective equipment.

For small spills in your work area, perform cleanup if:
- You have received appropriate training for the materials involved.
- You have access to the necessary personal protective equipment.
- You have access to the necessary equipment to clean up the materials.

Contact the Director of Facilities or any member of the Emergency Management Team immediately to provide as much information as you can, including:
- Exact location of the incident and its surroundings
- Name of the material spilled and the amount.
- Report any injuries.

Sexual Assault

Sexual assault is any form of unwanted sexual contact obtained without consent and/or obtained through the use of force, threat of force, intimidation, or coercion. On college campuses, perpetrators of sexual assault or other forms of sexual violence most frequently assault those they know. Alcohol is the most common tool used by perpetrators of sexual violence.

Stalking

Stalking is a crime. Stalking is defined as any unwanted contact between a stalker and their target which directly or indirectly communicates a threat or places the victim in fear. Some stalking behaviors include: following a person; repeated and unwanted phone calls; making repeated and unwanted contact by e-mail or on social media sites like Facebook; or leaving gifts for their targets. Stalking is not flattery — it is a stalker’s attempt to control and exert power over their victims.

Dating Violence

Acquaintance rape or date rape is the most common form of rape on college campuses. The same criminal laws apply whether the rapist is an acquaintance or a stranger. Regardless of the relationship, rape is never excusable.

Protect Yourself:
- Set sexual limits and communicate them clearly.
- Trust your instincts.
- Exercise control over your environment.
- Avoid excess use of alcohol.
- Recognize that dating does not give you the right to abuse or violate another person.
**Domestic Violence**

Domestic violence means the occurrence of any of the following acts by a person that is not an act of self-defense: causing or attempting to cause physical or mental harm to a family or household member; placing a family or household member in fear of physical or mental harm; causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force, or duress; and/or engaging in activity toward a family or household member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

“Family or household member” includes any of the following:

- A spouse or former spouse.
- Individual with whom the person has or has had a dating relationship.
- An individual with whom the person is or has engaged in a sexual relationship.
- An individual to whom the person is related or was formerly related by marriage.
- An individual with whom the person has a child in common.
- The minor child of an individual described in the above bullet points.
- To abuse or violate another person.

**ACC Complaint Procedure for Sexual Misconduct**

In 2014, Alpena Community College adopted a new policy on sexual misconduct, including sexual harassment, sexual violence, dating violence, domestic violence, and stalking. The procedures for reporting and responding to reports of sexual harassment or sexual violence are found in ACC Board Policy 7009, Sexual Misconduct. The procedures include the following rights for the accuser and the accused:

- The accuser and the accused are both entitled to the same opportunities during a disciplinary proceeding.
- The complainant and the accused will be informed in writing of the outcome of any College disciplinary proceedings arising out of complaints of sexual misconduct.
- The College will consider changing a victim’s academic and living situation after an alleged sex offense if requested by the victim and if reasonably available.
- Reports of sexual harassment and sexual violence are not generally confidential due to the duties required of ACC by law. Licensed counselors and pastors acting in their official capacity are considered confidential resources. Discussions with confidential resources will not result in further action by the College unless a non-confidential report is made.
- In determining whether a violation of the Sexual Misconduct Policy occurred, the College will apply a “preponderance of the evidence” standard. This is a lesser burden of proof than the “beyond a reasonable doubt” standard used in criminal cases.
- ACC considers reporting assaults to be of paramount importance. The College will consider extending limited immunity from sanctions to complainants involved in violation of ACC policy on alcohol. Depending on the circumstances, ACC will attempt to resolve the alcohol violation by the complainant or reporting student through education and counseling, if possible.
What To Do If A Sexual Assault Occurs

Seek Medical Attention

If you or someone you know has safety concerns or needs medical attention, call 911 or go to a local emergency room immediately. Seek medical attention quickly to determine any physical injury, treat or prevent sexually transmitted disease and obtain a rape exam.

Preserve the Evidence

Avoid bathing, showering, urinating, brushing your teeth, washing your hands, changing clothes, eating or drinking until evidence is collected. Don’t clean up or move items where the assault occurred. Write down the details.

Report a Crime

Sexual assault and domestic violence are crimes. Victims are encouraged, but not required, to report these crimes to the police. If you choose, College officials will assist you in notifying the police.

Report to College Officials

Reports of sexual misconduct involving a student or employee should be made to the College officials listed on this page, or to an official listed in the Policy. The College has an obligation to investigate reports of sexual violence and take prompt and appropriate action. If a victim does not want to come forward, it will limit the College’s ability to take action.

Obtain Support Services

Support and services are available through your local domestic violence/sexual assault Shelter program and other community resources listed on the college website under the “resources and links” section of the Safety Menu.

Workplace Violence and Threats

Alpena Community College is committed to maintaining an environment that is safe and free from violence and will not tolerate violent and threatening behavior. All members of the college community members share this responsibility and are expected to maintain a safe and secure climate through behavior that does not involve acts of violence, threats or aggression.

Acts of violence and aggression include verbal or physical actions that create fear or apprehension of bodily harm or threaten the safety of a supervisor, co-worker, faculty member, student, and a member of the general public or the college community at large. Examples of such behavior include on or off duty or off premises acts that adversely affect the College:

- Any act which is physically assaulting
- Behavior or actions that would be interpreted by a reasonable person as carrying a potential for violence and/or acts of aggression
- Any act that threatens harm to another person or damage to property
- Domestic violence
- Stalking

Acts of violence cannot be predicted with absolute certainty, although we can minimize the risk to everyone when behaviors that are observed are reported to appropriate authorities.

Incidents involving an employee should be reported to the Director of Human Resources. Any incident involving a student should be reported to the Dean of Students. A report may also be made to any Campus Security Authority.
College Policies and State Laws

Alpena Community College Policies

7001 Policy on Appointment of Safety Policies and Procedures Compliance Committee

Adopted by the Alpena Community College Board of Trustees on April 16, 2014

The College is committed to enhancing the safety and security of our campus communities. The College seeks to protect the security of property and persons through cooperation with law enforcement agencies, development of policies and procedures which educate the College community regarding safety issues, and prevention and awareness programs designed to cultivate a caring population of involved people who report suspicious and unlawful behavior to the police and to designated College officials.

The College has adopted a series of policies and procedures, including those set forth in Series 7000 of the Alpena Community College Board of Trustees Policies and Procedures, which are designed to address issues of safety and security and to comply with federal and state laws and regulations, including but not limited to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as well as the Annual Fire Safety Report as required by the Higher Education Opportunity Act and the Violence Against Women Reauthorization Act of 2013.

To ensure that the College policies and procedures continue to comply with developing laws and regulations relating to campus safety and security, the President shall appoint a Safety Policies and Procedures Compliance Committee which shall regularly review such policies, develop procedures and other supplementary information to support the implementation of such policies, and recommend revisions to the policies and procedures in consultation with College legal counsel.

Adopted by the Alpena Community College Board of Trustees on April 16, 2014

The Vice President for Administration and Finance is responsible for the preparation of Alpena Community College’s Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (The Clery Act) as well as the Violence Against Women Reauthorization Act of 2013 (VAWA). The full text of this report can be located on our web site at www.alpenacc.edu.

The Clery Act, as amended by VAWA, requires the College to disclose the following categories of reported crime statistics, as those categories are defined by law: (i) criminal offenses; (ii) hate crimes where the offender’s actions were motivated by bias on the basis of actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability; (iii) arrests and referrals for disciplinary action for violation of weapons, drug, and liquor laws; and (iv) incidents of domestic violence, dating violence, sexual assault, and stalking.

Alpena Community College does not have a security force employed on any campus. In preparing the Annual Security Report, the College works in cooperation with the local law enforcement agencies surrounding our main Alpena campus and our Oscoda/Huron Shores campus to obtain information on reported crimes occurring on campus, in student housing facilities, on public property within or immediately adjacent to the campus, and in other geographic locations to the extent required by law.

The crime, arrest and referral statistics which are disclosed in the College’s Annual Security Report include those reported to local law enforcement agencies, as well as the following campus officials: Vice President for Administration and Finance, Vice President of Instruction, Dean of Student Affairs, Director of Human Resources, Athletic Director, Title IX Coordinator, and Director of Facilities Management. In addition, a procedure is in place to capture statistics reported to the management company for College Park Apartments.

Each year, notification of the availability of the Annual Report is made to all students, faculty, and staff who have opted into the College’s school messenger system or provided an email account. A copy of the report may also be obtained at the office of the Director of Human Resources, Van Lare Hall Room 102, or by calling (989) 358-7211.
7003 Policy on Crime Reporting and Relationship with Local Law Enforcement

Adopted by the Alpena Community College Board of Trustees on April 16, 2014

Alpena Community College encourages its students, faculty, staff, and guests to report all crimes and public safety incidents in an accurate and timely manner. Although Alpena Community College does not employ a security force on any campus, it maintains a close working relationship with the City of Alpena Police Department, the Oscoda Township Police Department, the Alpena County Sheriff’s Department, the Iosco County Sheriff’s Department, and the Michigan State Police. There is no written memorandum of understanding or agreement between Alpena Community College and any of these law enforcement authorities.

To report a crime (emergency) on any campus, dial 911.

To report a crime (non-emergency) on the Alpena campus, contact:

City of Alpena Police Department
989-354-1800

Alpena County Sheriff’s Department
989-354-9830

Michigan State Police – Alpena Post
(989) 354-4101

To report a crime (non-emergency) on the Oscoda/Huron Shores campus, contact:

Oscoda Township Police Department
989-739-9113

Iosco County Sheriff’s Department
989-362-6164

In addition, you are encouraged to report any crime or public safety incident to any of the following College officials:

1. Vice President for Administration and Finance: 989-358-7368
2. Vice President of Instruction: 989-358-7458
3. Dean of Student Affairs: 989-358-7442
4. Director of Human Resources: 989-358-7211
5. Athletic Director: 989-358-7263
6. Title IX Coordinator: 989-358-7211
7. Director of Facilities Management: 989-358-7202
7004  Policy on Access and Security of Campus Buildings and Grounds

Adopted by the Alpena Community College Board of Trustees on April 16, 2014

Alpena Community College publishes hours of operation for campus buildings in its catalog, as well as on its website. During published hours of operation, College buildings are open to the general public. Campus buildings are closed and locked during the hours of 10:30 p.m. to 6:00 a.m. and rooms with special equipment are also locked at other times. Access to closed or locked buildings and rooms is permissible only by authorized persons possessing legally issued keys or access cards. Persons not in possession of legally issued keys or access cards will not be allowed to remain unless accompanied by an authorized person or written authorization from appropriate personnel. Custodial staff monitors access to campus facilities. Student and staff parking areas are posted and lighted. Parking permits are issued to students and staff.

The College has adopted procedures for access to locked buildings and rooms (Procedure 5602) and for key requests (Procedure 5603). A campus Safety Committee has been established to review and examine security issues and make recommendations to the President regarding such security matters as lighting, locks, alarms and communications. The President, in consultation with the Safety Committee, is authorized to adopt such other or additional procedures, rules or regulations as may be appropriate to implement the intent of this policy.

The on-campus student housing facility, College Park Apartments, consists of 16 four-person units, and are privately owned and managed by Stratford Group, Ltd., 422 W. Baldwin Street, Alpena, MI, (989) 354-2424. Tenants are issued keys by Stratford Group, Ltd. to their individual apartments.
7005 Timely Warning Policy

Adopted by the Alpena Community College Board of Trustees on April 16, 2014

In the event that a situation arises, either on or off campus, that, in the judgment of the President or his/her designee, in consultation with local law enforcement, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the College’s school messenger system to those students, faculty, and staff who have elected to opt into the system. In addition, a warning will be posted on the College website at www.alpenacc.edu.

Anyone with information warranting a timely warning should report the circumstances to the Director of Human Resources, by phone (989) 358-7211, or to local law enforcement. Names of victims shall not be included in any timely warning.
7006  Policy on Emergency Response and Evacuation Procedures

Adopted by the Alpena Community College Board of Trustees on April 16, 2014

In the event of an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the College community, notification of the emergency or dangerous situation will be given through voice and text messages to phones and e-mail messages via the College’s school messenger system. Notification will also be given through the College’s website, public address system, and various media outlets, if appropriate. Members of the College community must provide a personal email account and/or a cell phone number to the Registrar in order to receive notifications via the College school messenger system. For more information on the school messenger system, please contact the Registrar’s Office, Van Lare Hall Room 108, or 989-358-7353.

The College’s Emergency Management Team consists of the Vice President for Administration and Finance, Director of Facilities Management, Director of Public Information, Dean of Student Affairs, and the President. The Vice President of Instruction and Director of Human Resources are alternate members of the Emergency Management Team. One or more members of the Emergency Management Team will consult with local law enforcement to determine whether an emergency or dangerous situation exists. If confirmed, one or more members of the Emergency Management Team will determine the content of the message to be sent, and will use some or all of the systems described above to communicate the threat to the College community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

One or more members of the Emergency Management Team will, without delay and taking into account the safety of the community, initiate the notification system, unless issuing a notification will, in the judgment of local law enforcement, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Emergency Procedures Manual for both the Alpena Campus and the Huron Shores Campus is made available to College students and staff on the website. Students receive information about evacuation procedures during orientation, and building-specific evacuation maps are posted in strategic locations in all campus buildings.

The College conducts at least one announced or unannounced drill and exercise each year, and conducts follow-through activities designed for assessment and evaluation of its emergency and evacuation plans and capabilities. The College will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.
7007  Policy on Sex Offender Registration

Adopted by the Alpena Community College Board of Trustees on April 16, 2014

Federal law 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. Accordingly, Alpena Community College is providing a link to the Michigan State Police’s Public Sex Offender Registry.

In the state of Michigan, convicted sex offenders must register with the Public Sex Offender Registry maintained by the Michigan State Police. The Michigan State Police Public Sex Offender Registry can be found at: http://www.mipsor.state.mi.us/
7008 Policy on Crime Prevention and Security Awareness Programs, Including Sexual Assault and Sexual Violence

Adopted by the Alpena Community College Board of Trustees on April 16, 2014

It is the policy of Alpena Community College to provide every student and employee with information on crime prevention and security awareness. This includes information on awareness of personal safety and security, as well as awareness, avoidance and prevention of theft, vandalism, sexual assault and sexual violence, including, rape, acquaintance rape, dating violence, domestic violence, and stalking. This information is provided in a brochure entitled “Prevention and Awareness of Crimes, Sexual Violence and Sexual Assault”, which is available on the college website and in printed form in the following offices:

Office of Title IX Coordinator — Van Lare Hall, Room 102
Office of Academic and Student Affairs — Van Lare Hall, Room 109

Each year, during orientation, the above information is provided to new students. New employees shall receive this information upon hiring, as well as periodically throughout their employment.

ACC’s Emergency Procedures also contains additional information on crime prevention, and is made available to students and staff.

At least once during each academic year, local law enforcement authorities, in cooperation with the College, present a session for students and employees, which provides additional information on crime prevention, awareness, avoidance and risk reduction and includes information on sexual assault and sexual violence, including dating violence, domestic violence and stalking.

Ongoing prevention and awareness campaigns may also be disseminated through security alert posters, displays, videos, website links, and articles in the campus newsletter, The Splinter.
Sexual Misconduct Policy

Adopted by the Alpena Community College Board of Trustees on April 16, 2014

I. Policy Summary.

The College is firmly committed to maintaining a campus environment free from sexual harassment and sexual violence, including domestic violence, dating violence and sexual assault, collectively referred to in this Policy as “Sexual Misconduct.”

Sexual Misconduct diminishes individual dignity, jeopardizes the welfare of our students and employees and impedes access to educational, social, and employment opportunities. Sexual misconduct violates our institutional values of Respect, Integrity, Accountability and Excellence. Sexual Misconduct is expressly prohibited by College policy as well as by law.

This policy provides information regarding the College’s prevention and education efforts related to Sexual Misconduct. The Policy also explains how the College will proceed once it is made aware of reported sexual misconduct in keeping with our institutional values and to meet our legal obligations under Title IX, the Jeanne Clery Act, the Violence Against Women Reauthorization Act, and other applicable law.

II. Definitions.

A. Consent as referenced in this Policy means:

1. Consent is informed. Consent consists of an affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent to some form of sexual activity does not imply consent to other forms of sexual activity.

2. Consent is voluntary. It is given without coercion, force, threats, or intimidation; it is a positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

3. Consent is given when the person is not impaired or incapacitated. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion, or has a mental disorder, developmental disability, or physical disability that would impair his/her understanding of the act.

   (a) Incapacitation is the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep and blackouts.

   (b) Where alcohol or drugs are involved, incapacitation is distinct from drunkenness or intoxication, and is defined with respect to how the alcohol or other drugs consumed impacts a person’s decision-making capacity, awareness of consequences, and ability to make fully informed judgments. The factors to be considered include whether the accused knew, or a
reasonable person in the position of the accused should have known, that the complainant was impaired or incapacitated.

B. Sexual Harassment

1. Sexual harassment is a form of discrimination based on sex. Sexual violence is a form of sexual harassment. Sexual harassment may include incidents between any members of the College community, including faculty and other academic appointees, staff, coaches, residents and interns, students, student employees (when acting within the course and scope of employment), and non-student or non-employee participants in College programs, such as vendors, contractors, visitors, and patients. Sexual harassment may occur in hierarchical relationships or between peers, or between persons of the same sex or opposite sex. In determining whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred. Sexual harassment, including sexual violence, is not tolerated by the College. The College will respond promptly to all reports of sexual harassment among employees, students, and College visitors.

2. Definition of Sexual Harassment-Michigan. Sexual harassment is defined in the Michigan Civil Rights Act as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature when:

(a) Submission to such a conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, educational, or housing.

(b) Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual’s employment, public accommodations or public services, education or housing.

(c) Such conduct or communication has the purpose or effect of substantially interfering with an individual’s employment, public accommodations or public services, education or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, education, or housing environment.

For the purpose of the above regulation, the College interprets unwelcome to mean:

(a) Conduct or communication that a reasonable person in a similar circumstance would consider unwelcome.

(b) Conduct or communication that continues after notice is given that the conduct or communication is unwelcome.
3. Conduct Guidelines:

“Sexual Harassment” has a specific legal definition, which is stated in this section. Not all conduct or speech which a person might find inappropriate constitutes sexual harassment; neither do occasional compliments or remarks of a socially acceptable nature. Rather, the law forbids behavior on the basis of sex that is so objectively offensive as to substantially interfere with an individual’s employment, public accommodations or public services, education or housing. However, to avoid any misunderstandings about what might constitute sexual harassment, the following guidelines are provided for behavior which is not appropriate.

(a) Physical
i. Any unwanted and offensive physical contact of a sexual nature, including unnecessary touching, patting, hugging, brushing the body, impeding or blocking movement
ii. Unwanted sexual gestures or pantomiming sexual acts
iii. Leering or ogling

(b) Verbal/Auditory
i. Sexual advances or propositions
ii. Sexually explicit, suggestive or abusive talk
iii. Sexually explicit jokes, teasing or anecdotes (including jokes and comments about a person’s body parts, types or conditions)
iv. Remarks of a sexual nature about a person’s body, sexual performance, activity or prowess
v. Sexually suggestive or insulting sounds, including whistling
vi. Continuing to express interest after being informed the interest is unwelcome

(c) Visual
i. Display of sexually-oriented graphic pictures, posters or other visual material
ii. Displaying or transmitting any sexually explicit material via e-mail or the Internet

C. Sexual Violence

Sexual Violence is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. This includes: sexual assault, domestic violence; dating violence; and stalking.

D. Dating Violence

The term “dating violence” means violence committed by a person—

1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
   
a. The length of the relationship.
b. The type of relationship.
c. The frequency of interaction between the persons involved in the relationship.

E. Domestic Violence

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Michigan, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of Michigan.

F. Stalking

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

1. Fear for his or her safety or the safety of others; or
2. Suffer substantial emotional distress

G. Sexual assault

Offenses classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual assault includes the following offenses, which are defined by the Uniform Crime Reporting Handbook published by the U.S. Department of Justice:

**Forcible**

Forcible Rape
Attempts to Commit Forcible Rape
Forcible Sodomy
Forcible Fondling
Sexual Assault with an object

**Non-Forcible**

Statutory Rape
Incest
III. Policy Text.

A. General

Every member of the College community should be aware that the College prohibits sexual harassment and sexual violence, and that such behavior violates both law and College policy. The College will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this Policy.

B. Prohibited Acts

This Policy prohibits sexual harassment and sexual violence as defined in Section II of this Policy.

C. Consensual Relationships

This Policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the College community are subject to other College policies. While romantic relationships may begin as consensual, they may evolve into situations that lead to charges of sexual harassment or sexual violence, subject to this Policy.

D. Retaliation

This Policy also prohibits retaliation against a person who reports sexual harassment or sexual violence, assists someone with a report of sexual harassment or sexual violence, or participates in any manner in an investigation or resolution of a sexual harassment or sexual violence report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

E. Dissemination of the Policy, Educational Programs, and Employee Training

As part of the College’s commitment to providing a working and learning environment protected from sexual harassment and sexual violence, this Policy shall be disseminated widely to the College community through publications, websites, new employee orientations, student orientations, and other appropriate channels of communication. Educational materials shall be available to all members of the College community to promote compliance with this Policy and familiarity with reporting procedures.

Education and awareness programs/materials shall include information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks, as well as safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against a person other than the individual. In addition, the College shall designate employees responsible for handling reports of sexual harassment and sexual violence and provide training to those designated employees at least annually.
F. Reporting of Sexual Harassment or Sexual Violence

Any member of the College community may report conduct that may constitute sexual harassment or sexual violence under this Policy to any supervisor, manager, or Title IX Compliance Coordinator. In addition, supervisors, managers, and other designated employees are responsible for taking whatever action is necessary to prevent and address sexual harassment or sexual violence and to report it promptly to the Title IX Compliance Coordinator (Sexual Harassment Officer) or other appropriate official designated to review and investigate sexual harassment and sexual violence complaints.

Complainants should be advised of reporting procedures, including written information about:

1. To whom the alleged offense should be reported;
2. Options regarding reporting to law enforcement, and to be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses, or to decline to notify law enforcement authorities;
3. Rights of victims and institutional responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal or civil courts; and
4. The importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;

G. Response to Reports of Sexual Harassment or Sexual Violence

The College shall provide a prompt and effective response to reports of sexual harassment or sexual violence in accordance with Section V. Procedures.

A prompt and effective response may include Early Resolution, Formal Investigation, and/or targeted training or educational programs. Upon findings of sexual harassment or sexual violence, the College may offer remedies to the individual or individuals harmed by the harassment and/or violence consistent with applicable complaint resolution and grievance procedures. Such remedies may include counseling, an opportunity to repeat course work without penalty, changes to student housing assignments, or other appropriate interventions.

Any member of the College community who is found to have engaged in sexual harassment or sexual violence is subject to disciplinary action up to and including dismissal in accordance with the applicable College disciplinary procedure or policy. Generally, disciplinary action will be recommended when the conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits the opportunity to participate in or benefit from educational programs.

Any manager, supervisor, or designated employee responsible for reporting or responding to sexual harassment or sexual violence who knew about the incident and took no action...
to stop it or failed to report the prohibited act also may be subject to disciplinary action. Conduct by an employee that is sexual harassment or sexual violence or retaliation in violation of this Policy is considered to be outside the normal course and scope of employment.

H. Intentionally False Reports

Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

I. Free Speech and Academic Freedom

The faculty and other academic appointees, staff, and students of the College enjoy significant constitutionally-guaranteed free speech protections. This Policy is intended to protect members of the College community from discrimination, not to regulate protected speech. This Policy shall be implemented in a manner that recognizes the importance of these rights. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.

IV. Implementation/Revisions.

A. Implementation of the Policy

The Vice-President for Administration and Finance, the Vice-President of Academic and Student Affairs, the Associate Vice-President of Academic and Student Affairs, and the Director of Human Resources are the Responsible Officers for this policy and have the authority to implement the policy and to develop procedures or other supplementary information to support the implementation of this policy. Responsible Officers may apply appropriate and consistent interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy.

B. Noncompliance with the Policy

Noncompliance with the policy is managed in accordance with the Policies on Student Conduct and Discipline, and the Employee Handbook, as applicable, and collective bargaining agreements.

V. Procedures.

A. Procedures for Reporting and Responding to Reports of Sexual Harassment or Sexual Violence

Reports of sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. While there is no stated timeframe for reporting, prompt reporting will better enable the College to investigate the acts, determine the issues, and provide an appropriate remedy and/or action.
All incidents should be reported even if a significant amount of time has passed. However, delay in reporting may impede the College’s ability to conduct an investigation and/or effect appropriate remedial actions. The College will respond to reports of sexual harassment or sexual violence to the greatest extent possible, taking into account the amount of time that has passed since the alleged conduct occurred.

All members of the College community are encouraged to contact the Title IX Compliance Coordinator if they observe or encounter conduct that may be subject to the Policy. This includes conduct by employees, students, or third parties.

Reports of sexual harassment by or against students may be brought to the Associate Vice-President of Academic and Student Affairs or the Title IX Compliance Coordinator. Reports may also be made to any manager, supervisor, or other designated employee responsible for responding to reports of sexual harassment.

If the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to another manager, supervisor, human resources coordinator, or designated employee. Managers, supervisors, and designated employees shall be required to notify the Title IX Compliance Coordinator or other appropriate official designated to review and investigate sexual harassment complaints when a report is received by them.

1. Making Reports of Sexual Harassment or Sexual Violence

For reports of sexual violence, including domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, complainants shall be advised of procedures to follow, including information in writing about:

(a) to whom the alleged offense should be reported.

(b) options regarding law enforcement and campus authorities, including notification of the complainant’s option to notify law enforcement authorities, including on-campus and local police; be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses; or to decline to notify such authorities.

(c) the rights of complainants and of the College’s responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal or civil courts.

(d) the importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order.

(e) Written notification to students or employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community.
(f) Written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the complainant and if reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

If a student or employee reports to the College that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on-campus or off-campus or any Campus location, the student or employee shall be provided with a written explanation of the student or employee’s rights and options.

2. Options for Resolution

Individuals making reports of sexual harassment or sexual violence shall be informed about options for resolving potential violations of the Policy. These options shall include procedures for Early Resolution, procedures for Formal Investigation, and filing complaints or grievances under applicable College complaint resolution or grievance procedures.

Individuals making reports also shall be informed about policies applying to confidentiality of reports under this Policy (see G. below). The College shall respond to the extent possible to reports of sexual harassment and sexual violence brought anonymously or brought by third parties not directly involved in the asserted offenses. However, the response to such reports may be limited if information contained in the report cannot be verified by independent facts.

Individuals bringing reports of sexual harassment and sexual violence shall be informed about the range of possible outcomes of the report, including interim protections, remedies for the individual harmed by the incident, and disciplinary actions that might be taken against the accused as a result of the report, including information about the procedures leading to such outcomes.

An individual who is subjected to retaliation (e.g., threats, intimidation, reprisals, or adverse employment or educational actions) for having made a report of sexual harassment or sexual violence in good faith, who assisted someone with a report of sexual harassment or sexual violence, or who participated in any manner in an investigation or resolution of a report of sexual harassment or sexual violence, may make a report of retaliation under these procedures. The report of retaliation shall be treated as a report of sexual harassment or sexual violence and will be subject to the same procedures.

3. Procedures for Early Resolution

The goal of Early Resolution is to resolve concerns at the earliest stage possible, with the cooperation of all parties involved. Early Resolution options may be utilized when the parties desire to resolve the situation cooperatively and/or when a Formal Investigation is not likely to lead to a satisfactory outcome. Early
Resolution may include an inquiry into the facts, but typically does not include a formal investigation.

Means for Early Resolution shall be flexible and encompass a full range of possible appropriate outcomes. Early Resolution includes options such as mediating an agreement between the parties, separating the parties, referring the parties to counseling programs, negotiating an agreement for disciplinary action, conducting targeted educational and training programs, or providing remedies for the individual harmed by the offense.

Early Resolution also includes options such as discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a period of time to assure that the resolution has been implemented effectively. Early Resolution may be appropriate for responding to anonymous reports and/or third party reports. Steps taken to encourage Early Resolution and agreements reached through Early Resolution efforts should be documented.

While the College encourages Early Resolution of a complaint, the College does not require that parties participate in Early Resolution prior to the College’s decision to initiate a formal investigation. A Complainant has the right to end the Early Resolution stage at any point and begin the Formal Investigation stage at any point.

Some reports of sexual harassment and sexual violence are not appropriate for mediation (such as when the facts are in dispute in reports of serious misconduct, or when reports involve sexual violence or individuals with a pattern of inappropriate behavior or allege criminal acts such as stalking, sexual assault or physical assault) but may require a formal investigation at the discretion of the Title IX Compliance Coordinator or other appropriate official designated to review and investigate sexual harassment complaints. In cases involving allegations of sexual assault, mediation is not appropriate even on a voluntary basis and will not be used to resolve sexual assault complaints.

4. Procedures for Formal Investigation

In response to reports of sexual harassment or sexual violence in cases where Early Resolution is inappropriate or in cases where Early Resolution is unsuccessful, the College may conduct a Formal Investigation. In such cases, the individual making the report shall be encouraged to file a written request for Formal Investigation. The wishes of the individual making the request shall be considered, but are not determinative, in the decision to initiate a Formal Investigation of a report of sexual harassment or sexual violence. In cases where there is no written request, the Title IX Compliance Coordinator or other appropriate official designated to review and investigate sexual harassment complaints, in consultation with the administration, may initiate a Formal Investigation after making a preliminary inquiry into the facts.

In cases where a complainant states he or she does not want to pursue a Formal Investigation, the Title IX Compliance Coordinator should inform the
complainant that the ability to investigate may be limited. In determining whether to go forward with a Formal Investigation, the Title IX Compliance Coordinator may consider: 1) the seriousness of the allegation, 2) in the case of a student complainant, the age of the student, 3) whether there have been other complaints or reports against the accused, and 4) the rights of the accused individual to receive information about the complainant and the allegations if formal proceedings with sanctions may result. Even if a complainant does not want to pursue an investigation, under some circumstances, the Title IX Compliance Coordinator may have an obligation to investigate, such as when there is a risk to the campus community if the accused remains on campus. The complainant should be made aware of this independent obligation to investigate the complaint.

(a) In order to provide a prompt, fair, and impartial investigation and resolution, any Formal Investigation of reports of sexual harassment and/or sexual violence shall incorporate the following standards:

i. The individual(s) accused of conduct violating the Policy shall be provided a copy of the written request for Formal Investigation or otherwise given a full and complete written statement of the allegations, and a copy of the Policy.

ii. The individual(s) conducting the investigation shall be familiar with the Policy and have training or experience in conducting investigations. For cases involving allegations of sexual violence, the individual(s) conducting the investigation must receive annual training on issues related to sexual violence. Such training includes how to conduct an investigation and hearing process that protects the safety of the complainants and promotes accountability.

(b) If the alleged conduct is also the subject of a criminal investigation, the College may not wait for the conclusion of the criminal investigation to begin an investigation pursuant to this Policy. However, the College may need to delay temporarily the fact-finding portion of a sexual harassment investigation while the police are gathering evidence. Once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any criminal charges), the College must promptly resume and complete its fact-finding for the sexual harassment investigation.

(c) The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.

(d) The investigator shall apply a preponderance of evidence standard (“more likely than not”) in determining whether or not there has been a violation of this Policy.
(e) Upon request, the complainant and the accused may each have a representative present when he or she is interviewed, and at any subsequent proceeding or related meeting. Other witnesses may have a representative present at the discretion of the investigator or as required by applicable College policy or collective bargaining agreement.

(f) At any time during the investigation, the investigator may recommend that interim protections or remedies for the parties or witnesses be provided by appropriate College officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative working or student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of this Policy.

(g) The investigation shall be completed as promptly as possible and in most cases within 60 working days of the date the request for formal investigation was filed. This deadline may be extended on approval by a College official designated by the President.

(h) Generally, an investigation should result in a written report that at a minimum includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator as to whether this Policy has been violated. The report also may contain a recommendation for actions to resolve the complaint, including educational programs, remedies for the complainant, and a referral to disciplinary procedures as appropriate. The report shall be submitted to a designated official with authority to implement the actions necessary to resolve the complaint. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.

(i) The complainant and the accused will be simultaneously informed in writing of

i. The outcome of any College disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault or stalking;

ii. The procedures for appealing the results of the proceeding;

iii. Any change to the results that occur prior to the time that such results become final; and

iv. When results become final.

(j) The complainant shall be informed if there were findings made that the Policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to the complainant, such as an order that the accused not contact the complainant. In accordance with
College’s policies protecting individuals’ privacy, the complainant may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

(k) The complainant and the accused may request a copy of the investigative report pursuant to College policy governing privacy and access to personal information. However, the report shall be redacted to protect the privacy of personal and confidential information regarding all individuals other than the individual requesting the report in accordance with College policy.

B. Complaints or Grievances Involving Allegations of Sexual Harassment or Sexual Violence

An individual who believes he or she has been subjected to sexual harassment or sexual violence may file a complaint or grievance pursuant to any applicable complaint resolution or grievance procedure provided in the Student Handbook or any applicable collective bargaining agreement. Such complaint or grievance may be filed either instead of or in addition to making a report of sexual harassment to the Title IX Compliance Coordinator (Sexual Harassment Officer) or other appropriate official designated to review and investigate sexual harassment and sexual violence complaints under this Policy. A complaint or grievance alleging sexual harassment or sexual violence must meet all the requirements under the applicable complaint resolution or grievance procedure, including time limits for filing.

If a complaint or grievance alleging sexual harassment or sexual violence is filed in addition to a report made to the Title IX Compliance Coordinator or other appropriate official designated to review and investigate sexual harassment complaints under this Policy, the Early Resolution or Formal Investigation shall constitute the first step or steps of the applicable complaint resolution or grievance procedure.

C. Written Notification to Complainant

Once a complaint or grievance is filed, the following written notifications must be given to the complainant:

1. Notification about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus, if any, and in the community

2. Notification to complainants about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the complainant and if reasonably available, regardless of whether the complainant chooses to report the crime to campus police or local law enforcement.

If the report to the College involves allegations of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus or any College
location, the complainant shall be provided with a written explanation of rights and options.

D. Remedies and Referral to Disciplinary Procedures

Findings of violations of the Policy may be considered in determining remedies for individuals harmed by the sexual harassment or sexual violence and shall be referred to applicable disciplinary procedures. Procedures under this Policy shall be coordinated with applicable complaint resolution, grievance, and disciplinary procedures to avoid duplication in the fact-finding process whenever possible. Violations of the Policy may include engaging in sexual harassment or sexual violence, retaliating against a complainant reporting sexual harassment or sexual violence, violating interim protections, and filing intentionally false charges of sexual harassment or sexual violence. Investigative reports made pursuant to this Policy may be used as evidence in subsequent complaint resolution, grievance, and disciplinary proceedings as permitted by the applicable procedures.

E. Privacy

The College shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law and College Policy. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in the Campus community. While such information is considered confidential, College policy or applicable law regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual harassment or sexual violence may be advised of sanctions imposed against the accused when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). In addition, when the offense involves a crime of violence or a non-forcible sex offense, the Family Educational Rights and Privacy Act permits disclosure to the complainant of the final results of a disciplinary proceeding against the alleged accused, regardless of whether the College concluded that a violation was committed.

F. Confidentiality of Reports of Sexual Harassment and Sexual Violence

Reports of sexual harassment and sexual violence are not generally confidential due to the duties required by law and policy to respond to such reports. College employees, such as the Title IX Compliance Coordinator, managers, supervisors, and other designated employees have an obligation to respond to reports of sexual harassment or sexual violence, even if the individual making the report requests that no action be taken. An individual’s requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the College’s legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the accused to be informed of the allegations and their source.
Licensed counselors and pastors are considered Confidential Resources and are not required to disclose reports made to them. Individuals who consult with Confidential Resources shall be advised that their discussions in these settings are not considered reports of sexual harassment or sexual violence and that without additional action by the individual, the discussions will not result in any action by the College to resolve their concerns.

G. Retention of Records Regarding Reports of Sexual Harassment and Sexual Violence

The office of the Title IX Compliance Coordinator is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with College records policies, generally five years after the date the complaint is resolved or five years after the termination of employment, whichever is later. Records may be maintained longer at the discretion of the Title IX Compliance Coordinator in cases where the parties have a continuing affiliation with the College. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.
7010  Alcohol and Drug Prevention Policy

Adopted by the Alpena Community College Board of Trustees on April 16, 2014. Amended with correction of Administrative Procedure 7510 on August 21, 2014.

It is the policy of Alpena Community College to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on College premises or as part of its activities and to foster a campus environment free of drug and alcohol abuse.

Federal and state laws regarding the possession, use and distribution of alcohol and drugs are enforced by local and state law enforcement authorities. Alpena Community College supports such enforcement. Violators are subject to criminal prosecution and criminal sanctions. A description of applicable legal sanctions under local, state and federal laws is available on the College website.

Alpena Community College prohibits the possession, use, or sale of alcohol in any public or private area of campus, unless approval has been obtained in advance in accordance with the College’s Administrative Procedure 7510.

Michigan law prohibits the possession or consumption of alcohol by anyone under the age of 21. In addition, it is illegal under Michigan law to sell, furnish, or provide alcohol to a person under the age of 21. These laws are enforced by local and state police authorities and the College supports such enforcement. Violators are subject to criminal sanctions.

Any violations of law or policy regarding alcohol or illicit drugs will also be treated as a separate disciplinary matter by the College and may result in disciplinary action, up to and including dismissal or discharge under the College’s Student Code of Conduct and/or Employment policies.

The College provides informational materials regarding drug and alcohol abuse to students and employees, including information regarding the health risks associated with the use of alcohol and illegal drugs, and information regarding counseling, treatment, rehabilitation services available in the community and employee assistance programs. Such information may be obtained through the Office of Human Resources or the Office of Academic and Student Affairs and on the college website at www.alpenacc.edu.

In accordance with applicable laws, including the Drug-Free Schools and Communities Act, this Policy is subject to biennial review by the Safety Policies and Procedures Compliance Committee.
7011  Missing Student Policy

Adopted by the Alpena Community College Board of Trustees on April 16, 2014

If a member of the College community has reason to believe that a student who resides in College Park Apartments is missing, he or she should immediately notify the City of Alpena Police Department at (989) 354-1800.

If any College official receives a report that a student who resides in College Park Apartments is missing and the student is determined to have been missing for more than 24 hours, the College official shall immediately notify one or more member(s) of the College’s Emergency Management Team, who shall have no more than 24 hours after receiving the report to notify the City of Alpena Police Department.

If the missing student who resides in College Park Apartments is under the age of 18 and is not an emancipated individual, the College will notify the student’s parent or legal guardian immediately after the College has determined that the student has been missing for 24 hours.

In addition to registering a general emergency contact, students residing in College Park Apartments shall have the option to identify confidentially an individual to be contacted by the College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. A student residing in College Park Apartments who wishes to identify a confidential contact can do so by contacting the Registrar’s Office. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.
7012 Policy on Preparation of Annual Fire Safety Report and Fire Log

Adopted by the Alpena Community College Board of Trustees on April 16, 2014

The on-campus student housing facility, College Park Apartments, consists of 16 four-person units, and are privately owned and managed by Stratford Group, Ltd., 422 W. Baldwin Street, Alpena, MI, (989) 354-2424.

Each year, Alpena Community College, in consultation with the Stratford Group, Ltd., shall prepare and publish an Annual Fire Safety Report for College Park Apartments, which shall include the following information:

- A description of its fire safety system.
- The number of fire drills held during the previous calendar year.
- Rules on portable electrical appliances, smoking and open flames.
- Evacuation procedures in the case of a fire.
- Description of fire safety education and training programs provided to the tenants, including procedures that tenants should follow in the case of a fire.
- Names and contact information for College personnel that tenants should report that a fire occurred.
- Plans for future improvements in fire safety, if necessary.
- Fire statistics for the previous year, including the number of fires and the cause of each, the number of persons who received fire-related injuries, the number of deaths resulting from fire, and the value of property damaged by fire.

In addition, Alpena Community College shall maintain a fire log for College Park Apartments, which shall include the date and time, nature, and general location of each fire reported to College officials.
Annual Disclosure on Alcohol and Drug Prevention

Alpena Community College
Alcohol and Drug Prevention Annual Disclosure

It is the policy of Alpena Community College to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on College premises or as part of its activities and to foster a campus environment free of drug and alcohol abuse.

The College complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, as amended, in part by providing this annual disclosure to students and employees regarding the use of drugs and alcohol.

Standards of Conduct

The unlawful possession, use, or distribution of illicit drugs and alcohol by College students while involved in a College-related activity on or off campus, or by a College employee in the course of their employment is strictly prohibited and subject to all applicable federal, state and local laws, as well as College disciplinary sanctions. In addition, while engaging in off-campus activity, College-related or not, all students and employees are expected to follow all federal, state and local laws relating to drugs and alcohol.

Disciplinary Sanctions

Students who violate the College’s prohibitions against alcohol and drugs are subject to disciplinary action up to and including termination of their enrollment at the College and referral of their violation to proper authorities for prosecution. Employees who violate the prohibitions against alcohol and drugs are subject to disciplinary action up to and including immediate termination of their employment and referral of their violation to proper authorities for prosecution.

Parental Notification

The Family Education Rights and Privacy Act (FERPA) allows an institution of higher education to disclose to parents or legal guardians of a student under the age of 21, information involving a violation of federal, state, local law or a rule or policy of the institution governing the use or possession of alcohol and/or other drugs. As such, the College may inform parents or guardians of a student under the age of 21 when the student is found to have violated federal, state, local law or a rule or policy of the College governing the use or possession of alcohol and/or other drugs.

Legal Sanctions – Alcohol (State of Michigan and Local)

Michigan law considers the illegal use, possession, or delivery of alcohol to be a serious offense. Below are a number of alcohol-related offenses and their possible legal sanctions. NOTE — this is not intended to be an exhaustive or complete list of all possible legal sanctions.
<table>
<thead>
<tr>
<th>Violation</th>
<th>First Offense</th>
<th>Second/Subsequent Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hosting Party w/Minors Drinking and/or Controlled Substances — MCL 750.141a</td>
<td>Misdemeanor, 30 days in jail, or fine of not more than $1000</td>
<td>Misdemeanor, 90 days in jail, or fine of not more than $1000</td>
</tr>
<tr>
<td>Sell or Furnish Alcohol to Minors — MCL 436.1701(1)</td>
<td>Misdemeanor, 60 days in jail, and/or $1000 fine</td>
<td>Misdemeanor, 90 days in jail, and/or $2500 fine and may be ordered to perform community service</td>
</tr>
<tr>
<td>Sell or Furnish Alcohol to Minors – City of Alpena Ord 54-3</td>
<td>Misdemeanor, 60 days in jail, and/or $1000 fine</td>
<td>Misdemeanor, 90 days in jail, and/or $2500 fine and may be ordered to perform community service</td>
</tr>
<tr>
<td>Sell or Furnish Alcohol to Minors Causing Death — MCL 436.1701(2)</td>
<td>Felony, 10 years, and/or $5000 fine</td>
<td>Felony, 10 years, and/or $5000 fine</td>
</tr>
<tr>
<td>Transportation or Possession of Alcohol by Minor in a Motor Vehicle — MCL 257.624b</td>
<td>Misdemeanor, substance abuse screening, community service, loss of motor vehicle up to 30 days, fine up to $100, and license suspension up to 180 days, up to 90 days jail</td>
<td>Misdemeanor, substance abuse counseling, community service, loss of motor vehicle up to 30 days, fine up to $200, and license suspension up to one year</td>
</tr>
<tr>
<td>Purchase/Possession/Consumption of Alcohol by Minor — MCL 436.1703</td>
<td>Misdemeanor, fine up to $100, substance abuse treatment, community service; substance abuse screening to assess at own expense.</td>
<td>Misdemeanor, fine up to $200, substance abuse treatment, community service, and license sanctions up to one year; up to 30 days jail</td>
</tr>
<tr>
<td>Purchase/Possession/Consumption of Alcohol by Minor – City of Alpena Ord 54-3</td>
<td>Misdemeanor, fine up to $100, substance abuse treatment, community service; substance abuse screening to assess at own expense.</td>
<td>Misdemeanor, fine up to $200, substance abuse treatment, community service, and license sanctions up to one year; up to 30 days jail</td>
</tr>
<tr>
<td>Drunk and Disorderly Person – MCL 750.167</td>
<td>Misdemeanor, fine up to $500, up to 90 days jail</td>
<td>Misdemeanor, fine up to $500, up to 90 days jail</td>
</tr>
<tr>
<td>Drunk and Disorderly Person – City of Alpena Ord 54-2</td>
<td>Misdemeanor, fine up to $500, up to 90 days jail</td>
<td>Misdemeanor, fine up to $500, up to 90 days jail</td>
</tr>
<tr>
<td>Fraudulent Identification Used to Purchase Alcohol - MCL 436.1703(2)</td>
<td>Misdemeanor, fine and suspension of license for 90 days, up to 93 days in jail</td>
<td>Misdemeanor, fine and suspension of license for 90 days, up to 93 days in jail</td>
</tr>
<tr>
<td>Minor Driving With Any Presence of Alcohol Resulting From The Consumption of Alcoholic Liquor — MCL 257.625(6)</td>
<td>Misdemeanor, fine up to $250 and/or 360 hours of community service, licensing sanctions</td>
<td>Misdemeanor, fine up to $500 and/or 60 days of community service, up to 93 days jail, licensing sanctions</td>
</tr>
<tr>
<td>Operating While Intoxicated – MCL 257.625(1)</td>
<td>Misdemeanor, fine up to $500 and/or 360 hours community service, licensing sanctions, up to 93 days jail</td>
<td>Misdemeanor (if 2nd offense), fine up to $1,000 and 5 days – 1 year jail and/or 30-90 days community service, motor vehicle immobilization, licensing sanctions</td>
</tr>
<tr>
<td>Felony (if 3rd + offense), fine up to $5,000 and 1-5 years jail and/or probation with 30 days – 1 year jail and 60-180 days community service, vehicle immobilization, licensing sanctions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* MCL 436.1109 provides that a “minor” is anyone under the age of 21.

** Students and employees should also be aware that civil liability may be incurred when the sale, furnishing, or assistance in procuring alcoholic beverages to an intoxicated person is found to have caused or contributed to property damage or personal injury or death of a person. Such liability may arise independently of any College sanctions or prosecution under local, state, or federal law.

*** Legal consequences/penalties may change from time to time

**Legal Sanctions — Medical Amnesty**

Although Michigan law prohibits a minor (person under the age of 21) from purchasing, consuming, or possessing alcohol, and from having any bodily alcohol content, there exists an exemption from criminal prosecution for the following:

A minor who, after consuming alcohol, voluntarily presented himself or herself to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault.

Any minor who accompanied another minor who, after consuming alcohol, voluntarily presented himself or herself to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault.

Any minor who initiated contact with law enforcement or emergency medical services personnel for the purpose of obtaining medical assistance in connection with a legitimate health care concern.
Students should note however, that although Michigan law provides “amnesty” from prosecution, the College reserves the right to impose disciplinary sanctions for violations of College alcohol and drug policy.

**Legal Sanctions — Drugs (State of Michigan and Local)**

Michigan law considers the illegal use, possession, or delivery of drugs to be a serious offense. Below are a number of drug-related offenses and their possible legal consequences.

NOTE — this is not intended to be an exhaustive or complete list of all possible legal sanctions.

<table>
<thead>
<tr>
<th>Drug</th>
<th>Use/Offense</th>
<th>Possession</th>
<th>Possession with Intent to Deliver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>Misdemeanor, fine up to $100 and/or 90 days in jail, possible licensing sanctions</td>
<td>Misdemeanor, fine up to $2,000 and/or 1 year in jail, possible licensing sanctions</td>
<td>Felony, 45 kilograms or more, or 200 plants or more, not more than $10,000,000 fine and/or 15 years in jail 5-44 kilograms or 20-199 plants, not more than $500,000 fine and/or 7 years in jail 1-4 kilograms or less than 20 plants, not more than $20,000 fine and/or 4 years in jail Possible licensing sanctions</td>
</tr>
<tr>
<td>Cocaine, Heroin, Most Schedule 1, 2 Narcotics</td>
<td>Misdemeanor, fine up to $2,000 and/or 1 year in jail, possible licensing sanctions</td>
<td>Felony, 1000 grams or more, fine up to $1M and/or life in jail 450-999 grams, fine up to $500,000 and/or 30 years jail 50-449 grams, fine up to $250,000 and/or 20 years jail Less than 50 grams,</td>
<td>Felony, 1000 grams or more, fine up to $1M and/or life in jail 450-999 grams, fine up to $500,000 and/or 30 years jail 50-449 grams, fine up to $250,000 and/or 20 years jail Less than 50 grams,</td>
</tr>
<tr>
<td>Schedule</td>
<td>Examples</td>
<td>Misdemeanor</td>
<td>Felony</td>
</tr>
<tr>
<td>----------</td>
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</tr>
<tr>
<td>Schedule 3</td>
<td>hydrocodone, oxycontin, suboxone</td>
<td>fine up to $25,000 and/or 4 years jail</td>
<td>fine up to $25,000 and/or 20 years jail</td>
</tr>
<tr>
<td>Schedule 4</td>
<td>xanax</td>
<td>fine up to $2,000 and/or 2 years jail, possible licensing sanctions</td>
<td>fine up to $10,000 and/or 7 years jail, possible licensing sanctions</td>
</tr>
<tr>
<td>Schedule 5</td>
<td>robitussin, over-the-counter medications containing codeine</td>
<td>fine up to $500 and/or 6 months jail, possible licensing sanctions</td>
<td>fine up to $2,000 and/or 1 year jail, possible licensing sanctions</td>
</tr>
<tr>
<td>Sale or Offer to Sell Drug Paraphernalia</td>
<td></td>
<td>fine up to $5,000 and/or 90 days jail, possible licensing sanctions</td>
<td></td>
</tr>
<tr>
<td>Sale or Offer to Sell Drug Paraphernalia to Minor</td>
<td></td>
<td>fine up to $7,500 and/or 1 year jail, possible licensing sanctions</td>
<td></td>
</tr>
<tr>
<td>Sale, Possession, or Use of Drug Paraphernalia – City of Alpena Ord 54-6</td>
<td></td>
<td>fine between $50-$500 and/or jail up to 90 days for each offense</td>
<td></td>
</tr>
<tr>
<td>Sale, Possession or Use of Tobacco Products by Person Under Age 18 – City of Alpena Ord 54-10</td>
<td></td>
<td>fine up to $100, and/or jail up to 90 days</td>
<td></td>
</tr>
</tbody>
</table>

* Students and employees should also be aware that civil liability may be incurred when the sale, furnishing, or assistance in procuring illegal drugs to an individual is found to have caused or contributed to property damage or personal injury or death of a person. Such liability may arise independently of any College sanctions or prosecution under local, state, or federal law.

** Legal consequences/penalties may change from time to time.
Legal Sanctions — Drugs (Federal)

Federal law considers the illegal use, possession, or delivery of drugs to be a serious offense. A full description of federal sanctions for various drug offenses can be found at:


Legal Sanctions — Medical Marijuana

The Michigan Medical Marijuana Act (MMMA) conflicts with Federal laws governing controlled substances, as well as Federal laws requiring institutions receiving Federal funds, by grant or contract, to maintain drug-free campuses and workplaces. The College receives Federal funding that would be in jeopardy if those Federal laws did not take precedence over state law. Thus, the use, possession, or cultivation of marijuana in any form and for any purpose by anyone while on College property, including the College Park Apartments, regardless of whether he or she is a licensed/registered patient or caregiver under the MMMA, is a violation of College policy and is prohibited.

Health Risks

Alcohol and drug use causes physical and emotional dependence, interferes with memory, sensation, and perception, and in some cases may cause permanent brain damage or sudden death.

Alcohol

Alcohol consumption has acute effects on the body and causes a number of marked changes in behavior. Even low doses may significantly impair judgment and coordination. Alcohol causes a loss of concentration and judgment, slowed reflexes, disorientation leading to higher risk of accidents and problem behavior, and can be highly addictive to some persons. Excessive alcohol consumption can lead to blackouts or death. Long term effects of alcohol consumption may include liver damage, especially cirrhosis (scarring of the liver); heart disease, including congestive heart failure; ulcers and gastritis; malnutrition; cancer of the mouth, esophagus or stomach; brain damage and possible psychosis; and fetal alcohol effect and fetal alcohol syndrome in infants of drinking mothers.

Marijuana

Marijuana contains THC, a chemical which alters the sensory activities of the brain, including long-term memory capabilities, comprehension, altered sense of time, decreased motivation, and reduced ability to perform tasks requiring concentration and coordination. Marijuana smoke contains more cancer-causing agents than tobacco.

Cocaine/Crack

Cocaine and crack are highly addictive and may lead to heart attacks, strokes, and long-term brain damage. Other physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Continued use can produce violent behavior and psychosis.

Methamphetamine/Amphetamines
Methamphetamine is a central nervous system stimulant of the amphetamine family. Like cocaine and crack, methamphetamines are highly addictive “uppers” that produce extreme alertness and elation, along with a variety of severe adverse reactions. The body metabolizes methamphetamine more slowly; the effects may last as much as ten times longer. Methamphetamine users can experience sustained, severe mood and thought disturbances and serious physical effects, including sudden death.

**Narcotics**

Narcotics such as heroin, methadone, oxycodone, codeine, morphine, and opium initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. An overdose may produce shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis.

**Ecstasy**

“Designer drugs” such as Ecstasy are related to amphetamines in that they have mild stimulant properties but are mostly euphoriant. They can cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause severe neurochemical brain damage. Narcotic designer drugs can cause symptoms such as uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

**GHB/Rohypnol**

Often known as “date rape” drugs, GHB and Rohypnol initially produce a feeling of intoxication similar to alcohol (the user feels relaxed, sociable, affectionate and playful, and uninhibited) followed by a feeling of drowsiness. Higher doses can lead to a sleep from which the user cannot be woken. The effects can last from 4-24 hours. Both GHB and Rohypnol present a serious overdose threat. Since they are depressants, both drugs can be fatal when mixed with alcohol. Symptoms of overdose can include intense drowsiness, unconsciousness or coma, muscle spasms, disorientation, vomiting, and slowed or stopped breathing (fatalities usually occur from respiratory failure).

**Inhalants**

Inhalants are readily available and inexpensive. More than 1000 common household products can be used to get high. Examples of organic solvents (carbon compounds) include gasoline, lighter fluid and butane lighter fuel, spray paint, paint thinner, rubber-cement, hair spray, nail polish, and many cleaning fluids. Nitrite compounds (amyl nitrite, butylnitrite) act mainly as vasodilators. Nitrous oxide (laughing gas) is packaged in small metal cartridges (called whippets) which are often used to make whipped cream. Inhalants irritate breathing passages, provoking severe coughing, painful inflammation, and nosebleeds. Inhalants may not produce a pleasant high and result in mental confusion, hallucinations, and paranoia. They may also result in respiratory depression leading to unconsciousness, coma, permanent brain damage, or death. The danger is extremely great if inhalants are used in conjunction with other nervous system depressants, such as alcohol or barbiturates. Even first-time users run the risk of sudden sniffing death (SSD). The risk of SSD is higher if the abuser engages in strenuous physical activity or is suddenly startled.
Steroids

Steroids are manufactured testosterone-like drugs used to increase muscle mass, strength, and endurance. The liver and the cardiovascular and reproductive systems are most seriously affected by steroid use. Psychological effects include very aggressive behavior (“roid rage”), severe mood swings, manic episodes, and depression.

For more information regarding the health risks associated with alcohol and drug use, please visit:

- National Institute on Alcohol Abuse and Alcoholism: http://www.niaaa.nih.gov/
- National Institute on Drug Abuse: http://www.drugabuse.gov/

Drug and Alcohol Programs

Students requiring or requesting information about alcohol and drug abuse treatment should contact the Office of Academic and Student Affairs (VLH 109; 358-7219), or one of the following local agencies and programs:

- Alcoholics Anonymous, Alpena: 989-354-2728
- Alcoholics Anonymous, Oscoda/Huron Shores: 866-227-0015
- Au Sable Valley Community Mental Health, Oscoda/Huron Shores: 989-362-8636
- Catholic Human Services, Alpena: 989-356-6385
- Northeast Michigan Community Mental Health Services, Alpena: 989-356-2161
- Sunrise Centre, Alpena: 989-356-6649
- Turning Point Counseling, Oscoda/Huron Shores: 989-747-0420

Employees requiring information about alcohol and drug abuse treatment should contact the Office of Human Resources Department (VLH 102, 358-7351), one of the local agencies and programs above, or the Employee Assistance Program (EAP) at 800-316-2796, or go online at:

www.mutualofomaha.com/eap.

Last Reviewed: August 1, 2014
Next Biennial Review: August 1, 2016
State Laws

State of Michigan Stalking Laws

Stalking — A misdemeanor punishable by up to one year in the county jail and $1,000.00 fine. This is defined as two or more separate incidents of non-consenting contact between stalker and victim. The acts must be done willfully, be such as would cause a reasonable person to suffer emotional distress, and to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

Aggravated Stalking — A felony punishable by a sentence of up to five years in prison and/or a $10,000.00 fine. Aggravated Stalking is defined as a violation of a Personal Protection Order, bail, probation condition, or a second offense. Stalking also is a violation of the Statement of Student Rights and Responsibilities.

Sex Offender Registry

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 (SORA), MCL 28.721 et 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 a potential danger.

Offenders remain on the registry for 15 years, 25 years, or life, depending on their tier level. After registering, offenders must report to a law enforcement agency (the city/township police department, county sheriff, or the nearest MSP post to the address where the offender resides) to verify their address.

SORA requires sex offenders to provide information to local law enforcement if the offender is working, volunteering or attending an institution of higher learning.

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 www.mipsor.state.mi.us/
THE COLLEGE INSTITUTIONAL STATEMENT OF NON-DISCRIMINATION
The College policies and practices for admission, employment and activities comply with requirements of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 as amended, the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disability Act (ADA) of 1990 and the ADA Amendments Act of 2010; Title II of the Genetic Information Nondiscrimination Act of 2008. The College does not discriminate on the basis of race, color, religion, national origin, gender, sex, age or disability. The College practices and policies also comply with the Michigan Persons with Disabilities Civil Rights Act (PDCRA) and the Michigan Elliott-Larson Civil Rights Act (ELCRA) which prohibits discrimination in hiring based on age, height, weight and marital status and familial status in addition to race, color, religion, sex (which includes pregnancy) and national origin. For more information contact the Title IX, Section 504, the Age Discrimination Act and Title II coordinator:

Carolyn Daoust
Title IV Coordinator/Director of Human Resources
VLH 102
989-358-7211
e-mail: daoustc@alpenacc.edu

The College’s Statement on Non-Discrimination is published on the College website at www.alpenacc.edu.