CLERY ACT COMPLIANCE PROCEDURE

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require colleges and universities to comply with regulations as follows. The Vice President and CFO will be the Clery Act compliance officer.

REPORTING REQUIREMENTS
In complying with the Clery Act, the College publishes by October 1st of each year, an Annual Security Report. Notification shall be made to all enrolled or prospective students, faculty and staff that the Annual Security Report is posted on the College website or can be viewed in person at the Campus Security Police main office on the Livonia Campus. Those with disabilities may request access to the report through the Disability Support Services Office. When notifying the campus community of the report's availability, a complete web page link will be included.

CRIME STATISTICS
The College must disclose crime statistics for the campus, public areas immediately adjacent to the campus (sidewalks and streets) and remote classrooms. The statistics are gathered by the Campus Security Police who will also make inquiries of the local law enforcement agencies of the crimes that have occurred on the adjacent sidewalks and streets. Crimes are reported in the following ten major categories and subcategories:

1. Criminal homicide,
2. Sex offenses (forcible and non-forcible),
3. Robbery,
4. Aggravated assault,
5. Burglary,
6. Motor vehicle theft,
7. Arson,
8. Arrest of persons referred for campus disciplinary action for liquor law violations, drug-related violations and weapons possession,
9. Any of the above crimes (1-8) and with any crimes of larceny/theft, simple assault, intimidation, and destruction, damage or vandalism of property, and of other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived bias of race, gender,
religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim that are reported to campus security authorities or local police agencies, which data shall be collected and reported according to the category of prejudice, and,

10. Domestic violence, dating violence, and the stalking incidents that were reported to campus security authorities or local police agencies.

The statistics will be broken down into Livonia campus, Radcliff Center, Public Safety Training Complex, and public property (immediately adjacent sidewalks and streets).

TIMELY WARNING PROCEDURE

In case of a serious threat to the Schoolcraft College community, as determined by the Campus Police Authority, a “timely warning” and/or “emergency notification” will be prepared and distributed to the College community, as directed by the President. This information will be disseminated in various forms, via the College email, text message, posting at building main entrances of locations affected, posting on the College website and/or Social Media posts.

Schoolcraft College will distribute “timely warnings” or “emergency notifications” to the College community about serious crimes that are considered to be a threat to members of the College community. The types of crimes reported will include, but not be limited to:

- Sex offenses, forcible or non-forcible
- Murder
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Manslaughter
- Arson

Hate crimes associated with the above listed crimes
- Domestic violence, dating violence, and stalking

What warrants a “timely warning” or “emergency notification?”

Timely warnings will be issued for a specific College location or College-wide whenever a crime is reported to the Campus Police Authority or a local police agency that is considered to represent a serious or continuing threat to students and employees. Whenever a timely warning is sent, it will be sent to the entire affected community. A “timely warning” will include a clear description of the incident and any preventative measures that should be considered.

Emergency notifications will be issued when the College is made aware of a significant emergency or dangerous situation involving an immediate threat to the health or safety
of students and/or employees and occurs on a specific campus location. As appropriate, emergency notifications may be targeted at only a segment or segments of the campus community that is at risk. Emergency notifications will be issued without delay unless doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise alleviate the emergency.

The President, or in his/her absence, the Vice President and Chief Financial Officer and/or Vice President and Chief Student Affairs Officer, in conjunction with the Chief of the Campus Police Authority and/or other campus and non-campus officials, as appropriate, will confirm the existence of a situation that may warrant a timely warning or emergency notification and determine if they are warranted and the extent of the notification as appropriate. In addition to criminal incidents, emergency notifications may be issued in situations such as, but not limited to:

1. **Safety Related Issues**
   - An incident that occurs in close proximity to any of the College campuses that may potentially affect the personal safety and security of the student and employee population.
   - An incident that occurs on any Schoolcraft College campus that affects the personal safety and security of the community.

2. **Health Related Issues**
   - A member of our population is diagnosed with a serious or life threatening communicable/infectious disease.
   - Evidence of bio terrorism.

Any emergency where the health and/or safety at Schoolcraft College are in question may constitute an emergency. Below is a list of emergency situations identifying the most common types of emergency notifications; the list is not inclusive.

- Bomb threat – based on credible intelligence that indicates a threat.
- Civil disturbance – disruption of normal College activities by a group of people.
- Fire – large-scale fire to building(s), wildfires, local community or industry that may endanger student, employees or property.
- Hazardous material – dangerous material that is chemical, biological, or nuclear spreading from a contained area.
- Major road closing/incident – unanticipated event that would disrupt safe passage to and from the College.
- Medical emergency – pandemic or an event with mass casualties.
- Natural disasters – such as earthquakes.
• Personal safety – situations that include use of weapons, violence, perpetrator(s) at large, active shooter, and hostage situation or missing persons. Any situation, on or off campus that, in the judgment of the local authorities and the College President or designee, constitutes an on-going or continuing threat to persons or property.

• Suspicious package – reasonable belief that a package may contain chemical, biological, or nuclear substance(s) that would cause harm to persons or property.

• Utility failure – a major disruption or damage to utilities including gas, electrical, or water.

• Weather – severe weather conditions to include flooding, snow/ice/cold, thunderstorm, wind, tornado, etc.

In making timely warnings and emergency notifications, these are the methods we may use:

• Alerts to students and employees.

• Postings in College facilities and on campus as applicable to the incident.

• Posting of notification on the College website.

• Posting on Social Media sites, i.e. Facebook and Twitter.

Schoolcraft College Community Responsibility

Students and employees should register for alerts at www.getrave.com to receive alerts of timely warnings and/or emergency notifications via cell phone or email.

PUBLIC CRIME LOG

The Campus Security Police will maintain a public crime log that may be accessed during normal business hours. Any crime that occurs on campus and is reported to Campus Security Police will be recorded in the public crime log. The nature of the crime, date, time, and general location and disposition (if known) will be included in the log.

RECORD RETENTION

The Public Crime Log, incident reports, and all documents supporting the Annual Security Report will be retained for a minimum of seven years.

Approved by Cabinet
8/21/07
Revised—Cabinet
10/1/13
Revised—Cabinet
January 19, 2016