

Grand Rapids Community College

2017 Annual Security Report

(Containing Crime Statistics for 2014, 2015 and 2016)

Main and DeVos Campuses

Leslie E. Tassell M-TEC Campus

Patrick A. Thompson M-TEC and Careerline Tech Center Campuses

Midtown Center Campus

West Ottawa High School Campus



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Introduction

Grand Rapids Community College (GRCC), the oldest community college in Michigan, established in 1914, has experienced very few serious crimes, and we strive to provide a safe environment for all. GRCC wants all students and employees to take an active role in safety and security. An important part of that process is educating the community about potential hazards and available resources to use when needed.

In 1990, Congress enacted the Crime Awareness and Campus Security Act, which amended the Higher Education Act of 1965. This act requires all post-secondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1991, 1992, 1998, 2000, 2008, and 2013. The 1998 amendments were renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. This act is also known as the Clery Act. In March 2013, President Obama signed the Violence Against Women Reauthorization Act (VAWA). VAWA amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking; and to include certain policies, procedures, and programs pertaining to these incident categories in this report. These amendments went into full effect in 2015.

While it is impossible to totally isolate ourselves from crime or other threats to our safety, we can take steps to protect ourselves and respond appropriately when faced with danger. We urge those on our Campus to be aware of their environment and to continually strive to maintain the highest level of safety within our community.

This 2017 Annual Security Report, created by the GRCC Campus Police Department, is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA). Once the crime statistics are compiled and the report is complete, the Annual Security Report is placed on our website at grcc.edu/campuspolice. Printed copies can be obtained by contacting GRCC Police dispatch at (616) 234-4010 or stopping into our office, located at 25 Lyon St. NE, Grand Rapids. Each year, an email notification is made to all enrolled students, faculty, and staff about the availability of the report. Potential students and employees are also notified of the availability of this report via the application process.

This report covers crime statistics and policies for all the Grand Rapids Community College campuses including those in Kent County (Main/DeVos Campus, Leslie E. Tassell M-TEC) as well as those at the Lakeshore Campus in Ottawa County (Patrick A. Thompson M-TEC and Careerline Tech Center, Midtown Center, and West Ottawa High School Campus).

Campus Law Enforcement

The GRCC Police Department is a team of professionals with the primary responsibility for safety and security on our campus. All our police officers are commissioned under state law through the Michigan Commission on Law Enforcement Standards and have full law enforcement authority and responsibility, in addition to enforcing GRCC policies. GRCC police officers are armed, and have the authority to arrest and cite individuals who commit crimes on our property. The Police Department is service oriented and tailored to meet the needs of a large urban centered institution. GRCC police officers investigate all criminal incidents occurring on campus and are responsible for enforcing federal, state, and local laws, as well as college policies. They patrol the streets around the campus as they travel between campus buildings, but their jurisdiction to exercise police authority is limited to property that GRCC owns or leases, as well as public property immediately adjacent to GRCC. They also monitor reports from neighboring jurisdictions and will collaborate with local law enforcement to investigate off campus incidents that may pose a threat to our campus community.

GRCC Police Department Hours of Operation

The GRCC Police Department is located at 25 Lyon St. NE, at the corner of Lyon Street and Bostwick Avenue, in the heart of the Main Campus. The GRCC Police Department is NOT open 24 hours. When the campus is closed and GRCC Police are not on duty, local police agencies with jurisdictions over the locations are responsible for patrolling and responding to emergencies. The normal hours of operation for Campus Police are:

- Monday-Thursday 7 a.m.-11 p.m.
- Friday 7 a.m.-10 p.m.
- Saturday 7 a.m.-5 p.m.
- Sunday varies with activity

Summer hours and holiday hours vary, so please contact the GRCC Police Department at (616) 234-4010 to inquire.

Many visitors and first time students are unaware of the services Campus Police provide. The following is a list of some of the things they can do for you:

- Emergency assistance in the case of injury or severe illness
- Protection of persons and property – Officers on foot patrol, police bicycles, and the use of fully marked police cars allow flexibility and mobility in patrolling the campus
- Motorist assists – open locked vehicles, jump start dead batteries
- Crime prevention and reporting
- Parking and traffic enforcement
- Escort service to your car, or from building to building
- Maintain the college's lost and found service
- Make emergency notifications
- Enforce state and federal law, local ordinances, and GRCC policies

Mutual Assistance and Neighboring Jurisdictions

The Police Department's ability to operate at this level enables it to provide a sensitive, measured approach to all situations requiring police service. GRCC police officers have a strong working relationship with and work closely with the Grand Rapids Police Department, Kent County Sheriff's Department, Holland Department of Public Safety, Ottawa County Sheriff's Department, Michigan State Police, the Federal Bureau of Investigation, and other law enforcement agencies. As of summer 2016, GRCC PD has written memorandums of understanding, regarding the investigation of alleged criminal offenses, with the following jurisdictions: City of Grand Rapids, City of Grandville, City of Lowell, City of Wyoming, Ottawa County Sheriff's Department, and the Michigan State Police. GRCC PD does not have a written agreement with the Kent County Sheriff's Department or the Holland Department of Public Safety. GRCC Police employees communicate and exchange information with all these agencies on investigations of concern to the GRCC community. GRCC participates in monthly meetings with the Kent County Chiefs of Police Association and maintains memberships with the Michigan Association of Chiefs of Police, as well as the Michigan Association of Campus Law Enforcement Administrators and International Association of Campus Law Enforcement Administrators. The GRCC Police Department maintains a Law Enforcement Information Network (LEIN) and a National Law Enforcement Telecommunications Network (NLETS) terminal. Through the use of these systems, police personnel can access database information on criminal histories, nationwide police records, driver and vehicle information, as well as receive important broadcasts on issues such as stolen vehicles, Amber Alerts, wanted persons, severe weather warnings, etc. The GRCC Police Department's use of this system is audited by the Michigan State Police.

Reports received from outside police agencies regarding GRCC students being involved in criminal behavior or violations of the GRCC Student Code of Conduct may be forwarded to the Director of Student Life and Conduct, Title IX Coordinator, or the Dean of Student Affairs for internal investigation. College sanctions range from a verbal reprimand to permanent expulsion.

Where to Report a Crime

Reports of crimes and other emergencies on or near campus can be made, during the Campus Police hours of operation, in person at the GRCC Police Department or by telephone. The college also participates with the Silent Observer program, providing a safe and anonymous option to report crimes. The Silent Observer tip line is available 24 hours a day, seven days a week, at (616) 774-2345, text message at CRIMES (274637) keyword TIP138, or toll-free (866) 774-2345.

The GRCC Police Department can be reached by telephone in the following ways:

- Dial 4010 from any college phone for non-emergencies
- Dial 4911 from any college phone for emergencies
- Dial (616) 234-4010 from any cell or other non-college phone for non-emergencies
- Dial (616) 234-4911 from any cell or other non-college phone for emergencies
- Use of the one-touch CODE 2 button on any classroom or office phone
- Use any emergency call box on campus, as described below

There are seven (7) yellow "Code Blue" emergency pedestals located throughout the Main/DeVos Campus. When activated, by pushing the call button, the "Code Blue" pedestals will ring directly into the Campus Police Dispatch office during regular hours of operation and to the Grand Rapids Police Department after the GRCC Police Department is closed. GRCC also maintains 38 emergency call boxes located throughout campus. A listing of call box locations can be found at the following web page: grcc.edu/campuspolice. All campus elevators have interactive speaker-phones that can be used in an emergency. When the GRCC Campus Police Department is closed, in-progress crimes and emergencies can be reported directly to the appropriate jurisdiction by calling 9-1-1.

Reporting Procedures

The GRCC Police Department does everything in its power to fulfill its service-oriented goals. To be successful, the assistance of everyone is needed. Students, employees, visitors, and community members are strongly encouraged to contact the GRCC Police Department to report criminal behavior or other emergencies on or near our campuses for the purpose of making timely warnings notifications and the annual statistical disclosures. Victims of sexual discrimination or sexual violence may also report the incident directly to the Title IX coordinator, Kimberly Devries, by calling (616) 234-2120. Grand Rapids Community College encourages accurate and prompt reporting of all crimes to the Campus Police Department and other appropriate police agencies, even when the victim of a crime elects not to or is unable to make such a report.

Dispatchers are available to take calls for service during our operating hours. Once the details are provided, an officer or officers will be dispatched to the incident location. All victims and witnesses will be interviewed, and any available evidence will be collected. The incident will be documented in an official police report and a complete investigation conducted. This documentation and investigation will allow the GRCC Police to identify potential problem areas, provide resources and assistance to victims, refer the accused individual through the student disciplinary system, and, if necessary, prosecute the individual in the appropriate court of law. If the victim does not wish to pursue criminal charges, the information will be used only for accurate crime statistics reporting and the issuance of timely warnings, if necessary. No victim will be forced to participate in a criminal investigation. Victims will be provided with information related to the resources available to them both on campus and in the community.

GRCC does allow victims and/or witnesses of crimes to report incidents on a voluntary, confidential basis (this option is explained in more detail (later in this report) for inclusion in the annual disclosure of crime statistics. GRCC also employs licensed professional counselors who are not required to disclose information provided to them in the course of counseling, as protected by Michigan State Law. They are encouraged, however, if and when it is deemed appropriate, to inform the persons they are counseling of procedures to report crimes on a voluntary confidential basis for inclusion in the annual crime statistics. It should however be noted that a Director of a campus counseling center is considered to be a Campus Security Authority.

While on any of the Kent County campuses, if a crime, suspicious person or incident, or other emergency situation occurs, contact the GRCC Police Department at (616) 234-4911. If a crime or other emergency needs to be reported at the Lakeshore Campuses in Ottawa County, please dial 9-1-1 for an emergency and (800) 249-0911 for non-emergencies. (After the incident has been reported to 911, GRCC Police Dispatch should still be contacted for proper documentation.) Timely reporting of criminal behavior aids Campus Police in the effort to prevent future crimes from occurring, as well as providing information used to issue Timely Warnings and Emergency Notifications to our campus community. Awareness and input are essential to campus crime prevention.

If an incident occurs off-campus, and GRCC Police are notified, the GRCC Police will assist in contacting the appropriate law enforcement agency for reporting purposes, if necessary. The GRCC Police Department prepares written reports of all criminal activity as well as written reports for motor vehicle crashes. Printable copies of incident reports may be obtained by contacting the GRCC Police Department. Before receiving a copy of a report, the requestor must complete a Freedom of Information Act form, provided upon request at the GRCC Police Department or by accessing our webpage and searching under "Forms." Release of names of persons associated with police reports is governed by the Michigan Freedom of Information Act and the Family Education Rights Privacy Act; thus, some information may be redacted if deemed appropriate.

Monitoring and Recording of Criminal Activity by Students at Non-campus locations of Recognized Student Organizations

GRCC does not have residential housing or officially recognized student organizations that own or control housing facilities or other property outside of the GRCC core campus.

The GRCC Police Department attempts to monitor the law enforcement agencies adjacent to our campuses and regional sites. Should the college become aware of activity that may impact it, the incident may be investigated by GRCC Police Department.

Voluntary Confidential Reporting

If a victim of a crime does not want to pursue action within the college system or the criminal justice system, the victim may still want to consider making a confidential report. With the victim's permission, the Police Chief or designee of GRCC PD can complete a report with the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of themselves and others. With such information, the college can keep an accurate record of the number

and type of incidents involving students, employees, and visitors; determine where there may be a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Even though the victim's identity can be withheld from a police report, all police reports are considered public records under Michigan State Law. GRCC PD is not able to withhold release of incident reports. If requested, the incident report may have to be released. Because of this, victims may wish to report the incident to another Campus Security Authority such as: Title IX Coordinator or Deputy Coordinators, GRCC Licensed Professional Counselors, Coaching Staff, or Student Organization Advisor. The Campus Security Authority may withhold the name and many details of the incident, yet provide enough information for the incident to be included in the annual crime statistics.

Daily Crime Log

The purpose of the Daily Crime Log is to record criminal incidents and alleged criminal incidents that are reported to the GRCC Police Department. The Daily Crime Log contains information on the date and time the crime was reported as well as date and time the crime actually occurred. It also contains the nature of the crime, general locations of the crime and the disposition of the complaint.

The crime log is updated within two business days by the GRCC Police Department. The Daily Crime Log may be viewed by visiting the GRCC Police Department on the downtown campus. The daily crime log is available electronically on the GRCC Police Department website grcc.edu/campuspolice.

Crime Statistics

Preparation of the Annual Crime Statistics

The information below provides context for the crime statistics reported as part of our compliance with the Clery Act. The Annual Security Report includes crime statistics reported directly to GRCC Police Department and statistics obtained from the following sources: the Grand Rapids Police Department, Grandville Police Department, Holland Department of Public Safety, Kent County Sheriff's Department, Lowell Police Department, Michigan State Police, Ottawa County Sheriff's Department, Wyoming Department of Public Safety, and any additional police agencies both nationally and internationally, for locations our students travel to for academic or school-related functions, as required under the Clery Act.

A written request for statistical information is made at least on an annual basis to all Campus Security Authorities and to College Deans, Directors, and Department Heads. Basic incident information is requested and provided to GRCC PD by the employees at the GRCC Counseling Center even though they are not required under state law to provide information for the compliance document. Our Title IX coordinator also provides statistics to GRCC PD about cases report directly to that office when the victim(s) chooses to not report the incident to the police.

GRCC's Annual Security Report includes statistics from the previous three years and contains crime data in three separate categories of geography: On-Campus; Non-Campus (buildings or property leased or controlled by GRCC); and on Public Property within or immediately adjacent to and accessible from, the On-Campus locations. Campus Geography is explained in more detail in the next section. It should be noted that GRCC has no residential facilities.

The Clery Act requires campuses to include four general categories of crime statistics:

- Criminal Offenses – Criminal Homicide, including Murder and Non-Negligent Manslaughter, Manslaughter by Negligence; Sexual Assault including: Rape, Fondling, Incest, and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
- Hate Crimes – Any of the above-mentioned offenses, and any incidents of Larceny or Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.
- VAWA Offenses – Any incidents of Domestic Violence, Dating Violence, and Stalking. (Note: Sexual Assault is also a VAWA Offense but it is included in the Criminal Offense category for Clery Act reporting purposes).
- Arrests and Referrals for Disciplinary Action – for Weapon Violations (carrying, possessing, flourishing, etc.), Drug Abuse Violations, and Liquor Law Violations. The term "referred for disciplinary action" in this sections means: the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

The statistics are published in accordance with the standards set forth in the FBI Uniform Crime Reporting Handbook and relevant federal and state laws. GRCC also submits the annual crime statistics published in this report to the Department of Education and the information collected can be found on the Department of Education website.

The crime tables show the number of reported incidents in each classification for the preceding three calendar years, broken down under the geography headings, for each campus. If there is a "N/A" indicator, that means we

did not own, lease, or control the property indicated for that year. All GRCC Non-Campus locations are covered under the Main Campus table.

If there is a dash (-) that means we did not collect that category of offense for that specific year. As an example, the categories for Domestic Violence, Dating Violence, and Stalking were not required categories prior to 2014. Beginning in 2015, campuses were required to report the number of "Unfounded" police reports. In this report, the incidents of Hate Crimes and Unfounded reports are indicated under the respective campus chart in paragraph form. Once compiled, the Annual Security Report is written and placed on our website at grcc.edu/campuspolice. Printed copies can be obtained by stopping into the Campus Police office, located at 25 Lyon St. NE, Grand Rapids. Each year, an email notification is made to all enrolled students, faculty, and staff about the availability of the report. Potential students and employees are also notified via the application process.

Definitions of Geography

On-Campus

Any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to the institution's educational purposes, including residence halls (GRCC does not have residence halls); and any building or property that is within or reasonably contiguous to the identified area of this definition that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

In an effort to help further define an "On-Campus" location, the following information is used: The location provides classes in an organized program of study, and has at least one person on-site acting in an administrative capacity. GRCC has On-Campus locations in both Kent and Ottawa counties. In communication and publications from GRCC, these campuses are often grouped into either the Kent County Campus or Ottawa County Lakeshore Campus. The breakdown is:

Kent County:

- Main/DeVos Campus
- Leslie E. Tassell M-TEC

Ottawa County Lakeshore:

- Patrick A. Thompson M-TEC and Careerline Tech Center
- Midtown Center
- West Ottawa High School

Non-Campus Building or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes is frequently used by students, and is not in the same reasonably contiguous geographic area of the institution. Although many locations are included in this category, the following is a sample of what is included:

- Regional Sites at area high schools, such as: Byron Center, Grandville, Lowell, Rockford, Grand Rapids, Ottawa Hills, and Union, etc.
- Hotels used by athletics teams and student organizations when they travel for more than two nights or use the same location every year.*
- Hotels and hostels used by our Study Away students when they travel for more than two nights or use the same location every year.*
- Locations used by athletic teams for games or practices, as well as for academic courses taught in off-site locations, such as Scott Lake Golf Course, Belknap Park Ball Fields, Clique Bowling Alley, etc.

*Beginning summer 2016, this guideline was clarified by the Department of Education and was specified to require crime stats when a student group stayed for more than one night. For purposes of this report, the previous guideline was used in obtaining crime statistics for 2014 and 2015.

Public Property

All public property, including: thoroughfares, streets, sidewalks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus. The GRCC crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries. Public Property refers to property owned by a government entity such as a city or state government. The crimes occurring in parking structures owned by GRCC are included in the On-Campus crime statistics.

Crime Definitions (Federal/Clery Definitions): Listed In Alphabetical Order, Not Clery Hierarchy Order.

Aggravated Assault:

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Arson:

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary:

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

Dating Violence:

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating Violence does not include acts covered under the definition of Domestic Violence

Destruction/Damage/Vandalism of Property:

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Disciplinary Referrals (Referred for Disciplinary Action):

The referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

Domestic Violence:

A felony or misdemeanor crime of violence committed by any of the following individuals:

1. A current or former spouse or intimate partner of the victim; or
2. A person with whom the victim has a child in common; or
3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
4. A person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or
5. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

Drug Abuse (Law) Violations:

Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically 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, heroine, and codeine), marijuana; synthetic narcotics (Demerol and Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Hate Crimes:

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The following eight categories are reported: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, or Disability. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. Crimes that are classified under this definition include all listed Clery Reportable Crimes plus: larceny/theft, simple assault, intimidation, destruction, vandalism, and/or damage. Weapon, drug law, and liquor law violations are not included in hate crime data.

Intimidation:

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny/Theft:

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. The constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

Liquor Law Violations:

The violation of state or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession of alcoholic beverages; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor; using a vehicle for illegal transportation of liquor; open alcohol in a motor vehicle; consumption of alcohol in public; and other related offenses. Driving under the influence of alcohol is not included in this definition.

Motor Vehicle Theft:

The theft or attempted theft of a motor vehicle. Classified as motor vehicle theft, are all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding.

Murder and Non-Negligent Manslaughter:

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

Manslaughter by Negligence:

The killing of another person through gross negligence.

Robbery:

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sexual Assault (Sex Offenses):

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

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part, or object; or oral penetration by a sex organ of another person without consent of the victim. This offense includes the rape of both males and females.
- Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity.
- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: A non-forcible sexual intercourse with a person who is under the statutory age of consent (which is 16 in the State of Michigan).

Simple Assault:

An unlawful physical attack by one person upon another where neither the offender displays a weapon nor 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.

Stalking:

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

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

Weapon Law Violations:

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Crime Statistics
Main/DeVos Campus

Criminal Offenses Reporting Table				
Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	1	0	0
Manslaughter by Negligence	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Rape	2014	0	0	0
	2015	0	0	0
	2016	1	0	0
Fondling	2014	0	0	0
	2015	0	0	0
	2016	1	0	0
Incest	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Statutory Rape	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Robbery	2014	0	0	1
	2015	1	0	0
	2016	0	0	2
Aggravated Assault	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Burglary	2014	0	0	0
	2015	3	0	0
	2016	1	0	0
Motor Vehicle Theft	2014	0	0	0
	2015	0	0	1
	2016	0	0	0
Arson	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

Hate Crime: There were no reported hate crimes on Main/DeVos campus in 2014, 2015, or 2016.

Unfounded Incidents: The Motor Vehicle Theft reported in 2015 on Public Property occurred on a public street that is reasonably contiguous to our campus. It was determined to be UNFOUNDED by the Grand Rapids Police Department investigator, however the victim stood by her claim that the vehicle was stolen, thus GRCC is including it as a crime in this report. There were no unfounded incidents on the Main/DeVos campus geography.

Main/DeVos Campus

VAWA Offenses Reporting Table				
Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2014	1	0	1
	2015	0	0	1
	2016	0	0	0
Dating Violence	2014	0	0	0
	2015	0	0	1
	2016	0	0	0
Stalking	2014	2	0	1
	2015	2	0	0
	2016	0	0	0

Main/DeVos Campus

Arrests and Disciplinary Referrals Reporting Table				
Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons (Carrying, Possessing, etc.)	2014	0	1	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals (Weapons: Carrying, Possessing, etc.)	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrests: Drug Abuse/Law Violations	2014	9	3	3
	2015	1	1	0
	2016	1	4	0
Disciplinary Referrals: Drug Abuse/Law Violations	2014	0	0	0
	2015	1	0	0
	2016	1	0	0
Arrests: Liquor Law Violations	2014	2	1	0
	2015	0	0	0
	2016	0	0	0
Disciplinary Referrals: Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

Leslie E. Tassell M-TEC Campus

Criminal Offenses Reporting Table				
Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Manslaughter by Negligence	2014	0	NA	0
	2015	0	N/A	0
	2016	0	N/A	0
Rape	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Fondling	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Incest	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Statutory Rape	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Robbery	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Aggravated Assault	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Burglary	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Motor Vehicle Theft	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Arson	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0

Hate Crime: There were no reported hate crimes on the Leslie E. Tassell M-TEC Campus in 2014, 2015, or 2016

Unfounded Incidents: There were no unfounded reports on the Leslie E. Tassell M-TEC Campus in 2014, 2015, or 2016.

Leslie E. Tassell M-TEC Campus

VAWA Offenses Reporting Table				
Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Dating Violence	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Stalking	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0

Leslie E. Tassell M-TEC Campus

Arrests and Disciplinary Referrals Reporting Table				
Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons (Carrying, Possessing, etc.)	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Disciplinary Referrals (Weapons: Carrying, Possessing, etc.)	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Arrests: Drug Abuse/Law Violations	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Disciplinary Referrals: Drug Abuse/Law Violations	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Arrests: Liquor Law Violations	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Disciplinary Referrals: Liquor Law Violations	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0

Patrick A. Thompson M-TEC/Careerline Tech Center Campus

Criminal Offenses Reporting Table				
Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Manslaughter by Negligence	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Rape	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Fondling	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Incest	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Statutory Rape	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Robbery	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Aggravated Assault	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Burglary	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Motor Vehicle Theft	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Arson	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0

Hate Crime: There were no reported hate crimes on the Patrick A. Thompson M-TEC/Careerline Tech Campus in 2014, 2015, or 2016.

Unfounded Incidents: There were no unfounded reports on the Patrick A. Thompson M-TEC/Careerline Tech Campus in 2014, 2015, or 2016.

Patrick A. Thompson M-TEC/Careerline Tech Center Campus

VAWA Offenses Reporting Table				
Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Dating Violence	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Stalking	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0

Patrick A. Thompson M-TEC/Careerline Tech Center Campus

Arrests and Disciplinary Referrals Reporting Table				
Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons (Carrying, Possessing, etc.)	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Disciplinary Referrals (Weapons: Carrying, Possessing, etc.)	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Arrests: Drug Abuse/Law Violations	2014	1	N/A	1
	2015	0	N/A	0
	2016	0	N/A	0
Disciplinary Referrals: Drug Abuse/Law Violations	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Arrests: Liquor Law Violations	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Disciplinary Referrals: Liquor Law Violations	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0

Midtown Center Campus

Criminal Offenses Reporting Table				
Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Manslaughter by Negligence	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Rape	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Fondling	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Incest	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Statutory Rape	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Robbery	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Aggravated Assault	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Burglary	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Motor Vehicle Theft	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Arson	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0

Hate Crime: There were no reported hate crimes on the Midtown Center Campus in 2014, 2015 or 2016.

Unfounded Incidents: There were no unfounded reports on the Midtown Center Campus in 2014, 2015, or 2016.

Midtown Center Campus

VAWA Offenses Reporting Table				
Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Dating Violence	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Stalking	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0

Midtown Center Campus

Arrests and Disciplinary Referrals Reporting Table				
Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons (Carrying, Possessing, etc.)	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Disciplinary Referrals (Weapons: Carrying, Possessing, etc.)	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Arrests: Drug Abuse/Law Violations	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Disciplinary Referrals: Drug Abuse/Law Violations	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Arrests: Liquor Law Violations	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Disciplinary Referrals: Liquor Law Violations	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0

West Ottawa High School Campus

Criminal Offenses Reporting Table				
Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Manslaughter by Negligence	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Rape	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Fondling	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Incest	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Statutory Rape	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Robbery	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Aggravated Assault	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Burglary	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Motor Vehicle Theft	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Arson	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0

Hate Crime: There were no reported hate crimes on the West Ottawa High School Campus in 2014, 2015 or 2016.

Unfounded Incidents: There were no unfounded reports on the West Ottawa High School Campus in 2014, 2015, or 2016.

West Ottawa High School Campus

VAWA Offenses Reporting Table				
Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Dating Violence	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Stalking	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0

West Ottawa High School Campus

Arrests and Disciplinary Referrals Reporting Table				
Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons (Carrying, Possessing, etc.)	2014	1	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Disciplinary Referrals (Weapons: Carrying, Possessing, etc.)	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Arrests: Drug Abuse/Law Violations	2014	3	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Disciplinary Referrals: Drug Abuse/Law Violations	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Arrests: Liquor Law Violations	2014	1	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0
Disciplinary Referrals: Liquor Law Violations	2014	0	N/A	0
	2015	0	N/A	0
	2016	0	N/A	0

Notifications

Timely Warnings

Timely Warning Notices are notices which will be provided to students and employees in a manner that is timely, withholds the names of victims as confidential, and will aid in the prevention of similar occurrences. Timely warnings will be sent for all Clery Act crimes that occur on GRCC's Clery geography (see definitions in geography section) that are: (1) Reported to Campus Police, other campus security authorities, or local police agencies who notify GRCC; and (2) Considered by the institution to represent a serious or continuing threat to students or employees. Incidents are considered on a case-by-case basis in light of all the known facts surrounding the crime, including: the nature of the crime, continuing danger to the community, and the possible risk of compromising law enforcement efforts. Timely warnings are not limited to violent crime. Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger GRCC community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the victim, or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incidents of Arson

The decision to issue a timely warning is made by the GRCC Chief of Police or the Chief's designee. Once the decision is made to issue a timely warning, the message will be drafted by the Police Chief or designee and sent to the Executive Director of Operational Planning or the Director of Communications for distribution to the campus community. GRCC uses multiple resources to collect information that may necessitate a timely warning. Information obtained directly at the GRCC Police Department, or while monitoring local police radio transmissions, as well as police incident reports sent to us by our neighboring jurisdictions provide the information we need to determine if there is a threat to our campus community requiring a timely warning. Various methods will be used to communicate with students, employees, and visitors. They may include any or all of the following options: email, text messaging, and the use of social media.

Emergency Notification, Response, and Evacuation Procedures

GRCC will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. If an emergency affects our On-Campus locations, GRCC Police Officers, in conjunction with other College administrators, local first responders, and/or the National Weather Service, will be responsible for confirming the significance, danger level, and immediate threat to the safety and security of the college community. In the event of an emergency affecting a separate campus, or non-campus location, the local police jurisdiction or on-scene administrative staff will be responsible for confirming the threat or danger level and notifying GRCC Police, at which time the notification procedures will be followed. Examples of significant emergencies or dangerous situations are: outbreak of serious illness, severe weather emergency, gas leak, armed intruder, bomb threat, explosion, etc. Upon confirmation of the threat or danger, as required by the Higher Education Opportunity Act (Public Law 110-315), GRCC will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities (GRCC police chief or designee, local police responders, etc.), compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. In such a case, the notification may be delayed.

The methods for sending the notification may include all or some of the following: email and text messaging via the RAVE system, emergency phone alert system (EPAS), public address system, GRCC website, use of the digital signs located throughout college buildings, posted notices in buildings, fire alarm activation, and/or contacting local television news outlets via GRAIL and face-to-face communication may be used if necessary. The Chief of Police, the Executive Director of Operational Planning, the Director of Communications, or available designee will be responsible for writing and sending the notification. In the message, students, employees, and visitors will be given instructions and directed to a safe location if known. In some cases, messages may be limited to certain segments of the campus, depending on the nature of the emergency. It is the responsibility of the Chief of Police, the Executive Director of

Operational Planning, Vice President of Finance and Administration, or available designee to determine if the entire campus or a portion of the campus will receive the notification. (For example, if there is a gas leak in one building, the notification may be limited to the one building.) The entire campus will be notified when there is at least a potential that a very large segment of the college community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. Each emergency situation will be continually assessed with additional messages going out as necessary. Follow up messaging will be distributed using the same methods as the original emergency notification, except the use of a fire alarm.

Due to the multiple types of notification systems, several sources will be used to distribute the information. Depending on the situation, the police dispatcher or designee could initiate the EPAS system, while other designated persons send messages via the RAVE system, which could send email, text, and text-to-voice phone calls simultaneously. The GRCC Rave system is auto-populated nightly with current student and employee contact information. If someone elects against receiving Emergency Notifications and Timely Warnings from the college, he or she would need to contact the Chief of Police or Executive Director of Operational Planning in writing to be removed from the system. Others wishing to receive GRCC RAVE communication, including community members, may opt in to the program by providing their email address and/or phone numbers to the Chief of Police or Executive Director of Operational Planning. When necessary, GRCC will notify area news media to assist in notifying the larger community of any threat to the safety of those in the surrounding area.

GRCC Police Department process for the Main, DeVos and Tassell M-TEC campuses:

- Dispatcher will receive the call.
- Police officer(s) will respond to the reported incident.
- Police officer(s) will evaluate the incident to determine danger and threat level.
- Highest ranking police employee will be notified.
- If appropriate, the Emergency Notification process will be initiated.
- Instructions as to where to go, what to do, etc. will be provided.
- If appropriate, the Emergency Management Team will be convened.
- Regular updates and notifications will be sent in the same and/or additional methods as the original emergency notification.

For all other campuses:

- Local jurisdiction dispatcher will receive the call.
- Local police officer(s) will respond to the reported incident.
- Local police officer(s) will evaluate the incident to determine danger and threat level.
- Once GRCC is notified, either by the local jurisdiction or other GRCC employees, the highest ranking police employee will be notified.
- If appropriate, the Emergency Notification process will be initiated.
- Instructions as to where to go, what to do, etc. will be provided.
- If appropriate, the Emergency Management Team will be convened.
- Regular updates and notifications will be sent in the same and/or additional methods as the original emergency notification.

Public Safety Advisory

In situations in which serious or significant crimes occur outside of our Clery reportable geography, GRCC may issue a Public Safety Advisory, when deemed necessary by the Police Chief or designee. The advisory will be issued via email and/or text messaging by the Director of Communications or designee. This information will be provided for the information of students and staff to make them aware of ongoing criminal investigations that may be of concern to our campus community and to aid in the prevention of similar crimes.

Emergency Procedures

GRCC maintains an Emergency Response Plan that outlines responsibilities of campus departments during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular departments or positions. The current emergency response plan can be found by visiting the Campus Police website, under resources. Specific college departments are responsible for developing emergency response and business continuity plans for their areas and staff. The Emergency Management Team provides resources and guidance for the development of these plans.

GRCC conducts tests of the emergency response procedures throughout the academic year. These tests are designed to evaluate specific segments of our emergency response plan. Tests and drills may be announced or unannounced, and may involve the entire campus, or focus on smaller areas. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced. The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

Also, an emergency procedure reference document and evacuation route map are posted in all classrooms and meeting spaces in college owned buildings. These documents should be reviewed at the beginning of each semester by students and employees.

Fire Drill and Evacuation

Prior to the start of the academic school year, GRCC is required to train all its instructional staff on fire and emergency evacuation procedures in order to comply with the Michigan Fire Code. As required, documentation is then sent to the State Fire Marshall. If the audible and visible fire alarms are activated, everyone must evacuate the building. Never assume the alarm is false. To assist students in evacuating classrooms and directing them to safety, faculty are asked to take a few minutes during the first day or two of classes to identify and review the following:

- The Fire Drill Procedures, Emergency Procedures document, and evacuation maps that are located in each classroom.
- The location of exits and students' responsibilities in case of emergencies.
- Exits and "Areas of Rescue Assistance" that are near classrooms.
- Students who can assist those in need in getting to the "Areas of Rescue Assistance" on floors that do not directly exit to the outside.

During an emergency, or when the emergency alarm is activated:

- DO NOT USE THE ELEVATORS.
- After checking the door frame for heat, close windows before exiting the room and close the doors upon leaving the room.
- Exit and take your class across the street from the building and wait until the "ALL CLEAR" is given by GRCC police officers. DO NOT STAND ON PEDESTRIAN WALKWAYS OR BLOCK EXITS.
- Missing or injured students or employees should be reported immediately, verbally or in writing, to the GRCC Police Department at 25 Lyon St., (616) 234-4010.

Tornado Evacuation

A Tornado Warning is an alert issued by national weather forecasting agencies to warn the public that severe thunderstorms with tornadoes are imminent or occurring. It can be issued after a tornado or funnel cloud has been spotted by the public, storm chasers, emergency management or law enforcement, or, more commonly, if there are radar indications of tornado formation. A Tornado Watch is issued when weather conditions are favorable for the development of severe thunderstorms that are capable of producing tornadoes. A Tornado Watch therefore, implies that it is also a Severe Thunderstorm Watch. In the case of a severe weather emergency, the goal of Grand Rapids Community College employees is to minimize physical injury and increase the possibility of survival. We can meet this goal by familiarizing ourselves and our students with the Tornado Evacuation Procedures. Moving persons from higher floors to lower, windowless areas of GRCC buildings can enhance chances for survival. Each building has its own evacuation routes and emergency procedures posted in classrooms and public meeting spaces.

Individuals with mobility impairments should immediately report to alternative shelter areas, avoiding the use of the elevators. Small, interior and windowless rooms, such as restrooms or corridor areas, may be used. Avoid windows, parking ramps, catwalks, or pedestrian walkways.

The Kent County and Ottawa County community warning sirens will be activated upon the issuance of a Tornado Warning. When classes or activities exist on GRCC campuses, GRCC will respond when the sirens sound, regardless of news and social media information on location and path of possible danger. **If the sirens sound, we expect all students and employees to evacuate to the nearest shelter locations.** GRCC will follow the process outlined

in the Emergency Notification Procedure to notify the campus community of a tornado warning. Campus Police also monitors the National Weather Service to better prepare for the possibility of a weather emergency. Faculty members should inform students of the Tornado Warning, turn off the lights, take the class roster with them, close the doors, and direct students to the appropriate shelter area. Following the "All Clear" signal, college staff should report the names of injured persons to the Campus Police at 25 Lyon St., or by calling (616) 234-4010.

Due to Grand Rapids Community College's large service area, and the fact that we are a commuter campus with no residential halls, GRCC will not send severe weather messaging to staff and students when the campus is closed.

The Kent County community warning sirens are tested at noon on the first Friday of each month from April through October. Ottawa County emergency sirens are tested on the first Friday of each month at noon from March through November. These tests will not necessitate evacuation.

Tornado Shelters Located in GRCC Buildings

Building	Floor and/or Rooms
Wisner-Bottrall Applied Technology Center (ATC)	<ul style="list-style-type: none"> • First floor: Rooms 139-152 (excluding 142B and 149) and adjoining corridor, auditorium, all banquet rooms • Second floor: 214, 221, 224, 242, 244 and 247
Calkins Science Center (CSC)	<ul style="list-style-type: none"> • First floor: Rooms 105, 106, 118, 122, 123, 125, 127, 133, 138, 139 • Second floor: Rooms 228, 232, 241, 242, 243
College Park Plaza (CPP)	<ul style="list-style-type: none"> • Basement –mechanical room through door #110.
Cook Hall	<ul style="list-style-type: none"> • Rooms 112 and 114 • Restrooms and windowless offices, hallways and interior rooms or classrooms in G-1 and G-2 Main specifically room numbers 3, 8A,8B, and 14 (paint shop).
DeVos Campus	<ul style="list-style-type: none"> • Administration Building: basement shelter • Sneden Hall: Sneden Café (Rm 111) and the hallway to the north leading toward room 115, between the Café and IT offices, and room 115 • White Hall: Lower level, basement, near lobby of the criminal justice offices • Mable-Engle House: Basement
Gerald R. Ford Fieldhouse (FFH)	<ul style="list-style-type: none"> • Lower level: (arena side) fitness room, 102, locker rooms 105, 106, 107, 108, and men's restroom. • Lower level: (pool side) free weight room corridor • First Floor: North corridor between gym and pool, restrooms, and room 212
Learning Resource Center (LRC)	<ul style="list-style-type: none"> • First floor: rooms 123 and 140
Mable Engle House	<ul style="list-style-type: none"> • Basement
Main Building and Data Center	<ul style="list-style-type: none"> • Restrooms and windowless offices or classrooms in G-1 and G-2 Main. • Hallways and interior rooms in G-1 and G-2 Main, specifically room 3, 8A, 8B, and 14 (paint shop)
Leslie E. Tassell M-TEC	<ul style="list-style-type: none"> • First floor: Restrooms located on the south side of the building near room 103 and room 124, exit hallway located near room 110, and room 155 located in the welding lab
Patrick A. Thompson M-TEC (Thompson M-TEC and Lakeshore)	<ul style="list-style-type: none"> • Restroom inside High Bay Area • Interior office space connected to 100 and 102 • Interior classrooms 105, 107, 109
Music Center	<ul style="list-style-type: none"> • Any first floor practice room • Studios 1 (room 138), 2 (room 137), and 3 (room 134) • Rooms 101, 113, 116, and 136
Sneden Hall	<ul style="list-style-type: none"> • Sneden Café and the hallway to the north leading toward room 115
Spectrum Theater	<ul style="list-style-type: none"> • Main floor: Green Room (room 112) and hallway • Lower and Basement Level: All rooms
Student Community Center (SCC)	<ul style="list-style-type: none"> • First floor: Restrooms, east hallway, the Farside Room (room 25), and the inner offices of Student Life rooms 20, 22, 23 • Second floor: Multipurpose Room (rooms 234A and 234B)
White Hall	<ul style="list-style-type: none"> • Lower level near lobby of the criminal justice offices

Institutional Policies

Illegal Use of Alcohol and other Drugs

Possession, use, or sale of alcoholic beverages is not permitted on GRCC college properties, and will be addressed in accordance with college regulations. Laws regarding the possession, sale, and furnishing of alcohol are governed by the state of Michigan and enforced by the GRCC Campus Police Department as well as local police jurisdictions. Violations of state laws or local ordinances include the illegal manufacture, sale, transporting, and furnishing; possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; or using a vehicle for illegal transportation of liquor.

Use of alcohol on campus or during work time (wherever the work is located) is permitted only for work-related social or educational purposes.

All attempts to commit any of the above violations would be a violation of college policy and are subject to college disciplinary actions, and/or criminal prosecution, fines, and/or imprisonment.

GRCC is a designated "Drug Free" Campus. The possession, use, sale, manufacture, and/or distribution of any illegal prescription or controlled substance and paraphernalia associated with the aforementioned offenses, is illegal under both state and federal laws. Such laws are strictly enforced by the GRCC Campus Police. Violations are subject to college disciplinary actions, and/or criminal prosecution, fines, and/or imprisonment.

A complete description of GRCC's Drug and Alcohol Abuse Prevention Plan, as provided in the College's annual notification to students and employees, is available online at: [DAAPP](#).

Drug and Alcohol Policy

I. Policy Section:

6.0 Human Resources

II. Policy Subsection:

6.24 Drug and Alcohol Policy

III. Policy Statement

Grand Rapids Community College is committed to the elimination of drug and/or alcohol abuse in the workplace and in all learning environments.

In compliance with the Drug-Free Workplace Act (41 U.S.C. 701) and the Drug Free Schools and Communities Act (20 U.S.C. 1145g), the unlawful manufacture, distribution, dispensation, possession, use or sale of a controlled substance or alcohol on property owned or controlled by the college or as part of any college-sponsored program off-campus is strictly prohibited, unless specifically permitted for work-related social, educational purposes, or non-work time on campus at our Fountain Hill Brewery and Heritage Restaurant. Violation of this policy constitutes grounds for disciplinary action up to and including termination of employment. For students, disciplinary consequences are set forth in the Student Code of Conduct.

IV. Reason for Policy

Drug and alcohol use or abuse may pose a threat to the health and safety of Grand Rapids Community College students, staff and community members, and to the security of our equipment and facilities. The risks associated with the use or abuse of drugs or alcohol are numerous. These include physical and mental impairment, as well as effects on professional and personal lives. Use or abuse of drugs or alcohol can negatively impact job or academic performance and attendance and can jeopardize continued employment or status as a student or volunteer. This policy is designed to maintain a drug-free work and learning environment and to comply with the requirements of local, state, and federal laws.

V. Entities Affected by this Policy

Persons covered by this policy include employees, students, applicants for employment, persons engaged on the premises of the college as independent contractors, volunteers, vendors, and persons participating in or attending college-sponsored programs.

VI. Who Should Read This Policy

Students
Employees
Applicants for employment
Board of Trustee members
Volunteers
Guests

VII. Related Documents

Drug-Free Workplace Act
Drug Free Schools and Communities Act
Drug and Alcohol Abuse Prevention Program (DAAPP)
Drug and Alcohol Biennial Review Document
Employee Agreement to Submit to Medical Review
Student Code of Conduct
GRCC Conflict of Interest Policy
Administrator Code of Ethics
APSS Code of Ethics
Faculty Code of Ethics
Ethics Monitoring System
Misconduct Policy

VIII. Contacts

Policy Owner: Executive Director of Human Resources
GRCC Chief of Police
Director of Student Life and Conduct

IX. Definitions

- A. Covered substances: This policy covers the following substances:
1. Alcohol in any form.
 2. Controlled or illegal drugs or substances (including hallucinogens, barbiturates, depressants, stimulants, cannabinoids, opioids, club drugs, dissociative drugs, and any other compounds or drugs whose use, possession, or transfer is restricted or prohibited by law).
 3. Any substance that influences a person in a way that jeopardizes the safety of person or other persons or hinders the person's ability or any other person's ability to perform work responsibilities. This includes synthetic drugs.
- B. Employee: Includes any person who receives compensation from the college and who belongs to one of the following groups: faculty, CEBA, APSS, Campus Police, Meet and Confer employees, contingency, adjunct employees, and student employees.
- C. Student: The term "student" includes persons who have been issued a student number at Grand Rapids Community College and are: currently enrolled, admitted and show intent to enroll, or withdrawn from a specific course or the college after allegedly violating the Student Code.
- D. Exceptions:
1. Drugs, with the exception of medical marijuana, prescribed by any person licensed to prescribe or dispense controlled substances: Drugs used in accordance with their instructions for medicinal purposes are not prohibited unless they cause drowsiness or other side effects that may impair a person's ability to perform responsibilities properly and safely. If a person feels that the side effects of prescription medication may jeopardize his or her ability to perform responsibilities safely, the person shall consult with his or her supervisor. The supervisor shall consult with Human Resources to determine whether temporary placement in another position is necessary.
 2. Possession and use of any medical marijuana on college property is explicitly prohibited. Legal medical marijuana use off-campus is not prohibited unless it causes drowsiness or other side effects that may impair a student, employee, or volunteer's ability to perform responsibilities or participate in the educational programs of the college properly and safely.
 3. Use of alcohol on campus or during work time (wherever the work is located) is permitted for work-related social and/or educational purposes or non-work time on campus at our Fountain Hill Brewery and Heritage Restaurant.

X. Procedures

A. Recognition of symptoms of drug or alcohol use or abuse:

GRCC believes it is the responsibility of all employees and students to report prohibited use or abuse of drugs and alcohol. Reports can be made to a supervisor, the Student Conduct Office, Human Resources, Campus Police, General Counsel, or the Ethics Hotline.

When a supervisor observes or is made aware of work performance or behavior signs that could affect the safety of the individual or others, Human Resources must be contacted to determine the appropriate course of action.

One or more of the following signs, which could indicate substance use or abuse and are cause for concern, should be reported.

1. Changes in temperament, speech pattern, or coherence.
2. Changes in the physical condition, energy level, or appearance.
3. Trouble in concentrating on assignments.
4. Increase in absences.
5. Increase in errors of judgment or mistakes.
6. Changes in quality or quantity of work.

B. Actions to be taken for suspected use or abuse by employees:

If an employee is suspected of violating this policy or any other related policies, the college will initiate an investigation through Human Resources to determine the appropriate course of action.

The Executive Director of Human Resources (or designee) may meet with the employee and request that the employee submit to a laboratory drug screen, which will be conducted by a designated clinic (at which point the employee or volunteer will be asked to sign an Agreement to Submit to Medical Review) or directed to submit to a preliminary breath test through Campus Police.

If the employee refuses to participate in, or fails to successfully complete testing, the refusal or failure may result in discipline up to and including termination.

While awaiting the results of the test, the employee will be placed on administrative leave. Employees will continue to receive pay until results are determined. If the results of the test are negative, the employee will be reinstated without loss of pay or benefits (for employees). If the results are positive for an employee, a meeting with the employee, a union representative (if applicable), supervisor, and Human Resources will take place to discuss the consequences.

C. Employee disciplinary actions if a violation occurs:

Individuals whose work performance is determined to be impaired as a result of use or abuse of drugs or alcohol (either on or off campus); who illegally use or abuse drugs or alcohol on campus or while on college business; who violate any provisions of this policy or who have been convicted of violating any criminal drug statute while on college property or while participating in college-sponsored programs off campus are subject to disciplinary action up to termination of employment and/or referral to law enforcement authorities.

Verified intentional possession, distribution, sale, transfer, or use of illegal drugs in the workplace while on duty or while operating employer-owned vehicles or equipment constitute grounds for immediate termination of employment.

The Executive Director of Human Resources or designee handles matters that require disciplinary action at Grand Rapids Community College. The concept of progressive discipline will be utilized in most cases, taking into consideration the severity of the incident, prior disciplinary action, etc.

The following corrective actions (sanctions) may be imposed by the College for a violation of our Drug and Alcohol Policy:

- Verbal Notice. The supervisor will meet with the employee to discuss the problem and the improvements that are expected. The supervisor will document the meeting and place a copy of the results of that meeting in the department's employee file.
- Written Warning. A formal, written reminder documenting the problem and expected improvements. A copy of the formal written notice is provided to the employee, placed in the Human Resources employee file.
- Suspension Without Pay. A formal, written explanation of the problem and time off to emphasize the seriousness of the problem and that dramatic behavior change is needed immediately. A copy of the suspension without pay notice is provided to the employee and is placed in the Human Resources employee file.
- Final Written Warning. The College may, at its discretion, choose to impose a final written warning in lieu of suspension.

- Termination. When it has been determined that an employee is unable or unwilling to meet the conditions of employment at GRCC, termination results.
- Zero Tolerance. Per the GRCC Misconduct Policy, possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment is considered Zero Tolerance Misconduct. This form of verified intentional misconduct constitutes grounds for immediate termination of employment at GRCC.

D. Action to be taken for suspected use or abuse by students:

If a student is suspected of violating the drug and alcohol policy or the Student Code of Conduct (Illegal or Unauthorized Possession/Use of Alcohol and Drugs) the college will perform a Code of Conduct investigation to determine the appropriate course of action. (For progressive discipline see Student Code of Conduct.)

E. Action to be taken for suspected use or abuse by volunteer:

If a volunteer is found to be in violation of this policy, the volunteer will be prohibited from holding future volunteer responsibilities for the college and/or referred to law enforcement authorities.

F. Action to be taken for refusal of pre-employment drug-screening (if applicable):

Applicants who refuse to participate in drug screening will not be hired or be able to reapply. Applicants who test positive will not be hired or able to reapply unless they provide documentation from a licensed physician indicating the medical necessity of the prohibited substance.

G. Actions to be taken for crimes involving drugs or alcohol:

Human Resources and the president of the college shall have the responsibility for determining the appropriate course of action for employees who are convicted of drug or alcohol offenses during their employment with GRCC.

H. Confidentiality:

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim, or other legal proceeding initiated by or on behalf of an employee or applicant.

I. Prevention and awareness:

The Drug and Alcohol Abuse Prevention Program (DAAPP) document outlines additional awareness information and resources and is provided to all employees, volunteers and students on an annual basis.

J. Guests:

Guests who are found in violation of this policy will be asked to leave campus.

K. Biennial Review:

The college will conduct a Biennial Review, provide a report to Cabinet, and post the Biennial review on the college drug and alcohol website by the end of each calendar year.

XI. Forms:

Employee Agreement to Submit to Medical Review

XII. Effective Date:

September 2012

September 2016

September 2017

XIII. Policy History

Replaces previous policy 8.11 Abuse of Alcohol and other Substances.

This policy will be reviewed on an annual basis to ensure that it accurately reflects institutional policy, procedures, programs, and campus safety plan.

XIV. Next Review/Revision Date:

September 2018

This policy can be found at: grcc.edu/drugpolicy.

Drug And Alcohol Awareness Programs

During the 2016 calendar year, the following programs and activities related to drug and alcohol abuse prevention were available to students and employees:

Date	Program	Targeted Audience	Topics Covered
1/13/2016	Job Training Student Orientation	Students	Drug and Alcohol awareness with Sexual Misconduct
2/09/16	Alcohol and Marijuana Use Counseling	Students	Alcohol and Marijuana Use
2/2016	Not Anymore Training video	All registered fall 2016 students-optional	Alcohol and Drug use as it relates to SA
05/2016	Not Anymore Training video	Faculty and Staff	Alcohol and Drug use as it relates to SA
9/7/2016	Welcome Week Title IX and DAAPP Table	Students	Resources and awareness information disseminated
9/16/2016	Student Organization Conference	Student Org Leaders	Resources and awareness information disseminated
9/20/2016	Health and Safety Fair	Students	DAAPP Table with information and resources
9/27/2016 9/28/2016 10/19/2016 10/20/2016	Student Athlete Training	Student Athletes: Cross Country Volleyball Mena and Womens B-ball	Alcohol and Drug Awareness and sexual misconduct as it relates to Student Conduct
11/08/2016	Alcohol and Marijuana Use Counseling	Students	Alcohol and Marijuana Use

GRCC also offers the following resources:

- The GRCC Counseling and Career Center webpage offers a Free Alcohol Screening tool, which can be accessed by employees and students at: screening.mentalhealthscreening.org
- Through the GRCC Career and Counseling Center, students were provided free access to licensed counselors on campus. Services included initial substance abuse screenings, consultations, and referrals to outside agencies.
- Student athletes were presented with general information during orientation about alcohol and drug use, as well as resources if they find themselves struggling with abuse.
- As part of our Addiction Studies Certificate, GRCC offered the following classes for credit:
 - CJ 245 Substance Abuse
 - CJ 246 Alcohol Use and Abuse
 - CJ 275 Addiction Treatment with Diverse Populations
- The Office of Staff Development offered a free online drug and alcohol abuse prevention training module for all employees, through SafeColleges.
- Human Resources/Staff Development assigns the following compliance training modules in SkillPort to all new employees including:
 - Drug and Alcohol Abuse Prevention Program
 - Promoting a Substance-free Workplace
- Substance abuse treatment is covered by all medical plans offered by Grand Rapids Community College. Employees paid only their plan's deductible or co-pay for all treatment services.
- Leaves of absence is available for drug and alcohol abuse treatment. GRCC offers leaves covered under the Family and Medical Leave Act and those not covered by the act. Interested employees work with GRCC's Human Resources department to request a leave to participate in treatment, and the reason for the leave is kept confidential. Leaves may be full leaves, meaning the employee is entirely absent from work, or the employee may take an intermittent leave of absence. Leaves are coordinated through and documented by the employee's treatment provider.
- The college offered an Employee Assistance Program (EAP). Employees are eligible for up to two pretreatment and assessment interviews at no cost for problems requiring further assistance.

Sexual Misconduct Policy

I. Policy Section

6.0 Human Resources

II. Policy Subsection

6.4 Sexual Misconduct

III. Policy Statement

A. Sexual Misconduct:

Members of the college community, guests and visitors have the right to be free from all forms of gender-and sex-based discrimination. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. This policy specifically prohibits any form of gender and/or sex-based discrimination, including sexual assault, sexual harassment, domestic violence, dating violence, sexual exploitation, and/or stalking, as defined by the Clery Act, state law, and this policy. This policy also prohibits any sexual activity that does not have the clear consent of all parties involved.

GRCC will provide appropriate programming to promote the awareness of sexual misconduct for all employees and incoming students by providing examples and definitions for domestic violence, dating violence, sexual assault, stalking, sexual harassment, and sexual exploitation. This program will include information regarding safe and positive options for bystander intervention and information on risk reduction. This programming will also include information on procedures GRCC will follow in the event of reported violations of this policy, regardless of where they occurred.

B. Prohibition on Consensual Relationships with Students or Subordinates:

Consensual relationships to which this policy applies are those romantic, intimate, or sexual relationships where an individual has actual institutional responsibility for or authority over an individual and/or is involved in the evaluation of an individual. Relationships where there is a reasonable perception of a power differential (e.g., senior member of a group and a perspective member of a group) may be included as well. GRCC considers such relationships to be a basic violation of professional ethics and responsibility, and expressly forbids them unless GRCC and both parties agree to and cooperate in making alternative arrangements for the supervision, evaluation, teaching, grading, or advising of the individual. This policy applies to all faculty members, administrators, staff members, and students of GRCC.

C. Duty to Report:

Staff and faculty must report allegations of sexual misconduct or other violations of this policy to the Title IX coordinator, Title IX deputy coordinator or designees and/or Campus Police as soon as possible and normally within three workdays. All authorized volunteers who work with student organizations or conduct other on-campus activities are also required to report. All complaints of sexual misconduct, investigation documents and documents relative to the resolution of the complaint will be maintained in a confidential file in the appropriate office. These documents will be confidential to the extent allowed under state and federal law.

D. Retaliation:

Reprisals or retaliation towards any person for alleging sexual misconduct or for filing a sexual misconduct complaint or other charge under this policy is illegal and a violation of GRCC policy. Any person who retaliates against a complainant will be subject to disciplinary action up to and including, termination of employment for employees, expulsion for students. Any student or employee who believes that he or she has been retaliated against in violation of this policy should immediately report such incidents by following the procedures indicated in Section X, Procedures.

E. False Statements:

Knowingly making false allegations of sexual misconduct or providing evidence with the knowledge that it is false is also a violation of this policy and will subject a person to disciplinary action up to and including termination or expulsion.

F. Confidentiality:

Before a victim reveals any information to staff or faculty ("employee"), the employee should ensure that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to a "confidential employee" or other confidential resource. Professional, licensed counselors who provide mental health counseling to members of the school community (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim's permission. A victim who speaks to these "confidential

employees” must understand that, if he or she wants to maintain confidentiality, the college will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Confidential employees can be found in the Counseling and Career Development Office, which can be reached at (616) 234-3900.

If the victim requests that a “non-confidential” employee maintain confidentiality, the employee should tell the victim that the college will consider the request, but cannot guarantee that the college will be able to honor it. In reporting the details of the incident to the Title IX coordinator, the employee will also inform the coordinator of the victim’s request for confidentiality.

Employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including the victim’s wish to have the college fully investigate an incident. By the same token, employees will not pressure a victim to make a full report if the victim is not ready to do so. Those persons responsible for consulting about, investigating and resolving complaints of sexual misconduct will make reasonable efforts to protect the privacy of both the complainant and the respondent. For the purposes of Clery crime reporting, employees identified as Campus Security Authorities may maintain the confidentiality of the victim even though they must report that the incident occurred to Campus Police.

G. Classroom Speech:

GRCC recognizes that the academic setting is distinct from the typical workplace in that latitude is required in determining the appropriate content of academic material. Using language that is discriminatory on the basis of gender or sex is prohibited in the classroom and may lead to disciplinary action by the College. Considerations may include the relevance, purpose, or context of the content.

IV. Reason for Policy

Sexual misconduct, including dating violence, domestic violence, sexual exploitation, sexual assault, stalking and sexual harassment, violates the law, undermines the integrity of the college, traumatizes individuals, creates tension in the workplace and academic environment and causes friction between employees and students.

GRCC is committed to maintaining a positive learning and working environment for students, faculty and staff. All forms of sexual misconduct detract from a positive environment and are absolutely prohibited. Such conduct unreasonably interferes with an individual’s work or educational performance and can create an intimidating, hostile or offensive work or learning environment.

GRCC attempts to maintain a professional and ethical educational environment. It is essential that those who are in positions of authority not abuse the power with which they are entrusted.

Relationships covered by the Consensual Relationship provision of this policy are inherently risky, can raise concerns about conflicts of interest, validity of consent, and preferential treatment. They may also lead to allegations of sexual harassment. Members of the GRCC community who participate in such relationships should do so knowing that they risk being accused of sexual harassment and may be subject to disciplinary action. In a sexual harassment proceeding, it is incumbent upon the respondent to establish that a real or implied power differential did not exist within the relationship with the individual.

A member of the GRCC community who is involved romantically or sexually with an individual for whom he or she has real or implied supervisory responsibility has the obligation to disclose its existence to his or her supervisor, or department chair or dean, and to cooperate in making alternative arrangements as described above. Failure to comply with these notification and recusal requirements is a violation of GRCC policy, and shall be subject to sanctions ranging from warning to dismissal.

V. Entities Affected by This Policy

Persons covered by this policy include students, members of the Board of Trustees, applicants for employment, authorized volunteers, all employees including faculty, staff, and persons employed on the premises of the college as independent contractors, as well as persons participating in or attending college-sponsored programs and travel.

VI. Who Should Read This Policy

Grand Rapids Community College Employees, including faculty
Board of Trustees
Students
Community members as college guests

VII. Related Documents

A. College Documents:

1. Student Code of Conduct
2. GRCC Catalog
3. Office of General Counsel webpage
4. Ethics Monitoring System brochure
5. Sexual Misconduct brochure
6. GRCC Conflict of Interest Policy
7. GRCC EEO/Non-Discrimination Policy
8. Annual Security Report
9. Faculty Code of Ethics
10. Administrator Code of Ethics
11. APSS Code of Ethics
12. Acceptable Use of Technology Policy
13. On and Off Campus Reporting Resources

B. Other Documents:

1. The Elliott-Larsen Civil Rights Act
2. Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681(a) (2006).
3. Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2000).
4. Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2000).
5. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

VIII. Contacts

A. Policy Owner: Title IX Coordinator:

Kimberly DeVries; kimberlydevries1@grcc.edu
(616) 234-2120

B. Director of Student Life and Conduct

Lina Blair; carolineblair@grcc.edu
(616) 234-3924

C. Labor Relations and EO Generalist

Deven Swanigan; devenswanigan@grcc.edu
(616) 234-4176

D. Campus Police Chief

Rebecca Whitman; rwhitman@grcc.edu
(616) 234-4012

E. Executive Director of Human Resources

Cathy Kubiak; ckubiak@grcc.edu
(616) 234-3971

F. General Counsel:

Kathy Keating; kkeating@grcc.edu
(616) 234-4953

IX. Definitions

A. **Sexual Misconduct:** Sexual misconduct includes but is not limited to sexual violence including sexual harassment, dating violence, domestic violence, stalking, sexual assault, and sexual exploitation.

B. **Sexual Harassment:** Sexual harassment is defined as any unsolicited, offensive behavior that uses sexuality to disadvantage another, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to sexual harassment is made either explicitly or implicitly a term or condition of employment or academic admission or advancement, or;
2. Submission to or rejection of sexual harassment is used as the basis (or threatened to be used as the basis) for employment actions or academic decisions or evaluations, or;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or learning environment.

4. Examples of sexual harassment include:
 - i. Threats or insinuations which lead the victim to reasonably believe that granting or denying sexual favors will affect his/her reputation, education, employment, advancement, or standing within the college
 - i. Sexual advances, sexual propositions, or sexual demands which are not agreeable to the recipient and/or sexually explicit emails or text messages
 - iii. Unwelcome and persistent sexually explicit statements or stories which are not legitimately related to employment duties, course content, research, or other college programs or activities
 - iv. Repeatedly using sexually degrading words or sounds to describe a person
 5. Recurring comments or questions about an individual's sexual prowess, sexual deficiencies, sexual orientation or sexual behavior. Unsolicited, offensive behavior may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex.
- C. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
1. Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 2. The existence of a social relationship of a romantic or intimate nature with the victim is determined based on;
 - i. The reporting party's statement;
 - ii. The length of the relationship;
 - iii. The type of relationship; and
 - iv. The frequency of interaction between the persons involved in the relationship.
- D. **Domestic Violence:** A felony or misdemeanor crime of violence committed by any of the following individuals:
1. A current or former spouse or intimate partner of the victim; or
 2. A person with whom the victim shares a child in common; or
 3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
 4. A person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or
 5. Any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- E. **Sexual Assault**
- Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes any of the following:
1. Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person, without the consent of the victim.
 2. Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 3. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 4. Statutory Rape: Sexual intercourse with a person who is under statutory age of consent.
 5. Non-consensual sexual contact: Any intentional sexual touching or sexual intercourse, however slight, with any object, by a man or woman upon a man or woman that is without consent. Sexual contact is intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- F. **Sexual Exploitation**
1. Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
 - i. Invasion of sexual privacy;
 - ii. Prostituting another student;
 - iii. Non-consensual video or audio-taping of sexual activity;
 - iv. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
 - v. Engaging in voyeurism;
 - vi. Knowingly transmitting an STI or HIV to another student;

- vii. Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
 - viii. Sexually-based stalking or bullying may also be forms of sexual exploitation
2. For reference to the pertinent state statutes on sex offenses, please see Appendix.
- G. **Consent:** The state of Michigan does not have one single definition of consent; however, GRCC utilizes the following as the definition of consent for purposes of this policy. Any investigations of violations of this policy will rely on this definition. Consent is a clear, freely given, "yes" to sexual activity. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. The absence of "no" is not consent. Silence, in and of itself, cannot be interpreted as consent. Similarly, a freely given, verbalized "yes" will contribute to a mutual understanding that consent has been given and received.
- However, consent, whether verbal or nonverbal, that has been coerced does not constitute valid consent. To coerce consent means to gain consent through force, or threat of force. Individuals who consent to sex must be able to understand what they are doing and do so willingly.
- A person may not be able to give consent if: they are under the age of 16, if they are legally mentally incapable, mentally incapacitated or physically helpless. This may include impairment due to drug or alcohol use.
- Important reminders about consent:
- 1. Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity.
 - 2. Previous relationships or prior consent does not imply consent to future sexual acts.
 - 3. Consent may be withdrawn at any time, even during the course of sexual activity.
- H. **Independent Contractors:** This status is determined by Human Resources, per Fair Labor Standards Act guidelines. Independent Contractors are expected to also be familiar and comply with this policy.
- I. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. GRCC considers acts of cyberstalking, recording or transmitting sexual images, and voyeurism to be a violation of this policy.
- 1. A course of conduct is two or more acts, including but not limited to:
 - i. Acts in which the "stalker" directly, indirectly, or through third parties by any action, method, device or means,
 - ii. Follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
 - 2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - 3. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling
- J. **Employee:** Anyone employed by GRCC as faculty or staff, full or part time.
- K. **Supervisor and College Official:** Anyone who oversees directs or evaluates the work of others, including but not limited to, managers, Board of Trustee members, volunteers, administrators, independent contractor, coaches, directors, deans, department heads, program directors, counselors, advisors, coordinators, persons who manage student workers as well as faculty members in their role as instructors, and as participants in decisions affecting the careers of other faculty members.
- L. **Students:** The term "student" includes persons who have been issued a student number at Grand Rapids Community College and are:
 - 1. currently enrolled, or
 - 2. admitted and show intent to enroll, or
 - 3. withdrawn from a specific course or the college after allegedly violating the Student Code
- M. **Response:** In cases where it is determined that sexual misconduct occurred, GRCC will take appropriate disciplinary action with or without concurrence from the complainant.
- N. **Retaliation:** To intimidate, threaten or coerce, or otherwise discriminate against any individual for exercising his or her right to file a complaint of sexual misconduct or to participate in an investigation. Retaliatory conduct is illegal and constitutes a violation of this policy, and will be grounds for disciplinary action up to and including termination or expulsion. Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures indicated below.
- O. **Volunteers:** Persons who provide services and do not receive any compensation from the college. Volunteers are expected to be aware of and comply with this policy.

X. Procedures

A. Education and Prevention Programs:

1. Programming Standards and Goals:

GRCC engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, sexual exploitations and stalking that:

- are culturally relevant,
- inclusive of diverse communities and identities,
- sustainable,
- responsive to community needs,
- and informed by research, or assessed for value, effectiveness, or outcome; and
- consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

2. Content and Delivery of Programming:

GRCC prevention and awareness programs for all students and employees, including student employees, will be developed and delivered by Student Affairs and Human Resources, and/or the Title IX coordinator. The programming, which may vary in delivery method and focus, will seek to:

- i. Identify domestic violence, dating violence, sexual assault and stalking as prohibited conduct.
- ii. Define what behavior constitutes domestic violence, dating violence, sexual assault and stalking using definitions provided by the Department of Education as well as state law.
- iii. Define what behavior and actions may constitute consent to sexual activity in the state of Michigan, and the definition GRCC uses. GRCC's definition as related to consent will be used in all investigations related to violations of this policy.
- iv. Procedures victims should follow to report a complaint of domestic violence, dating violence, stalking, sexual assault, sexual harassment, sexual exploitation or other form of gender discrimination occurs.
- v. How the institution will protect confidentiality of victims and other necessary parties, such as witnesses.
- vi. Existing options for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both on- and off-campus.
- vii. Options for interim or protective measures related to changes to academic, transportation, and/or working situations related to complaints of sexual misconduct.
- viii. Provide a description for bystander intervention, which means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
- ix. Information on risk reduction, including effects drug and alcohol often play in sexual violence incidents. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- x. Reporting obligations, options, and rights to report including how to report sexual violence to campus police or local law enforcement and the ability to pursue law enforcement proceedings simultaneously with a Title IX investigation.
- xi. How to identify and prevent sexual violence including same-sex violence.
- xii. Methods for responding to victims in a nonjudgmental way.
- xiii. Impact of trauma on victims.
- xiv. GRCC's investigation procedures used to process sexual misconduct complaints.
- xv. Consequences of violating GRCC Policy, Student Code and state law related to sexual misconduct, including procedures for institutional disciplinary action.

3. Bystander Intervention Focus:

Bystanders play a critical role in the prevention of sexual and relationship violence and GRCC programming

will highlight that role and encourage students to take appropriate action. Bystanders have the choice to intervene, speak out, or assist others who may be experiencing sexual misconduct. GRCC seeks to promote a culture of accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Below is a list of ways in which students and GRCC community members can be active bystanders:

- i. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
 - ii. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
 - iii. Speak up when someone discusses plans to take sexual advantage of another person.
 - iv. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
 - v. Refer people to on- or off-campus resources listed in this document for support in health, counseling, or other forms of assistance.
 - vi. If you feel you are unsafe in becoming involved in a situation or someone appears to be in immediate danger, call GRCC campus police or local police for assistance.
4. Risk Reduction Information:
- Victims are never to blame for abuse they may experience, but there are some strategies students can use which may help reduce the risk of sexual assault or harassment. GRCC programming will educate about these risk reduction strategies, while being careful to avoid victim-blaming.
- i. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
 - ii. Try to avoid isolated areas, as it can be more difficult to get help if no one else is around.
 - iii. Walk with purpose. Even when you don't know where you are going, act like you do.
 - iv. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be. If you see something suspicious, contact law enforcement or call 911.
 - v. Try not to load yourself down with packages or bags, as this can make you appear more vulnerable.
 - vi. If you have a cell phone, make sure it is charged and accessible.
 - vii. Consider alternate transportation options so you can leave an uncomfortable situation, which may include carrying cab money, a bus pass, etc.
 - viii. Try to avoid becoming isolated with someone you don't trust or someone you don't know.
 - ix. Avoid putting headphones in both ears in public so you can be more aware of your surroundings, especially while walking alone.
 - x. When you go to a social gathering, try to attend with friends. Arrive together, check in with each other, and leave together. Knowing where you are and who is around you may help to get you out of a bad situation.
 - xi. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
 - xii. Don't accept drinks from someone you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, be cautious about drinking from punch bowls or other large, common open containers that could easily be contaminated or "spiked" beyond what you expect.
 - xiii. Watch out for your friends, and ask them to do the same. If a friend seems out of it or is way too intoxicated for the amount of alcohol they've had, or is acting out of character get them to a safe place immediately, and have someone they trust stay with them.

B. Investigation Procedures:

1. Reporting a Complaint

Reports concerning sexual harassment, sex or gender discrimination, sexual assault or misconduct or violations of the Sexual Misconduct Policy should be filed with the Title IX coordinator or their designee. The Title IX coordinator may, at their discretion, dismiss a grievance if they determine the person filing the complaint is not entitled to use this process.

The Title IX coordinator may modify these procedures at any time as deemed appropriate for compliance with federal, state, local law or applicable guidance. The campus community will be notified of any changes via email as well as on the college Sexual Misconduct website.

An individual who has been the victim of sexual harassment, domestic violence, dating violence, sexual assault, sexual exploitation, stalking, or other sexual misconduct, is encouraged to report the incident

promptly to the Title IX coordinator or deputy coordinator or designee, by calling, writing or coming in to the office to report in person or Campus Police if they so desire. GRCC’s Title IX Coordinator is the Director of Equal Opportunity Compliance within the Office of General Counsel, which is housed in Mable Engle on the DeVos campus. The Title IX Coordinator may be reached at (616) 234-2120.

Although GRCC strongly encourages all members of its community to report violations of this policy to law enforcement (either GRCC or local law enforcement), it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police. Because GRCC is a commuter campus that reaches multiple jurisdictions, victims can contact the local police department in which the incident occurred. The Title IX Coordinator can also assist an individual in identifying the proper police jurisdiction and helping them with the reporting process. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Police will automatically be referred to the Title IX coordinator for investigation regardless of the complainant’s desire to pursue criminal charges. As the Title IX coordinator is a Campus Security Authority, he or she will report that the incident occurred, without any personally identifying information, for the purposes of Clery crime reporting. The college will proceed with an investigation without the victim if there is a potential danger to the campus or the community.

2. Procedures the College will follow in the event of a report of sex-based discrimination, including sexual assault, sexual harassment, dating violence, domestic violence, and stalking:

Incident Being Reported	Procedures College Will Follow
Sexual assault	<ol style="list-style-type: none"> i. Assess immediate safety needs of complainant. ii. Depending on when reported (immediate versus delayed report), provide complainant with access to medical care. iii. Assist complainant with contacting Campus Police or local police if complainant requests and provide contact information for local police departments. GRCC’s Title IX Coordinator will provide this assistance; they may be reached at Mable Engle on GRCC’s DeVos campus, or by calling (616) 234-2120. iv. Provide written instructions on how to apply for a Protective Order if the complainant wishes to pursue this option. v. Provide written information to complainant on how to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a Protection Order. Additional information about obtaining a protective order is available in the college’s Annual Security Report, which is obtainable through GRCC Campus Police (616-234-4010) or through the Title IX Coordinator (616) 234-2120. vi. Assess need to implement interim or long-term protective measures to protect the complainant, as described below. GRCC will assess the need for a “No Contact” order or a Trespass warning for the respondent, if appropriate. vii. Provide written information regarding the victim’s rights and options, including the procedures a victim should follow to report an incident of sexual assault, stalking, domestic violence, dating violence, sexual harassment, sexual exploitation, or other form of gender discrimination. viii. Provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant about timeframes for inquiry, investigation and resolution. Advise complainant that they will be notified of the outcome, whether charges, are filed and applicable sanctions. ix. Remind complainant that GRCC will strictly enforce the anti-retaliation policy and take immediate and separate action against parties who retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

Incident Being Reported	Procedures College Will Follow
Stalking	<ul style="list-style-type: none"> i. Assess immediate safety needs of complainant. ii. Depending on when reported (immediate versus delayed report), provide complainant with access to medical care. iii. Assist complainant with contacting Campus Police or local police if complainant requests and provide contact information for local police departments. GRCC's Title IX Coordinator will provide this assistance; they may be reached at Mable Engle on GRCC's DeVos campus, or by calling (616) 234-2120. iv. Provide written instructions on how to apply for a Protective Order if the complainant wishes to pursue this option. v. Provide written information to complainant on how to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a Protection Order. Additional information about obtaining a protective order is available in the college's Annual Security Report, which is obtainable through GRCC Campus Police (616-234-4010) or through the Title IX Coordinator (616) 234-2120. vi. Assess need to implement interim or long-term protective measures to protect the complainant, as described below. GRCC will assess the need for a "No Contact" order or a Trespass warning for the respondent, if appropriate. vii. Provide written information regarding the victim's rights and options, including the procedures a victim should follow to report an incident of sexual assault, stalking, domestic violence, dating violence, sexual harassment, sexual exploitation, or other form of gender discrimination. viii. Provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant about timeframes for inquiry, investigation and resolution. Advise complainant that they will be notified of the outcome, whether charges, are filed and applicable sanctions. ix. Remind complainant that GRCC will strictly enforce the anti-retaliation policy and take immediate and separate action against parties who retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.
Domestic violence and Dating violence	<ul style="list-style-type: none"> i. Assess immediate safety needs of complainant. ii. Depending on when reported (immediate versus delayed report), provide complainant with access to medical care. iii. Assist complainant with contacting Campus Police or local police if complainant requests and provide contact information for local police departments. GRCC's Title IX Coordinator will provide this assistance; they may be reached at Mable Engle on GRCC's DeVos campus, or by calling (616) 234-2120. iv. Provide written instructions on how to apply for a Protective Order if the complainant wishes to pursue this option. v. Provide written information to complainant on how to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a Protection Order. Additional information about obtaining a protective order is available in the college's Annual Security Report, which is obtainable through GRCC Campus Police (616-234-4010) or through the Title IX Coordinator (616) 234-2120. vi. Assess need to implement interim or long-term protective measures to protect the complainant, as described below. GRCC will assess the need for a "No Contact" order or a Trespass warning for the respondent, if appropriate. vii. Provide written information regarding the victim's rights and options, including the procedures a victim should follow to report an incident of sexual assault, stalking, domestic violence, dating violence, sexual harassment, sexual exploitation, or other form of gender discrimination.

Incident Being Reported	Procedures College Will Follow
Domestic violence and Dating violence	<ul style="list-style-type: none"> viii. Provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant about timeframes for inquiry, investigation and resolution. Advise complainant that they will be notified of the outcome, whether charges, are filed and applicable sanctions. ix. Remind complainant that GRCC will strictly enforce the anti-retaliation policy and take immediate and separate action against parties who retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.
Sexual harassment/sexual exploitation	<ul style="list-style-type: none"> i. Assess immediate safety needs of complainant. ii. Depending on when reported (immediate versus delayed report), complainant with access to medical care. iii. Assist complainant with contacting Campus Police or local police if complainant requests and provide contact information for local police departments. GRCC's Title IX Coordinator will provide this assistance; they may be reached at Mable Engle on GRCC's DeVos campus, or by calling (616) 234-2120. iv. Provide written instructions on how to apply for a Protective Order if the complainant wishes to pursue this option.
Sexual harassment/sexual exploitation	<ul style="list-style-type: none"> i. Provide written information to complainant on how to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a Protection Order. Additional information about obtaining a protective order is available in the college's Annual Security Report, which is obtainable through GRCC Campus Police (616-234-4010) or through the Title IX Coordinator (616) 234-2120. ii. Assess need to implement interim or long-term protective measures to protect the complainant, as described below. GRCC will assess the need for a "No Contact" order or a Trespass warning for the respondent, if appropriate. iii. Provide written information regarding the victim's rights and options, including the procedures a victim should follow to report an incident of sexual assault, stalking, domestic violence, dating violence, sexual harassment, sexual exploitation, or other form of gender discrimination. iv. Provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant about timeframes for inquiry, investigation and resolution. Advise complainant that they will be notified of the outcome, whether charges, are filed and applicable sanctions. v. Remind complainant that GRCC will strictly enforce the anti-retaliation policy and take immediate and separate action against parties who retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.
Any other form of gender or sex-based discrimination	<ul style="list-style-type: none"> i. Assess immediate safety needs of complainant. ii. Depending on when reported (immediate versus delayed report), provide complainant with access to medical care. iii. Assist complainant with contacting Campus Police or local police if complainant requests and provide contact information for local police departments. GRCC's Title IX Coordinator will provide this assistance; they may be reached at Mable Engle on GRCC's DeVos campus, or by calling (616) 234-2120. iv. Provide written instructions on how to apply for a Protective Order if the complainant wishes to pursue this option

Incident Being Reported	Procedures College Will Follow
Any other form of gender or sex-based discrimination	<ul style="list-style-type: none"> v. Provide written information to complainant on how to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a Protection Order. Additional information about obtaining a protective order is available in the college's Annual Security Report, which is obtainable through GRCC Campus Police (616) 234-4010) or through the Title IX Coordinator (616) 234-2120). vi. Assess need to implement interim or long-term protective measures to protect the complainant, as described below. GRCC will assess the need for a "No Contact" order or a Trespass warning for the respondent, if appropriate. vii. Provide written information regarding the victim's rights and options, including the procedures a victim should follow to report an incident of sexual assault, stalking, domestic violence, dating violence, sexual harassment, sexual exploitation, or other form of gender discrimination. viii. Provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant about timeframes for inquiry, investigation and resolution. Advise complainant that they will be notified of the outcome, whether charges, are filed and applicable sanctions. ix. Remind complainant that GRCC will strictly enforce the anti-retaliation policy and take immediate and separate action against parties who retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

The college recognizes its obligation to address incidents of sexual misconduct, discrimination and harassment, regardless of where they occur when it becomes aware of its existence even if no complaints are filed; therefore, the college reserves the right to take appropriate action unilaterally under this procedure, including but not limited to issuing no-contact orders, modification of course schedules, etc.

The college will take immediate administrative or disciplinary action deemed necessary for the welfare or safety of the college community.

The general procedure to be followed in the case of a report of sexual misconduct will be as described in the chart.

For any allegation (including sexual assault, sexual harassment, domestic violence, or dating violence), the college will provide written information regarding the victim's rights and options, including:

1. Contact information for the Title IX Coordinator and other college employees who may be involved as investigators.
2. The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
3. Information about how the institution will protect the confidentiality of the victim and other necessary parties;
4. Information about victim services and community resources, including referrals to on-campus counseling, off-campus Sexual Assault Nurse Examiner (SANE) services, community shelters, support groups, mental health providers, and other relevant community resources; ;
5. Options for available assistance in and how to request accommodations and protective measures; including notifications about accommodations available to victims, including adjustments regarding academic, transportation or work arrangements.
6. An explanation of the procedures for institutional disciplinary action.
7. The Title IX Coordinator's information, as they will be the individual who should be contacted to request any accommodations/protective measures.

Protective measures will be considered at the victim's request and to the extent of the victim's cooperation and consent, and may range from No Contact orders, to classroom adjustments or arrangements, work schedule changes, minimized contact during appeal hearings, interim suspensions of the alleged perpetrator if necessary, or any other appropriate safety measures based on the circumstances. GRCC representatives will strive to maintain confidentiality regarding protective measures provided to the victim. Protective measures could be requested throughout the investigation process as interim measures, through the hearing and appeal

process, or as part of the final resolution and sanctions. The availability of protective measures does not depend on the victim's reporting the crime to campus or local police.

To request these protective measures or to discuss additional options, victims should contact the Title IX Coordinator, as listed in Section X.B.2 iii in this document.

GRCC does not publish the name of crime victims nor house identifiable information regarding victims in the Campus Police Department's Daily Crime Log, in Timely Warning Notices, or online.

3. Withdrawal of Complaint

The complainant may withdraw the complaint at any point during the investigation; however, the Title IX coordinator may determine at his or her discretion that the issues raised warrant further investigation, despite the complainant's desire to withdraw the complaint. In making this determination, the Title IX coordinator will review relevant factors, including danger to the community or any individual, the egregiousness of the complaint, whether this was a repeat offense, whether any weapon was involved, whether and how the alleged incident affects the college as a whole, etc.

4. Confidentiality

Privacy of Proceedings and Records: Although college officials will maintain an individual's privacy to the best of their ability, individuals should know that college officials (outside the context of licensed counselors and health professionals hired in their private capacity) may not be able to maintain legal confidentiality of the complainant, but will maintain his or her privacy as noted herein. The college's ability to investigate may be limited if a complainant insists that his or her name not be disclosed to the alleged perpetrator. The college must weigh such requests for privacy against its duty to provide a safe and nondiscriminatory environment. Investigators and those involved with the investigation are individually charged to preserve privacy with respect to any matter investigated or heard. A breach of the duty to preserve privacy is considered a serious offense and may subject the offender to appropriate disciplinary action. Parties and witnesses are also admonished to maintain privacy with regard to these proceedings, and, if they are college employees, failure to maintain said privacy may result in appropriate disciplinary action. Furthermore, federal law prohibits retaliation against those who file complaints, and the college will take responsive action if such retaliation occurs, up to and including termination and/or expulsion.

5. Provision of Resources

i. Procedures Victims should follow if a crime of Domestic Violence, Dating Violence, Sexual Assault, and Stalking occurs:

a. After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible.

i. In the event of sexual assault, medical forensic investigations are performed at the YWCA (616-454-9922) for both females and males in Kent County, and at the Center for Women in Transition (CWIT: 616-392-1970) for all individuals in Ottawa County. Both programs can be contacted 24/7. To arrange for an examination contact the appropriate Sexual Assault Nurse Examiner (SANE) program within 120 hours of an incident. If the victim does not have access to the Nurse Examiner Program, proceed to a local hospital emergency room. Victims should avoid showering or bathing prior to receiving an examination as valuable evidence could be lost.

ii. In the event of domestic violence or dating violence resulting in injury, the victim should seek medical attention at a local healthcare provider, urgent care, or emergency room.

iii. Keep in mind that obtaining an exam does not require a victim to file a police report.

b. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining personal protection orders related to the incident more difficult. If a victim chooses to not make a complaint regarding an incident, they should consider speaking with Campus Police or local law enforcement to preserve evidence in the event that the victim changes his or her mind at a later date. The law also allows the complainant to file a report while withholding the complainant's name from the report. It is also important to preserve evidence by saving text messages, instant messages, social networking pages, other communications and keeping pictures, logs or copies of other documents that would be pertinent in an investigation.

ii. Procedures Victims should follow for any form of Sexual Misconduct:

GRCC will provide referrals to persons who have been victims of any form of sexual misconduct regarding resources on campus that are available at no cost to students, as well as referrals to resources off campus. If a victim is accessing community and non-GRCC services, payment for these services will be subject to state and local laws, insurance requirements, etc.

GRCC representatives will be sensitive to those who report all forms of sexual misconduct. Employees taking a complaint must inform victims about their right to file criminal charges as well as provide details as to the availability of resources. Victims need to be provided information regarding counseling, health care, mental health services, victim advocacy, legal assistance and additional remedies to prevent contact between a complainant and accused party. Such remedies could include making changes to academic, transportation, and working conditions, if reasonably available. GRCC will provide students or employees a written explanation of their rights and options, regardless of whether the offense occurred off campus or on campus.

- iii. As part of the resources provided to reporting students, the Title IX coordinator or designee will explain the process and the procedures for sexual misconduct investigations. The coordinator or designee will emphasize that GRCC will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.
- iv. On- and off-campus resources available: As part of the provision of resources offered to victims and reporting students, GRCC will provide information about various on- and off-campus resources listed below. The majority of these resources are available at no cost.

On-Campus Services

Type of Service	Service Provider	Description of Services	Contact Information
Counseling/Mental Health	Grand Rapids Community College	One-hour personal counseling sessions	(616) 234-3900 or visit third floor of GRCC's Student Center
Medical/Health	Any medical emergencies should be referred to Campus Police by calling (616) 234-4911.	n/a	n/a
Victim Advocacy	GRCC Counselors can offer referrals to off-campus victim advocates.	n/a	n/a
Legal Assistance	No on-campus legal assistance available.	n/a	n/a
Disability- Related Assistance	GRCC Disability Support Services	Advising related to disabilities and accommodations in academic setting.	(616) 234-4140 or third floor of GRCC's Student Center.
Visa and Immigration Assistance	GRCC Admissions Office	Guidance related to student visa information	(616) 234-3300; first floor of GRCC's Main Building, or online at: grcc.edu/admissionsenrollment/internationalstudents .
Student Financial Aid	GRCC Financial Aid office	Guidance on financial aid eligibility and requirements	(616) 234-4030, visit the first floor of the Main Building, or visit the website at: grcc.edu/financialaidscholarships .
Other	Title IX Coordinator	Can provide information on resources, prevention, etc.	(616) 234-2120 or contact kimberlydevries1@grcc.edu .

Off-Campus Services

Type of Service	Service Provider	Description of Services	Contact Information
Counseling/Mental Health	Network-180	Provides crisis and ongoing support for uninsured individuals in Kent County	Can be reached 24/7 by calling 1 (800) 273-8255.
Counseling/Mental Health	YWCA	The Grand Rapids YWCA provides counseling, support groups and other forms of support for survivors of sexual violence, including Sexual Assault Nurse Exams.	YWCA may be reached at (616) 454-9922.
Counseling/Mental Health	Safe Haven Ministries	Safe Haven provides shelter, counseling, and safety planning services for individuals experiencing intimate partner violence.	Safe Haven can be reached at (616) 452-6664.
Counseling/Mental Health	Center for Women in Transition	CWIT provides counseling services, case management, Sexual Assault Nurse Exams, and ongoing trauma-informed therapy for men and women in Ottawa County who have experienced abuse.	CWIT can be reached at (616) 392-1970.
Medical/Health	Students should go to the local emergency room, urgent care, or primary care physician.	n/a	n/a
Victim Advocacy	YWCA	The Grand Rapids YWCA provides counseling, support groups and other forms of victim advocacy and support.	YWCA may be reached at (616) 454-9922.
Victim Advocacy	Safe Haven Ministries	Safe Haven provides shelter, counseling, and safety planning services, including victim advocacy and referrals.	Safe Haven can be reached at (616) 452-6664.
Victim Advocacy	Center for Women in Transition	CWIT provides counseling services, case management, including victim advocacy and referrals.	CWIT can be reached at (616) 392-1970.
Student Financial Aid	FAFSA Web site	Online information re: FAFSA filing	https://fafsa.ed.gov/
Referral Services	Heart of West Michigan United Way	Provides referral services for community resources.	Call 211 for referral services.
Other	Rape, Abuse, and Incest National Network	RAINN provides information on prevention, sexual assault resources, and national data.	www.rainn.org or 1 (800) 656-4673.
Other	Michigan Coalition to End Domestic and Sexual Violence	MCEDSV provides information on response to sexual assault and training opportunities for prevention.	www.mcedsv.org

6. Investigations

- i. Overview of investigation. Investigations of alleged violations of this policy shall be conducted using a prompt, fair, and impartial process from the initial investigation to final result. Reports of sexual misconduct will be managed and investigated by the Title IX coordinator or a Title IX deputy coordinator. Generally, complaints involving students will be investigated by a Title IX deputy coordinator in the Student Life and Conduct office, and complaints involving employees will be investigated by the Title IX coordinator or designee. The investigation will be conducted by officials who, at a minimum, receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability; and who do not have a conflict of interest or bias for or against the accuser or accused. All investigations will be conducted professionally, expeditiously, and confidentially (to the extent possible, as described herein). The process is designed to be completed in less than 60 business days from start to finish, though many cases will be resolved in less time. Additional time may be sought as necessary to ensure a complete investigation. The process will be conducted in a manner consistent with the institution's policy and transparent to the accuser and accused.

- ii. Use of Advisors. GRCC will provide the complainant and accused with equitable opportunities throughout the investigation and resolution process, including the opportunity to be accompanied by the advisor of their choice in any meeting or formal proceeding. Advisors may be chosen by the student, but may not be a person who witnessed the incident, as that may cause a conflict of interest. The witnesses and parties are to participate directly in the process, not the advisors. GRCC may establish further restrictions regarding the extent to which the advisor may participate in the proceedings, which will apply equally to both parties.
- iii. Contact with Complainant. Upon receipt of a complaint, the Title IX coordinator will confirm with the complainant the receipt of the complaint, and will specify which deputy coordinator will be assigned to conduct the investigation. Generally, the deputy coordinator or designee interviews the complainant and any relevant witnesses identified by the complainant. Once sufficient information is gathered, the deputy coordinator or designee will then notify the charged individual of the allegations. With permission from the complainant, the deputy coordinator or designee shall advise the charged individual of the name of the complainant. Where a complainant does not wish to be identified, the extent of the investigation may be limited; however, the investigation will continue to the extent possible while maintaining the confidentiality of the complainant.
 - Meeting with Respondent. The deputy coordinator or designee will review with the respondent the allegation and any resulting charges, as well as the specific policy section alleged to have been violated and possible sanctions. The investigator will review GRCC's anti-retaliation policy, along with any other relevant policies. The investigator will interview the charged individual and any witnesses deemed relevant. Throughout the course of the investigation, the investigator will endeavor to keep both parties apprised of the status of the investigation. Each party will receive timely notice of meetings at which the accuser or the accused, or both, may be present, and each will have equal access to information that will be used during disciplinary meetings and hearings.
 - Additional Witnesses. Additional evidence may be sought from any relevant party or witness, including but not limited to, email communications, social media postings, text messages, phone records, etc. Parties are expected to cooperate and provide this information. Failure to cooperate with an investigation may result in separate disciplinary proceedings. Parties should be aware that as members of the college community, their access to college resources has very limited privacy rights, and the college may obtain information through the college's resources and informational technology system with or without the individual's cooperation. The investigation and findings generally should be completed within 60 business days of receipt of the complaint, preferably sooner as practical.
 - Informal Resolutions. If appropriate, informal resolutions such as mediation between the parties may be available to resolve reports of violations of this policy. Mediation and other informal remedies will be utilized only when agreed upon by both parties, and will not be appropriate in instances involving allegations of sexual assault. If the parties agree to informal resolutions, they may revoke their consent to participate at any time.

7. Finding

After the investigation, the Title IX coordinator, deputy coordinator or designee shall render a finding as to the responsibility of the respondent based on the relevant evidence utilizing a preponderance of the evidence standard, i.e. the facts complained of are more likely true than not.

Upon completion of the investigation, the Title IX deputy coordinator or designee is authorized to take the following actions:

- i. Dismissal of the Claim – The Title IX deputy coordinator or designee finds that no violation occurred and dismisses the complaint, giving written notice of said dismissal to each party involved.
- ii. Determination of Responsibility – The Title IX deputy coordinator or designee makes a finding of responsibility for any of the allegations and notifies the parties and appropriate administrative officers of the finding and may recommend actions to be taken.
- iii. Both parties shall receive simultaneous written notification, which will include:
 - a. The result of any investigation that arose from an allegation of violation, including whether or not the respondent was held responsible, and any ensuing sanctions. The complainant will receive notice of all sanctions relevant to the complainant.
 - b. (For students) Additional procedural rights as set forth in the GRCC Student Code of Conduct, including the appeal process.

- c. (For Employees) If evidence supports a finding of misconduct, the college will take appropriate corrective or disciplinary action. Action taken by the college for employees may include (but will not be limited to), counseling, warning, transfer, demotion, termination.
- d. Any change to the result, as well as when the results become final.
- e. If evidence supports a finding of responsibility, the written report of the action taken shall then be placed in the personnel record of the employee or student file. Sanctions of suspension, expulsion, or revocation or withholding of a degree will become a permanent part of a student's record. Cases that result in all other sanctions will be maintained for seven (7) years.
- f. Information about appeals process and the relevant deadlines. Appeal or hearing procedures are found in the Student Code of Conduct, union contracts or the Meet and Confer handbook.

8. Sanctions

- i. Student Sanctions: Potential student sanctions will be applied based upon the facts and circumstances of the case. Student sanctions include:
 - a. Verbal warning
 - b. Written warning
 - c. Probation
 - d. Permanent removal from a course
 - e. Restitution
 - f. Suspension
 - g. Permanent expulsion
 - h. Revocation of admission and/or degree – Admission to GRCC, or a degree awarded from GRCC may be revoked for fraud, misrepresentation, or other violation of GRCC standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 - i. Withholding degree – GRCC may withhold awarding a degree otherwise earned until the completion of the process set forth in this policy including the completion of all sanctions imposed, if any.
 - j. Other sanctions – Other sanctions may be imposed instead of, or in addition to, specific sanctions listed in this section. These may include, but are not limited to: recommendations for counseling, establishment of mandatory behavior conditions/contract-signing stating agreed-upon behavior expectations for continued enrollment or re-enrollment; loss of access to college computers and/or network; a specific project designed to assist the student in better understanding the overall impact of his or her behavioral infraction; a contract of terms for restitution of damages/stolen property before enrollment is continued and/or records are released; suspension without pay from his or her on-campus job; prohibition on participation in extracurricular activities or interscholastic or leadership positions; or community service.
- ii. Employee Sanctions:
 - a. Verbal warning;
 - b. Remedial training;
 - c. Written reprimand;
 - d. Suspension;
 - e. Termination.
- iii. Sanction process: Sanctions for both students and employees will be determined according to the following:
 - a. Steps in process:
 - i. Finding is communicated via report to Director of Student Life and Conduct/Human Resources.
 - ii. After consultation with Title IX Coordinator and/or Investigator, and upon consideration of below factors, Student Conduct/HR makes sanction determination.
 - iii. As part of simultaneous notification, finding/sanction information is delivered to complainant and respondent.
 - iv. Complainant/respondent is notified of right to appeal, including right to appeal sanction.
 - b. Anticipated timelines: As set forth in this policy, a Title IX investigation is intended to take no more than 60 days, but may require additional time for a thorough review of the information. This timeline includes the sanctioning determination.

- c. Considerations in making sanction determination:
 - i. Victim's expressed desire
 - ii. Severity or pervasiveness of violation
 - iii. Risk of danger/harm to community
 - iv. Prior conduct/policy violations of individual
 - v. Degree of acceptance of responsibility by the respondent

9. Appeals

- a. For employee appeals, refer to the appropriate union contract or Meet and Confer handbook.
- b. For appeal hearing procedures for students, refer to the Student Code of Conduct.

B. Violations of Law

An employee or student may be accountable for sexual misconduct under applicable local, state, and federal law, as well as under GRCC policy. A criminal investigation may be conducted concurrently with the Title IX investigation. Disciplinary action by GRCC may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

Michigan criminal law statutes governing sexual misconduct are attached to this policy as an Appendix.

XI. Forms:

N/A

XII. Effective Date:

October 4, 2010

Revised March 16, 2012

Revised September 9, 2014

Revised September 2016

Revised September 2017

XIII. Policy History:

Sexual misconduct is a form of harassment that has previously been addressed within GRCC's harassment policy. This separate sexual misconduct policy was developed to provide greater clarity to the campus community regarding what constitutes sexual misconduct, reporting responsibilities and specifically prohibits consensual sexual or dating relationships where there is an institutional power difference between the parties involved.

The policy was amended in March 2012 to include further explanation of sexual misconduct and to refer to appropriate procedures for resolution of complaints consistent with Title IX.

The policy was amended in 2014 to implement changes to the Clery Act made by the Violence Against Women Reauthorization Act of 2013 (VAWA).

In 2016, this policy was revised to reconcile inconsistencies in the process, streamline the description of processes, include updated Clery requirements, and to clarify practice regarding actions taken by the college in the event of reported sexual misconduct.

In 2017, this policy was updated to include more detailed information about resources, investigation process and programming.

XIV. Next Review/Revision Date:

September 2019

Appendix: Michigan Criminal Law Statutes

Michigan Criminal Law statutes governing sexual misconduct are listed as follows:

Michigan Compiled laws section 600.1200: Domestic violence offense.

- (1) Means any crime alleged to have been committed by an individual against his or her spouse or former spouse, an individual with whom he or she has a child in common, an individual with whom he or she has had a dating relationship, or an individual who resides or has resided in the same household.

Michigan Compiled laws section 400.1501 definitions.

- (1) Domestic Violence means the occurrence of any of the following acts by a person that is not an act of self-defense:
 - (i) Causing or attempting to cause physical or mental harm to a family or household member.
 - (ii) Placing a family or household member in fear of physical or mental harm.
 - (iii) Causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force, or duress.
 - (iv) Engaging in activity toward a family or household member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
- (2) Dating Violence is not defined under Michigan law, however, dating relationship is.
 - (a) Dating relationship means frequent, intimate associations primarily characterized by the expectation of affectional involvement. Dating relationship does not include a casual relationship or an ordinary fraternization between 2 individuals in a business or social context.

Michigan Criminal Law section 750.81: Assault or assault and battery.

- (1) Except as otherwise provided in this section, a person who assaults or assaults and batters an individual, if no other punishment is prescribed by law, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.
- (2) Except as provided in subsection (3) or (4), an individual who assaults or assaults and batters his or her spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.
- (3) An individual who commits an assault or an assault and battery in violation of subsection (2), and who has previously been convicted of assaulting or assaulting and battering his or her spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household, under any of the following, may be punished by imprisonment for not more than one year or a fine of not more than \$1,000.00, or both:
 - (a) This section or an ordinance of a political subdivision of this state substantially corresponding to this section.
 - (b) Section 81a, 82, 83, 84, or 86.
 - (c) A law of another state or an ordinance of a political subdivision of another state substantially corresponding to this section or section 81a, 82, 83, 84, or 86.
- (4) An individual who commits an assault or an assault and battery in violation of subsection (2), and who has 2 or more previous convictions for assaulting or assaulting and battering his or her spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household, under any of the following, is guilty of a felony punishable by imprisonment for not more than 5 years or a fine of not more than \$5,000.00, or both:
 - (a) This section or an ordinance of a political subdivision of this state substantially corresponding to this section.
 - (b) Section 81a, 82, 83, 84, or 86.
 - (c) A law of another state or an ordinance of a political subdivision of another state substantially corresponding to this section or section 81a, 82, 83, 84, or 86.
- (5) This section does not apply to an individual using necessary reasonable physical force in compliance with section 1312 of the revised school code, 1976 PA 451, MCL 380.1312.
- (6) As used in this section, "dating relationship" means frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a casual relationship or an ordinary fraternization between 2 individuals in a business or social context.

Michigan Criminal Law section 750.520b: Criminal sexual conduct in the first degree; circumstances; felony;

- (1) A person is guilty of criminal sexual conduct in the first degree if he or she engages in sexual penetration with another person and if any of the following circumstances exists:
 - (a) That other person is under 13 years of age.
 - (b) That other person is at least 13 but less than 16 years of age and any of the following:
 - (i) The actor is a member of the same household as the victim.
 - (ii) The actor is related to the victim by blood or affinity to the fourth degree.
 - (iii) The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.
 - (iv) The actor is a teacher, substitute teacher, or administrator of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled.
 - (v) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
 - (vi) The actor is an employee, contractual service provider, or volunteer of a child care organization, or a person licensed to operate a foster family home or a foster family group home in which that other person is a resident, and the sexual penetration occurs during the period of that other person's residency. As used in this subparagraph, "child care organization", "foster family home", and "foster family group home" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.
 - (c) Sexual penetration occurs under circumstances involving the commission of any other felony.
 - (d) The actor is aided or abetted by 1 or more other persons and either of the following circumstances exists:
 - (i) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
 - (ii) The actor uses force or coercion to accomplish the sexual penetration. Force or coercion includes, but is not limited to, any of the circumstances listed in subdivision (f).
 - (e) The actor is armed with a weapon or any article used or fashioned in a manner to lead the victim to reasonably believe it to be a weapon.
 - (f) The actor causes personal injury to the victim and force or coercion is used to accomplish sexual penetration. Force or coercion includes, but is not limited to, any of the following circumstances:
 - (i) When the actor overcomes the victim through the actual application of physical force or physical violence.
 - (ii) When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute these threats.
 - (iii) When the actor coerces the victim to submit by threatening to retaliate in the future against the victim, or any other person, and the victim believes that the actor has the ability to execute this threat. As used in this subdivision, "to retaliate" includes threats of physical punishment, kidnapping, or extortion.
 - (iv) When the actor engages in the medical treatment or examination of the victim in a manner or for purposes that are medically recognized as unethical or unacceptable.
 - (v) When the actor, through concealment or by the element of surprise, is able to overcome the victim.
 - (g) The actor causes personal injury to the victim, and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
 - (h) That other person is mentally incapable, mentally disabled, mentally incapacitated, or physically helpless, and any of the following:
 - (i) The actor is related to the victim by blood or affinity to the fourth degree.
 - (ii) The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.
- (2) Criminal sexual conduct in the first degree is a felony punishable as follows:
 - (a) Except as provided in subdivisions (b) and (c), by imprisonment for life or for any term of years.
 - (b) For a violation that is committed by an individual 17 years of age or older against an individual less than 13 years of age by imprisonment for life or any term of years, but not less than 25 years.
 - (c) For a violation that is committed by an individual 18 years of age or older against an individual less than 13 years of age, by imprisonment for life without the possibility of parole if the person was previously convicted of a violation of this section or section 520c, 520d, 520e, or 520g committed against an individual less than 13 years of age or a violation of law of the United States, another state or political subdivision substantially corresponding to a violation of this section or section 520c, 520d, 520e, or 520g committed against an individual less than 13 years of age.

- (d) In addition to any other penalty imposed under subdivision (a) or (b), the court shall sentence the defendant to lifetime electronic monitoring under section 520n.
- (3) The court may order a term of imprisonment imposed under this section to be served consecutively to any term of imprisonment imposed for any other criminal offense arising from the same transaction.

Michigan Criminal Law section 750.520c: Criminal sexual conduct in the second degree; felony.

- (1) A person is guilty of criminal sexual conduct in the second degree if the person engages in sexual contact with another person and if any of the following circumstances exists:
 - (a) That other person is under 13 years of age.
 - (b) That other person is at least 13 but less than 16 years of age and any of the following:
 - (i) The actor is a member of the same household as the victim.
 - (ii) The actor is related by blood or affinity to the fourth degree to the victim.
 - (iii) The actor is in a position of authority over the victim and the actor used this authority to coerce the victim to submit.
 - (iv) The actor is a teacher, substitute teacher, or administrator of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled.
 - (v) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
 - (vi) The actor is an employee, contractual service provider, or volunteer of a child care organization, or a person licensed to operate a foster family home or a foster family group home in which that other person is a resident and the sexual contact occurs during the period of that other person's residency. As used in this subdivision, "child care organization", "foster family home", and "foster family group home" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.
 - (c) Sexual contact occurs under circumstances involving the commission of any other felony.
 - (d) The actor is aided or abetted by 1 or more other persons and either of the following circumstances exists:
 - (i) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
 - (ii) The actor uses force or coercion to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the circumstances listed in section 520b(1)(f).
 - (e) The actor is armed with a weapon, or any article used or fashioned in a manner to lead a person to reasonably believe it to be a weapon.
 - (f) The actor causes personal injury to the victim and force or coercion is used to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the circumstances listed in section 520b(1)(f).
 - (g) The actor causes personal injury to the victim and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
 - (h) That other person is mentally incapable, mentally disabled, mentally incapacitated, or physically helpless, and any of the following:
 - (i) The actor is related to the victim by blood or affinity to the fourth degree.
 - (ii) The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.
 - (i) That other person is under the jurisdiction of the department of corrections and the actor is an employee or a contractual employee of, or a volunteer with, the department of corrections who knows that the other person is under the jurisdiction of the department of corrections.
 - (j) That other person is under the jurisdiction of the department of corrections and the actor is an employee or a contractual employee of, or a volunteer with, a private vendor that operates a youth correctional facility under section 20g of the corrections code of 1953, 1953 PA 232, MCL 791.220g, who knows that the other person is under the jurisdiction of the department of corrections.
 - (k) That other person is a prisoner or probationer under the jurisdiction of a county for purposes of imprisonment or a work program or other probationary program and the actor is an employee or a contractual employee of or a volunteer with the county or the department of corrections who knows that the other person is under the county's jurisdiction.

- (l) The actor knows or has reason to know that a court has detained the victim in a facility while the victim is awaiting a trial or meeting, or committed the victim to a facility as a result of the victim having been found responsible for committing an act that would be a crime if committed by an adult, and the actor is an employee or contractual employee of, or a volunteer with, the facility in which the victim is detained or to which the victim was committed.
- (2) Criminal sexual conduct in the second degree is a felony punishable as follows:
 - (a) By imprisonment for not more than 15 years.
 - (b) In addition to the penalty specified in subdivision (a), the court shall sentence the defendant to lifetime electronic monitoring under section 520n if the violation involved sexual contact committed by an individual 17 years of age or older against an individual less than 13 years of age.

Michigan Criminal Law section 750.520d: Criminal sexual conduct in the third degree; felony.

- (1) A person is guilty of criminal sexual conduct in the third degree if the person engages in sexual penetration with another person and if any of the following circumstances exist:
 - (a) That other person is at least 13 years of age and under 16 years of age.
 - (b) Force or coercion is used to accomplish the sexual penetration. Force or coercion includes but is not limited to any of the circumstances listed in section 520b(1)(f)(i) to (v).
 - (c) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
 - (d) That other person is related to the actor by blood or affinity to the third degree and the sexual penetration occurs under circumstances not otherwise prohibited by this chapter. It is an affirmative defense to a prosecution under this subdivision that the other person was in a position of authority over the defendant and used this authority to coerce the defendant to violate this subdivision. The defendant has the burden of proving this defense by a preponderance of the evidence. This subdivision does not apply if both persons are lawfully married to each other at the time of the alleged violation.
 - (e) That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school, and either of the following applies:
 - (i) The actor is a teacher, substitute teacher, or administrator of that public school, nonpublic school, school district, or intermediate school district. This subparagraph does not apply if the other person is emancipated or if both persons are lawfully married to each other at the time of the alleged violation.
 - (ii) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
 - (f) That other person is at least 16 years old but less than 26 years of age and is receiving special education services, and either of the following applies:
 - (i) The actor is a teacher, substitute teacher, administrator, employee, or contractual service provider of the public school, nonpublic school, school district, or intermediate school district from which that other person receives the special education services. This subparagraph does not apply if both persons are lawfully married to each other at the time of the alleged violation.
 - (ii) The actor is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
 - (g) The actor is an employee, contractual service provider, or volunteer of a child care organization, or a person licensed to operate a foster family home or a foster family group home, in which that other person is a resident, that other person is at least 16 years of age, and the sexual penetration occurs during that other person's residency. As used in this subdivision, "child care organization", "foster family home", and "foster family group home" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.
- (2) Criminal sexual conduct in the third degree is a felony punishable by imprisonment for not more than 15 years.

Michigan Criminal Law section 750.520e: Criminal sexual conduct in the fourth degree; misdemeanor.

- (1) A person is guilty of criminal sexual conduct in the fourth degree if he or she engages in sexual contact with another person and if any of the following circumstances exist:
 - (a) That other person is at least 13 years of age but less than 16 years of age, and the actor is 5 or more years older than that other person.
 - (b) Force or coercion is used to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the following circumstances:
 - (i) When the actor overcomes the victim through the actual application of physical force or physical violence.
 - (ii) When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute that threat.
 - (iii) When the actor coerces the victim to submit by threatening to retaliate in the future against the victim, or any other person, and the victim believes that the actor has the ability to execute that threat. As used in this subparagraph, "to retaliate" includes threats of physical punishment, kidnapping, or extortion.
 - (iv) When the actor engages in the medical treatment or examination of the victim in a manner or for purposes which are medically recognized as unethical or unacceptable.
 - (v) When the actor achieves the sexual contact through concealment or by the element of surprise.
 - (c) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
 - (d) That other person is related to the actor by blood or affinity to the third degree and the sexual contact occurs under circumstances not otherwise prohibited by this chapter. It is an affirmative defense to a prosecution under this subdivision that the other person was in a position of authority over the defendant and used this authority to coerce the defendant to violate this subdivision. The defendant has the burden of proving this defense by a preponderance of the evidence. This subdivision does not apply if both persons are lawfully married to each other at the time of the alleged violation.
 - (e) The actor is a mental health professional and the sexual contact occurs during or within 2 years after the period in which the victim is his or her client or patient and not his or her spouse. The consent of the victim is not a defense to a prosecution under this subdivision. A prosecution under this subsection shall not be used as evidence that the victim is mentally incompetent.
 - (f) That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school, and either of the following applies:
 - (i) The actor is a teacher, substitute teacher, or administrator of that public school, nonpublic school, school district, or intermediate school district. This subparagraph does not apply if the other person is emancipated or if both persons are lawfully married to each other at the time of the alleged violation.
 - (ii) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
 - (g) That other person is at least 16 years old but less than 26 years of age and is receiving special education services, and either of the following applies:
 - (i) The actor is a teacher, substitute teacher, administrator, employee, or contractual service provider of the public school, nonpublic school, school district, or intermediate school district from which that other person receives the special education services. This subparagraph does not apply if both persons are lawfully married to each other at the time of the alleged violation.
 - (ii) The actor is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
 - (h) The actor is an employee, contractual service provider, or volunteer of a child care organization, or a person licensed to operate a foster family home or a foster family group home, in which that other person is a resident, that other person is at least 16 years of age, and the sexual contact occurs during that other person's residency. As used in this subdivision, "child care organization", "foster family home", and "foster family group home" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.

- (2) Criminal sexual conduct in the fourth degree is a misdemeanor punishable by imprisonment for not more than 2 years or a fine of not more than \$500.00, or both.

Michigan Criminal Law section 750.411h: Stalking.

- (1) As used in this section:
 - (a) "Course of conduct" means a pattern of conduct composed of a series of 2 or more separate non-continuous acts evidencing a continuity of purpose.
 - (b) "Emotional distress" means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.
 - (c) "Harassment" means conduct directed toward a victim that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable individual to suffer emotional distress and that actually causes the victim to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.
 - (d) "Stalking" means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
 - (e) "Unconsented contact" means any contact with another individual that is initiated or continued without that individual's consent or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Unconsented contact includes, but is not limited to, any of the following:
 - (i) Following or appearing within the sight of that individual.
 - (ii) Approaching or confronting that individual in a public place or on private property.
 - (iii) Appearing at that individual's workplace or residence.
 - (iv) Entering onto or remaining on property owned, leased, or occupied by that individual.
 - (v) Contacting that individual by telephone.
 - (vi) Sending mail or electronic communications to that individual.
 - (vii) Placing an object on, or delivering an object to, property owned, leased, or occupied by that individual.
 - (f) "Victim" means an individual who is the target of a willful course of conduct involving repeated or continuing harassment.
- (2) An individual who engages in stalking is guilty of a crime as follows:
 - (a) Except as provided in subdivision (b), a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than \$1,000.00, or both.
 - (b) If the victim was less than 18 years of age at any time during the individual's course of conduct and the individual is 5 or more years older than the victim, a felony punishable by imprisonment for not more than 5 years or a fine of not more than \$10,000.00, or both.
- (3) The court may place an individual convicted of violating this section on probation for a term of not more than 5 years. If a term of probation is ordered, the court may, in addition to any other lawful condition of probation, order the defendant to do any of the following:
 - (a) Refrain from stalking any individual during the term of probation.
 - (b) Refrain from having any contact with the victim of the offense.
 - (c) Be evaluated to determine the need for psychiatric, psychological, or social counseling and if, determined appropriate by the court, to receive psychiatric, psychological, or social counseling at his or her own expense.
- (4) In a prosecution for a violation of this section, evidence that the defendant continued to engage in a course of conduct involving repeated unconsented contact with the victim after having been requested by the victim to discontinue the same or a different form of unconsented contact, and to refrain from any further unconsented contact with the victim, gives rise to a rebuttable presumption that the continuation of the course of conduct caused the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
- (5) A criminal penalty provided for under this section may be imposed in addition to any penalty that may be imposed for any other criminal offense arising from the same conduct or for any contempt of court arising from the same conduct.

Sexual Assault Prevention and Awareness Training Programs

During the 2016 calendar year, the following programs and activities related to Sexual Misconduct were available to students and employees:

Date	Program	Targeted Audience	Topics Covered
1/6/2016	Dinner/Title IX Presentation	Adjunct Instructors	Delivered training on responsible employee obligation, process and procedures GRCC uses, definition of consent, and community resources
1/7/2016	Learning Day Title IX Presentation	GRCC Faculty	Delivered training on responsible employee obligation, process and procedures GRCC uses, definition of consent, and community resources
1/7/2016	Learning Day Resource Fair	GRCC Faculty	Provided brochures/resources that are handed out to students, phone numbers, Deputy Title IX Coordinator Info, and promo carabineers with ethics line phone number
1/13/2016	Job Training Student Orientation	Job Training Students	Covered Sexual Misconduct Policy, consent, reporting options, and bystander intervention (drug and alcohol awareness)
1/14/2016	Staff Training	Human Resource Staff	Delivered training on responsible employee obligation, process and procedures GRCC uses, definition of consent, and community resources
1/22-23/2016	Sexual Misconduct NACUA training	Title IX Compliance Officers	Various speakers Topics
02/16/2016	Launched "Not Anymore" online training module to winter-registered students who were not registered in fall	All Students	Healthy/Unhealthy relationships, DV, DV, SA, S, Bullying, and Sexual Harassment
2/10/2016	Stand Out discussion	LGBTQA plus	Title IX Policies and Procedures, Transgender Policy
2/16/2016	Title IX Community College Consortium	Title IX Compliance Officers	Best Practices for compliance, Investigation Techniques, Hunting Ground viewing/discussion
2/18/2016	Trauma Informed Approach	Police	A Trauma Informed approach to Improving the response to Sexual Assault
3/4/2016	Staff Training	APSS Staff	Delivered training on responsible employee obligation, process and procedures GRCC uses, definition of consent, and community resources
3/9/2016	Staff Training	CEBA second/third shifts	Delivered training on responsible employee obligation, process and procedures GRCC uses, definition of consent, and community resources
3/11/2016	Staff Training	CEBA first shift	Delivered training on responsible employee obligation, process and procedures GRCC uses, definition of consent, and community resources
3/15/2016	Training	Adult Ed Staff and Faculty	Delivered training on responsible employee obligation, process and procedures GRCC uses, special information for adult education group
3/24/2016	Job Training Student Orientation	Job Training Students	Covered Sexual Misconduct Policy, consent, reporting options and bystander intervention
3/30/2016	Title IX and Transgender policy training	Enrollment Center, Admissions, and Financial Aid Staff	Delivered basic Title IX reminders and Transgender Policy training
04/16/2016	Red Flag Campaign	Students	Displayed Red Flags throughout Bostwick Commons, "See Something, Say Something" Posters with specific suggestions throughout Main Campus, Devos Campus, Lakeshore Campus, Midtown Campus, and Tassell M-TEC Campus
04/7/2016 and 04/13/2016	Tabling for Sexual Assault Awareness Month	Students	Information on Red Flag Campaign, students took photos with Red Flag screen and signed poster committing that "if you see something, say something"
4/13/2016	Transgender Policy Basics Training	Various Faculty and Staff through Staff Development	Provided basic Title IX info and transgender policy details and processes
4/16/2016	Title IX Community College Consortium	Title IX Compliance Officers	Best Practices for training, Transgender policy, various investigation tips and Bystander Intervention training

Date	Program	Targeted Audience	Topics Covered
May 16	Not Anymore	Various Faculty and Staff	Not Anymore Training
5/20/2016	Title IX Coordinators of West MI meeting	Title IX Compliance Officers	Discussion around compliance issues/concerns
6/9/2016	Training	E-Print Employees	Delivered training on responsible employee obligation, process and procedures
6/14/2016	Title IX Community College Consortium	Title IX Compliance Officers	First Lady Welcome, training from MCEDSV (Michigan Coalition to End Domestic and Sexual violence)
6/28/2016	Title IX Coordinators of West MI meeting	Title IX Compliance Officers	Discussion around compliance issues/concerns
8/23/2016	Title IX training	Student Life Employees, CAB, and Student Alliance Executive Board	Overview of responsible employee role and reporting requirements, Title IX basics
8/23/2016	Title IX training	Business Lab Employees	Overview of responsible employee role and reporting requirements, Title IX basics
9/1/2016	Student Athlete Training	GRCC Athletes	Brief Title IX basics and overview of resources/investigations for athletes
9/7/2016	Welcome Week Title IX, DAAPP Tabling	Students/Student Organization Advisors	Passed out materials on victims resources, Alcohol and Drug Awareness, talked about how Title IX relates to conduct, and Title IX training session for students, then one for Student Organization Advisors – discussed reporting roles, concerns, and resources
9/13/2016	Faculty drop-in questions and answers at CTE	Faculty	Drop-in Questions and Answers offered to all Faculty
9/16/2016	Student Organization Conference	Students	Passed out materials on victims resources, Alcohol and Drug Awareness, talked about how Title IX relates to conduct, and Title IX training session for students, then one for Student Organization Advisors – discussed reporting roles, concerns, and resources
9/20/2016	Health and Safety Fair	Students	Hosted a Health and Safety Fair that included tabling from on and off campus resources
9/20/2016	Health and Safety Fair-Title IX/DAAPP Tabling	Students	Hosted a Health and Safety Fair that included tabling from on and off campus resources
9/27/2016	Student Athlete Training	Cross Country Athletes	Passed out materials on victim resources, Alcohol and Drug Awareness, talked about how Title IX relates to conduct, and Brief Title IX basics and overview of resources/investigations for athletes
9/28/2016	Student Athlete Training	Volleyball Athletes	Brief Title IX basics and overview of resources/investigations for athletes
9/30/2016	Let's end Campus Sexual Assault Title IX Summit (Sponsored by First Lady)	Title IX Compliance Officers	Discussed bystander intervention and had session with First Lady; discussed updates from various colleges
10/3/2016	Student Title IX info email: Consent Video	Students	Consent video discussing examples of harassment, SA, definition of consent and situations where it can/cannot be given
10/19/2016	Student Athlete Training	Men's Basketball Athletes	Brief Title IX basics and overview of resources/investigations for athletes
10/20/2016	Student Athlete Training	Women's Basketball Athletes	Brief Title IX basics and overview of resources/investigations for athletes
10/27/2016	Job Training Student Orientation	Job Training Students	Covered Sexual Misconduct Policy, consent, reporting options, and bystander intervention
11/4/2016	Title IX Coordinators of West MI meeting	Title IX Compliance Officers	Training on athletics, crisis response, ideal sharing, and participated in presenting our consortium grant idea
12/8/2016	GRCC Title IX Deputy Coordinator Meeting	Title IX Compliance Officers	Introduction to Title IX work for new deputy coordinators, introduction of role and goals for participation; discussion of responsible employee role and how Deputy Coordinator role is different

Personal Protection Order Process

Any person who obtains an order of protection from Michigan or any reciprocal state (Per MCL. 600.2950 upon service, a personal protection order (PPO) may also be enforced by another state, Indian tribe, or a territory of the United States) should provide a copy to the GRCC Police Department and the appropriate jurisdiction of record. A complainant may then meet with the Campus Police Chief and the Director of Student Life and Conduct to develop a plan to reduce the risk of harm while on campus or coming and going from campus. GRCC will assess the need to implement interim or long-term protective measures to protect the complainant and if appropriate will provide a "No Trespass" directive to the accused party. GRCC cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). In Kent County, a victim is required to apply directly for these services with the 17th Circuit Court Personal Protection Orders Department [180 Ottawa NW, Suite 3500, Grand Rapids, MI 49503, telephone number (616) 632-5071]. Personal Protection Orders may be obtained through the Personal Protection Orders Department which assists victims of domestic violence and victims of stalking in obtaining personal protection orders, and assists the petitioning party with processing extensions and addressing violations. They also assist restrained parties with the process of making objections.

The PPO Office will assist in making the filing process go as smoothly as possible. Please remember that if you have initiated your own lawsuit, you are representing yourself in this action. The PPO staff are not attorneys, investigators, enforcers or process servers.

Criteria for a PPO

The petitioner and respondent are in one of the following types of relationships:

1. Are a husband and wife and an action for annulment, divorce, or support (is/not) pending
2. Were husband and wife
3. Reside or resided in the same household
4. Have a child in common
5. Have or had an intimate dating relationship
6. Have some other family relationship
7. Are in a stalking situation as defined by: MCLA 750.411(h) which states:
 - (1) As used in this section:
 - (a) "Course of conduct" means a pattern of conduct composed of a series of two or more separate non-continuous acts evidencing a continuity of purpose.
 - (b) "Emotional distress" means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.
 - (c) "Harassment" means conduct directed toward a victim that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable individual to suffer emotional distress and that actually causes the victim to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.
 - (d) "Stalking" means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested."

Statutory Requirements

Personal Protection Orders are not for civil matters such as custody and neighbor disputes. For help in neighbor conflict, contact the Dispute Resolution Center at (616) 774-0121. Petitioner must be at least 18 years old unless accompanied by someone of that age or older who will consent to be petitioner's NEXT FRIEND, preferably a parent.

Other Requirements

Parties filing need to present valid picture ID (includes other state driver's license, passport or school identification). A signed personal protection order must be served upon the respondent and a proof of that service needs to be filed in the case.

PPO Office Hours

- General walk-in office hours are Monday-Friday from 8 a.m. to 5 p.m. Client interviews from 9 a.m. to 2:30 p.m.

PPO Expiration Date

PPOs are only in effect up to the expiration date. This date is located near the bottom right of the order in red. If you need to extend your order, you must come into the office approximately three weeks before the expiration date, or call (616) 632-5071 to request the paperwork to extend. Extensions may be requested for another six months, one year, or five years; the judge has the final say on the length of an extension.

Enforcement of a PPO

If a violation occurs, do not call the PPO office, call the police. A police report is helpful, but not required to pursue a violation of the respondent through the courts. If no arrest is made and you wish to pursue the violation, contact the PPO Office for paperwork to schedule a hearing. The petitioner will need to follow the PPO conditions as well as the respondent. Please note that only the judge may change the conditions of or dismiss the PPO.

Change of Address

Persons who obtain Personal Protection Orders will be responsible for providing the PPO office from which they obtained the order with any updated address or phone number changes for the duration of the order.

GRCC No Contact Orders

GRCC may also issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, college offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal college investigation of the complaint.

Sex Offender Registry and Access to Related Information

Upon release from prison, individuals convicted of sex crimes in Michigan, are required by state law to register their home address with their area law enforcement agency. In addition, if registered sex offenders are enrolled at, or employed at a post-secondary institution, the offenders must also provide this information to the state through their local law enforcement agency. The state of Michigan maintains the information regarding convicted sex offenders at www.mipsor.state.mi.us.

In order to use this website, you must enter either a ZIP code, or name and approximate age of an individual. The Michigan Public Sex Offender Registry is also available on the United States Department of Justice Sex Offender Public Registry. The Department of Justice sex offender website at this printing contains information on offenders from 50 states, the District of Columbia, US Territories and Indian Country. The multi-state information can be located at <https://www.nsopw.gov/>.

Notification to Victims of Crimes of Violence

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Student and Employee Behavioral Intervention Teams

The Behavioral Intervention Team (BIT) and Employee Behavioral Intervention Team (EBIT) are designed to provide preventative measures on campus to reduce the risk of a significant incident. Anyone can bring forth a concern that will be reviewed by the team. Members receive and assess information, take action when necessary, and track details about behavioral concerns noted on campus. The primary goal of the Behavioral Intervention Teams is the safety and security of the campus community, and to provide a consistent college-wide approach for at-risk behavior. Information on the Behavioral Intervention Team can be found at grcc.edu/behavioralintervention.

Maintenance of Campus Facilities

The Facilities Department manages the buildings and the grounds on campus with the utmost concern for the safety and security of staff, students, and visitors. The parking structures, building entrances, and main campus walkways are well illuminated. Care has been taken in landscape planning and lighting to assure that the entrances to all of the campus buildings are visible from a distance. Campus Police officers patrol the buildings and grounds of the Main, DeVos and Leslie E. Tassell M-TEC locations throughout the day and evening. GRCC has administrators on site at our other campus locations, who also monitor the grounds of these campuses. The Grand Rapids Community College Facilities Department considers any event that endangers the life, health, or safety of a person or possible damage to college property as an emergency condition. These conditions may include flood, water pipe breakage, steam leak, electrical short or exposed wiring, etc. Emergency conditions should be reported to Campus Police at (616) 234-4010 or to the facilities office at (616) 234-4057. There is contract security on site in the late afternoons and evening at the Thompson M-TEC, West Ottawa and Midtown Campuses. We also encourage employees of the GRCC community to report non-emergency requests for repairs using the "Work Order Link" on the facilities webpage.

Security of Campus

GRCC Police Officers conduct routine patrols of campus buildings to evaluate and monitor security related matters. After hours, all buildings are locked and can only be accessed with a GRCC Raider Card or a key. Only Campus Police, Administrators, and Building managers have keys to the outer doors to each building. The Ford Fieldhouse has student workers assigned to each entrance. The student workers check that each person swipes their Raider ID card and has been given access to the building. Each of the computer labs are monitored by a GRCC staff member. Person(s) wishing to use the labs must have a picture ID and turn it over to the lab. When the person leaves the lab, their ID is returned. Each classroom and office is equipped with a telephone in the room with a code 2 button. When the code 2 button is activated the call will automatically ring into the Campus Police Department. Dispatch will send an officer immediately to the location on the phone read-out.

Separate campus locations are equipped with security guards who patrol the property and monitor any security related matters. They will contact the local police if any incidents occur. They also will contact GRCC Campus Police.

Building Access

Access to academic buildings is limited to the hours of operation in each building. Generally, buildings are open and accessible to staff, faculty, students, and visitors. The hours of operation will differ from building to building. The facilities department, specifically the building manager, is responsible for unlocking and locking the buildings. After hours use by students is prohibited. Employees with card access may be granted extended access to campus buildings via a written request. Access control for the college is the responsibility of the Executive Director of Facilities in conjunction with the Chief of GRCC Police. The Building Access policy can be found at grcc.edu/keypolicy.

Campus Police Department Safety Presentations:

- Alcohol Abuse Awareness during Welcome Week
- Active Shooter Response Training monthly through employee professional development and as requested for students and employees
- General Safety/Reporting Procedures
- Professional Tutor Safety Awareness at the beginning of fall and winter semesters
- New Employee Orientation as needed, normally two to three times a month
- At this time, GRCC has no specific programming for students or employees specific to personal safety awareness, other than the Violent Intruder Response training. GRCC does not offer R.A.D. training at this time.

Safety and Awareness Tips

The GRCC Police Department is committed to providing a safe campus. In keeping with this goal, individual safety is a priority. The information below has been compiled to provide students, faculty, staff, and visitors with a better understanding of measures that can be taken to provide a safer environment in which to work, study, and live. The personal use of this information will help prevent you from becoming a victim and will assist the Police Officers and the college community in establishing the safe atmosphere we all desire. For information on other safety tips or possible programs and classes available, please contact the GRCC Police Department or Student Life.

During the 2016 academic year, GRCC offered approximately 65 crime prevention and security awareness programs. Topics such as personal safety, violent intruder response, drug and alcohol abuse awareness, and sexual assault prevention are some examples of programs which were offered during academic year.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own safety and the safety of others. Participants in these programs are asked to be alert, security-conscious, involved, and advised to call GRCC PD to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at (616) 234-4010.

Personal Safety:

- Put the Campus Police phone numbers in your personal cell phone: (616) 234-4911, emergency; or (616) 234-4010, non-emergency.
- If at all possible, avoid studying alone. If it becomes necessary, always let someone know where you are and an approximate time when you will be finished.
- Keep your books or personal belongings in view at all times. Never leave them behind, even for a second, to use the restroom or get a drink. Carry purses and backpacks securely.
- Trust your instincts. If you suspect something is wrong or you feel uneasy about a situation, do not ignore the feeling. Move to a safe location.
- Avoid dangerous situations. Use your best judgment in deciding where you will go and what you will do.
- Walk on the well-lit, designated college walkways.
- Walk with friends or classmates. If that isn't possible, contact the GRCC Police at (616) 234-4010 for an escort to your vehicle.
- Walk facing traffic when possible.
- When off campus, avoid shortcuts through dark areas, vacant lots, and other deserted places.
- Learn the locations of the Emergency Call Boxes on campus.
- Walk confidently and assertively. An assailant looks for someone vulnerable. If you suspect that you are being followed, turn or cross the street. If you are being followed, use an Emergency Call Box or campus phone to call the GRCC Police. Find a "safe" area to go, such as an office, highly visible area, or place where there are people who can see you.
- Always keep your keys in your possession. Keys can be duplicated.
- Report all thefts to GRCC Police immediately.
- If you observe an individual in an improper restroom, leave immediately and call the GRCC Police at (616) 234-4911.

Vehicle Safety Tips:

- Have your keys in your hand before you reach your vehicle.
- Check the interior of your vehicle before entering it.
- Plan your route in advance and try to travel well-lit streets.
- Keep your car doors locked and your windows rolled up.
- 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 illuminated.
- If you believe you are being followed, DO NOT DRIVE HOME. Stay on busy streets and drive to a police department or busy public place.
- Wear your seatbelt. Place children in approved car seats or safety belts.
- Thefts from vehicles do occur on campus. The items most frequently stolen are book-bags, purses, cellular phones, CD players, MP3 players, unattached speakers, and other items considered valuable that can be seen inside your car.

Vehicle Protection Tips:

- Mount stereos and CDs on a bracket that allows you to remove them and place them in your trunk.
- Take loose articles with you or place them in the trunk.
- Engrave your stereo and other belongings with your driver's license number.
- Use a locking gas cap to prevent fuel theft.
- Install locking lug nuts and locking hubcaps

Conclusion

If you have any questions about this document or anything it refers to, please do not hesitate to contact Campus Police at (616) 234-4012 or any of the appropriate resources indicated throughout this report.

GRCC

143 Bostwick Avenue, NE • Grand Rapids, Michigan 49503-3295
grcc.edu

grcc.edu/campuspolice/annualsecurityreport

This publication is available in alternative formats upon request.
Please contact the GRCC Police Department for more details.

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