



# Keweenaw Bay Ojibwa Community College

## Campus Safety & Security Report

Institutions of higher education that administer Title IV funds are mandated to comply with the Higher Education Act of 1965, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and the Higher Education Opportunity Act.

Part of the compliance with these regulations is to provide a Campus Safety and Security Report to the campus community. This report provides awareness of the policies and procedures that govern safety and security on the KBOCC campus as well as crime statistics.

### I. Geography of the KBOCC Campus:

The KBOCC President is responsible for building information. Building paperwork, plans, etc. are kept in the President's office. The last building to be added to this list is the KBOCC Woodworking shop in April 2010.

Crime statistics are reported for KBOCC buildings and property, public property within or adjacent to the campus, and any other locations in which a class or other college activity is regularly held. KBOCC does not have on-campus student housing.

The KBOCC College Campus consists of four KBOCC properties. These properties and their adjacent public property include:

- KBOCC Niiwin Akeaa Center  
(Main Building)  
111 Beartown Rd.  
Baraga, Mi. 49908  
*Public property includes the parking lot on the east end of the building between Niwiin Akeaa and the Keweenaw Bay Indian Community Day Care Building and the stretch of Beartown Road in front of the Niiwin Akeaa Center.*
- KBOCC Library/Science Center  
409 Superior Avenue  
Baraga, MI. 49908  
*This property includes the yard between the Library/Science Center and the KBOCC Annex, the sidewalk and stretch of Superior Avenue located in front of the building and yard, and the stretch of alley behind the building and yard.*

- KBOCC Annex  
325 Superior Ave.  
Baraga, MI. 49908  
*This property includes the yard between the Library/Science Center and the KBOCC Annex, the sidewalk and stretch of Superior Avenue located in front of the building and yard, and the stretch of alley behind the building and yard.*
- KBOCC Woodworking Shop  
16364 Ojibwa Industrial Park Rd.  
Baraga, MI. 49908  
*Public property includes the parking area directly in front of the Woodworking Shop and the stretch of road in front of the building.*

KBOCC occasionally holds Welding courses or CEU courses at the following off-campus site:

- L'Anse Area Schools  
Industrial Education Building  
201 N. Fourth St.  
L'Anse, MI. 49946  
*Public property would include the parking lot and stretch of street in front of the building and lot.*

## II. Crime Statistics

Crime Statistics are collected by the Dean of Student Services. Crime Statistics reports originate from and are kept in the Dean's office. The statistics are also posted on the KBOCC Website, and were posted on campus in July 2011. KBOCC will be required to provide crime statistics for the 2011 calendar year, but had already begun requesting and collecting statistics from local police agencies and from the Dean of Student Services log of reported campus crimes investigated by the Keweenaw Bay Indian Community (KBIC) Tribal Police for the calendar years of 2008 – 2010. The crime statistic report has been incorporated into this document (pages 3-6) and clarifies the types of crime that must be reported according to the Clery Act.

# Keweenaw Bay Ojibwa Community College



## STUDENT SERVICES DEPARTMENT

Cherie Dakota, Dean of Student Services

### Campus Crime Statistics

POSTED 7/1/11 – WORDING REVISION 9/28/11

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires college and universities that participate in Title IV student financial aid programs to disclose campus crime statistics and security information. Crime definitions can be found in the FBI Uniform Crimes Reporting Handbook 2004 at the following URL: [http://www.fbi.gov/about-us/cjis/ucr/additional-ucr-publications/ucr\\_handbook.pdf](http://www.fbi.gov/about-us/cjis/ucr/additional-ucr-publications/ucr_handbook.pdf) A summary of these definitions is also located at the end of this document.

The Clery Act mandates that crime statistics be made available for 3 years. Although KBOCC has just begun participating in Title IV student financial aid programs in Fall 2010, and is not mandated to supply statistics until Fall of 2012, the college has coordinated with law enforcement to obtain some crime statistics for the past calendar years of 2008 – 2010. The statistics provided, and the organizations that the statistics originated from are reported in the logs below. Because KBOCC does not have its own campus security, the college works with local police organizations to handle campus crime.

Addresses for the buildings identified in the crime statistic tables are:

KBOCC Niiwin Akeaa Center  
(Main Building)  
111 Beartown Rd.  
Baraga, MI. 49908

KBOCC Library/Science Center  
409 Superior Ave.  
Baraga, MI. 49908

KBOCC Annex/Student Center  
325 Superior Ave.  
Baraga, MI. 49908

KBOCC Woodworking Shop  
16364 Ojibwa Industrial Park Rd.  
Baraga, MI. 49908

L'Anse Area Schools Industrial Building  
201 N. Fourth St.  
L'Anse, MI. 49946

(not a KBOCC building, but utilized for Welding courses)

The U.S. Department of Education Handbook for Campus Crime Reporting identifies public property as "...thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus." It does not include surrounding property that is not owned or controlled by the institution, including private residences and businesses.

**Crime Statistics for Calendar Year 2010\***

Type of Offenses	Main Center	Library/ Science Center	Annex/ Student Center	Wood-work Shop	Weld-ing Shop	Adjacent Public Property	Hate Crime** (Category)
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	
Sex offenses-forcible	0	0	0	0	0	0	
Sex offenses-non-forcible	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	
Larceny-Theft***	0	0	0	0	0	0	
Simple Assault***	0	0	0	0	0	0	
Intimidation***	0	0	0	0	0	0	
Vandalism, Damage, Destruction of Property***	0	0	0	0	0	0	
Liquor Law Violation – Arrest	0	0	0	0	0	0	n/a
Liquor Law Violation–Campus Disciplinary Action	0	0	0	0	0	0	n/a
Drug Abuse Violation – Arrest	0	0	0	0	0	0	n/a
Drug Abuse Violation – Campus Disciplinary Action	0	0	0	0	0	0	n/a
Weapon Possession – Arrest	0	0	0	0	0	0	n/a
Weapon Possession – Campus Disciplinary Action	0	0	0	0	0	0	n/a

\*Compiled from Michigan State Police, Baraga Village Police Department, L'Anse Police Department, KBOCC Student Services Crime Log – incidents reported to Keweenaw Bay Indian Community Tribal Police

\*\*Hate Crime categories: race, gender, religion, sexual orientation, ethnicity/national origin, disability

\*\*\*Reported only if considered a "hate crime"

**Crime Statistics for Calendar Year 2009\***

Type of Offenses	Main Center	Library/ Science Center	Annex/ Student Center	Wood-work Shop	Weld-ing Shop	Adjacent Public Property	Hate Crime** (Category)
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	
Sex offenses-forcible	0	0	0	0	0	0	
Sex offenses-non-forcible	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	
Burglary	1	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	
Larceny-Theft***	0	0	0	0	0	0	
Simple Assault***	0	0	0	0	0	0	
Intimidation***	0	0	0	0	0	0	
Vandalism, Damage, Destruction of Property****	0	0	0	0	0	0	
Liquor Law Violation – Arrest	0	0	0	0	0	0	n/a
Liquor Law Violation–Campus Disciplinary Action	0	0	0	0	0	0	n/a
Drug Abuse Violation – Arrest	0	0	0	0	0	0	n/a
Drug Abuse Violation – Campus Disciplinary Action	0	0	0	0	0	0	n/a
Weapon Possession – Arrest	0	0	0	0	0	0	n/a
Weapon Possession – Campus Disciplinary Action	0	0	0	0	0	0	n/a

\*Compiled from Michigan State Police, Baraga Village Police Department, L'Anse Police Department, KBOCC Student Services Crime Log – incidents reported to Keweenaw Bay Indian Community Tribal Police

\*\*Hate Crime categories: race, gender, religion, sexual orientation, ethnicity/national origin, disability

\*\*\*Reported only if considered a "hate crime"

**Crime Statistics for Calendar Year 2008\***

Type of Offenses	Niiwin Akeaa Main Center	Library/ Science Center	Annex/ Student Center	Wood- work Shop	Weld- ing Shop	Adjacent Public Property	Hate Crime** (Category)
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	
Sex offenses-forcible	0	0	0	0	0	0	
Sex offenses-non-forcible	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	
Burglary	1	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	
Larceny-Theft***	0	0	0	0	0	0	
Simple Assault***	0	0	0	0	0	0	
Intimidation***	0	0	0	0	0	0	
Vandalism, Damage, Destruction of Property***	0	0	0	0	0	0	
Liquor Law Violation – Arrest	0	0	0	0	0	0	n/a
Liquor Law Violation–Campus Disciplinary Action	0	0	0	0	0	0	n/a
Drug Abuse Violation – Arrest	0	0	0	0	0	0	n/a
Drug Abuse Violation – Campus Disciplinary Action	0	0	0	0	0	0	n/a
Weapon Possession – Arrest	0	0	0	0	0	0	n/a
Weapon Possession – Campus Disciplinary Action	0	0	0	0	0	0	n/a

\*Compiled from Michigan State Police, Baraga Village Police Department, L'Anse Police Department, KBOCC Student Services Crime Log – incidents reported to Keweenaw Bay Indian Community Tribal Police

\*\*Hate Crime categories: race, gender, religion, sexual orientation, ethnicity/national origin, disability

\*\*\*Reported only if considered a "hate crime"

### III. Campus Security Authorities

KBOCC does not have a campus security department. KBOCC relies primarily on the Keweenaw Bay Indian Community Tribal Police, and other local police entities to investigate and handle criminal activity on campus.

The Dean of Student Services is the responsible party for collecting and reporting criminal activity on campus.

Students, staff, and community members who are aware of a crime that has occurred on campus are requested to report the offense to the Dean of Student Services, even if there has not been a report made to law enforcement. The Dean will then have a better picture of criminal activity occurring on campus and can accurately report Clery Act crimes to the campus community. Only the statistic of the crime is reported on the Crime Statistics Report – no identifying information is disclosed.

#### ***Proposed Campus Safety and Security Policies pending Board of Regents Approval:***

*Keweenaw Bay Ojibwa Community College complies with the Higher Education Act, Higher Education Opportunity Act, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.*

#### **Law Enforcement Authority**

*KBOCC does not have a campus security office. The Dean of Student Services is designated as the Campus Security Authority for the college and coordinates services in conjunction with KBIC Tribal Police and other local law enforcement agencies.*

*KBOCC does not have a memorandum of understanding with any law enforcement agency, but the Dean of Student Services consults with the Tribal Police Chief on crime reporting, policies, and coordinating emergency situations. KBOCC relies primarily on the Keweenaw Bay Indian Community Tribal Police to patrol the KBOCC campus as a part of their routine patrol of tribal buildings, programs, and facilities on the L'Anse Reservation. Other law enforcement agencies may also be contacted as well, including the 911 dispatch, which is administered by the Michigan State Police, and dispatches to the local law enforcement agencies, including the Tribal Police. . KBOCC staff will work with local law enforcement when a campus crime is being investigated.*

#### **Reporting of Crimes**

*The Dean of Student Services is designated as the Campus Security Authority for KBOCC. Students, staff, guests, and community members are encouraged to contact the Dean of Student Services at (906) 353-4628 to report on-campus criminal offenses, to assist KBOCC in accurately assessing and reflecting campus crime. Individuals also retain the right to contact law enforcement, especially in an emergency situation.*

*KBOCC does not have an anonymous reporting policy for crime statistics.*

**Preparation of Crime Statistics**

*The Dean of Student Services compiles the Clery crime statistics information for the campus. The Dean contacts local law enforcement officials in the Baraga County area to access statistics on reported offenses, and includes apparently valid offenses that are reported to the Dean as the Campus Security Authority as well. These statistics are summarized and disseminated on campus. The Dean also requests notification if law enforcement are contacted about a crime on campus, especially if the crime poses a threat to students.*

*Documentation of phone calls and letters sent are kept to show contact has been made with law enforcement authorities.*

*The Dean of Student Services also makes contact with other staff in the college to ensure that no reported offenses go uncounted.*

*Crime statistics are reported for the offenses identified below. The definitions of these crimes are identified by the Federal Bureau of Investigation's Uniform Crime Reporting List.*

*Murder/Non-negligent Manslaughter*

*Negligent Manslaughter*

*Forcible Sex Offenses*

*Non-forcible Sex Offenses*

*Robbery*

*Aggravated Assault*

*Burglary*

*Motor Vehicle Theft*

*Arson*

*The statistics will also show if any of the above crimes were considered a "hate crime" - the victim was targeted because of race, gender, religion, sexual orientation, ethnicity/national origin, or disability.*

*Additional "hate crime" statistics will be compiled for the following offenses:*

*Larceny-Theft*

*Simple Assault*

*Intimidation*

*Vandalism, Damage, Destruction of Property*

*Statistics will also be compiled for campus arrests and referrals due to liquor law violations, drug abuse violations, and weapons violations.*

*If two or more offenses are committed during a single incident, KBOCC will utilize the FBI's UCR hierarchy rule and reflect the most serious offense in the crime statistics. The exception to this rule is arson – this offense must be counted each time, and all hate crime offenses must be counted.*

*For purposes of reporting crime statistics, KBOCC will not distinguish between a crime and an attempted crime.*

*No personal identifiers will be used in statistical reports – only the type of offense that was committed or attempted.*

#### **Pastoral & Professional Counselors – Crime Statistic Reporting**

*KBOCC does not employ either pastoral or professional counselors who are bound by confidentiality and may be excluded from the disclosure of crime statistics.*

#### **IV. Statistics from Local Law Enforcement Agencies**

The Dean of Student Services contact all local law enforcement agencies in June 2011 to inform them that we are now a Title IV granting institution and are required to provide campus crime statistics.

Local law enforcement agencies include:

- Baraga County Sheriff's Office
- Baraga Village Police Department
- KBIC Tribal Police
- L'Anse Police Department
- Michigan State Police

Even though KBOCC is not required to report crime statistics until the 2011 calendar year, requests were sent to all law enforcement agencies in the area for crime statistics from 2008 to 2010.

The Dean has retained all documentation of the requests and the statistic reports that were returned. The Campus Crime Report is incorporated into this document on pages 3 – 6.

#### **V. Daily Crime Log**

KBOCC is not required to keep a daily crime log as the campus does not have a campus security office.

The Dean of Student Services does keep a crime log of offenses reported to the KBIC Tribal Police by KBOCC staff for investigation and of criminal offenses reported to the Student Services office by year.

#### **VI. Emergency Response and Evacuation Procedures**

The Dean of Student Services is the primary person responsible for implementing the emergency response and evacuation plan in case of a threat to the campus community. Policies and procedures are kept in the President's office and the Dean of Student Services office. Test documentation, results, and recommendations will be kept in the Dean of Student Services office. Practice evacuations have not yet occurred.

Back up persons to carry out emergency response and evacuation are the Dean of Instruction, then the College President.

The Dean of Student Services contacted the KBIC Tribal Police Chief on September 29, 2011 to discuss coordination of evacuation, emergency notifications, and timely warnings. Tribal Police will assist with consult with the college on our emergency plans.

***Below is the current evacuation policy, which was approved in 2009:***

***EMERGENCY TELEPHONE NUMBERS***

<b><i>AMBULANCE</i></b>	<b><i>353-6789</i></b>
<b><i>ELECTRICAL</i></b>	<b><i>1-800-562-7128</i></b>
<b><i>FIRE</i></b>	<b><i>911</i></b>
<b><i>GAS</i></b>	<b><i>1-800-562-9734</i></b>
	<b><i>1-800-624-2019 EXT 18</i></b>
<b><i>HOSPITAL</i></b>	<b><i>524-3300</i></b>
<b><i>MAINTENANCE</i></b>	<b><i>353-4617</i></b>
	<b><i>353-4126</i></b>
<b><i>POLICE:</i></b>	
<b><i>Tribal Police</i></b>	<b><i>353-6626</i></b>
<b><i>Baraga County Sheriff's Office</i></b>	<b><i>524-6177</i></b>
<b><i>L'Anse, Baraga, State Police</i></b>	<b><i>524-6161</i></b>
<b><i>TELEPHONE</i></b>	<b><i>353-6644</i></b>

***EMERGENCY CONTACT:***

*The emergency contact person is assigned Cherie Dakota, Dean of Student Services. In her absence, contact Kristin Tepsa, Dean of Instruction. In the event of extreme situations, the President should be notified.*

*The emergency contact person will:*

- 1. Notify all department chairs of emergent situations.*

2. *Notify the appropriate local authority of existing situation.*
3. *Obtain assistance for any injured or special needs persons.*
4. *Assign responsibilities to staff to assist in emergency procedures.*
5. *Complete incident reports after order is restored.*

*For **emergency closures**, such as severe weather conditions, the emergency contact person will:*

1. *Decide if the College will close or remain open.*
2. *Notify all faculty and staff for securing their departments.*
3. *Notify the radio station 105.7 for closing announcements.*
4. *Direct evacuation procedures for assisting staff.*
5. *Complete incident report as soon as possible.*

*In case of a **bomb threat**, the emergency contact person will:*

1. *Notify the tribal or state police at 353-6626 or 524-6161.*
2. *Direct staff on evacuation of the building.*
3. *Complete incident report as soon as possible.*

*In case of **fire**, the individual who discovered the fire will attempt to extinguish or contain it if possible. The emergency contact person will:*

1. *Assess the situation to determine if the Fire Department should be notified. Small fires may be safely extinguished by employees with fire extinguishers. Larger fires or other events may require closing part or all of the College.*
2. *Direct staff on evacuation of the building if necessary.*
3. *Complete incident report as soon as possible.*

*In case of **power failure**, the emergency contact person will:*

1. *Assess the situation to determine if the power company should be notified.*
2. *Contact the maintenance department to check the control panels.*
3. *Decide if the College is to close or remain open, based on recommendation of the maintenance department or power company.*
4. *Direct staff on closure and faculty chairs on notification of course cancellations if necessary.*
5. *Notify the radio station of building closure.*
6. *Complete incident report as soon as possible.*

## **Evacuations**

*An evacuation may involve only one room or the entire College complex. The authority to evacuate the entire complex for an immediate emergency rests with the Dean of Student Services or President. Any employee observing or having knowledge of a situation which poses immediate danger to patrons and employees must take steps to remove persons from the danger.*

*The area to evacuate is determined by the nature of the event and the level of danger. Notification to evacuate is one of the most critical parts of a successful evacuation.*

*Once evacuation is required, all department chairs will be notified and will provide assistance for the evacuation. Cooperation of all employees in directing egress will be coordinated by the emergency contact person. Employees will:*

- 1. Direct and inform evacuation teams of assigned locations.*
- 2. Notify all building patrons of evacuation to the close the College.*
- 3. Assist students and others to assigned egress doors.*
- 4. Initiate complete check of building and perform lock up.*
- 5. Complete incident report as soon as possible.*

### **Practice Evacuations**

*Practice evacuations will be conducted at least twice a year. These will be documented and kept with this policy in the Dean of Student Services office. Employees should report to East end of the parking lot if immediate evacuation is required. Each evacuation team leader will account for their assigned personnel.*

### **Proposed policy modification to the Evacuation Policy pending Board of Regents approval:**

#### **EMERGENCY CONTACT:**

*The primary emergency contact person for KBOCC is Cherie Dakota, Dean of Student Services. In her absence, Lynn Aho, Dean of Instruction, is the secondary contact. In the event of extreme situations, the President should be notified.*

*Any person who becomes aware of an emergency situation on campus should contact Cherie Dakota immediately at (906) 353-4628, or Lynn Aho at (906) 353-4618.*

*If there is an immediate life-threatening danger to the campus community, the emergency contact number for Baraga County is 911.*

#### **EVACUATIONS**

*An evacuation may involve only one room or the entire College complex. The authority to evacuate the entire complex for an immediate emergency rests with the Dean of Student Services or President. Any employee observing or having knowledge of a situation which poses immediate danger to patrons and employees must take steps to remove persons from the danger.*

*The area to evacuate is determined by the nature of the event and the level of danger. Notification to evacuate is one of the most critical parts of a successful evacuation.*

*Once evacuation is required, all department chairs will be notified and will provide assistance for the evacuation. Cooperation of all employees in directing egress will be coordinated by the emergency contact person.*

*The emergency contact person will:*

- 1. Confirm that there is a dangerous situation or legitimate emergency. This will include assessing information from the reporter, and possibly consulting with local law enforcement.*
- 2. Declare the emergent situation and notify all department chairs if the situation requires a notification, or an evacuation..*

*If the emergency requires evacuation:*

3. *The Emergency Contact Person will secure assistance from outside support as needed, i.e. law enforcement or fire assistance.*
4. *The Emergency Contact Person will inform department chairs if there are any unsafe exits to avoid in the evacuation process.*
5. *Department chairs will contact the staff in their respective departments that are currently on-site and facilitate evacuation through the nearest, safe emergency exit. One of the Deans or a designated staff member will contact classes in session and inform instructors of any unsafe exits.*
6. *Each instructor will secure the class roster and escort students from their respective classes to the nearest, safe emergency exit to evacuate.*
7. *Above mentioned staff will secure assistance for any injured or special needs persons.*
8. *The post evacuation meeting place is on the southeast side of the parking lot between KBOCC Niiwin Akeaa and the KBIC Day Care.*
9. *Each staff member will ensure that all persons in their departments are accounted for; instructors will ensure that all students that were in attendance during class are accounted for.*
10. *The Emergency Contact Person will enlist the assistance of other staff to assist with emergency notification procedures as warranted.*
11. *The administrator who initiated the evacuation will be responsible for completing the incident report after order is restored.*

### **Practice Evacuations**

*Practice evacuations will be conducted at least twice a year. These will be documented and kept with this policy in the Dean of Student Services office. Employees should report to East end of the parking lot if immediate evacuation is required. Each evacuation team leader will account for their assigned personnel.*

*Schedule the test of the system with a primary focus for the test, i.e. phone emergency notification, coordination of officials, etc.*

1. *Publicize the emergency response and evacuation test to the campus and the larger communities.*
2. *Documentation of the test will include*
  - a. *The location of the test.*
  - b. *The date that the test was held.*
  - c. *The beginning and ending time of the test.*
  - d. *A description of the exercise.*
  - e. *Statement if the test was announced or unannounced.*
  - f. *Documentation of the test will be kept for seven years.*

### **EMERGENCY NOTIFICATION**

***The Dean of Student Services, or other designated emergency contact is responsible for coordinating Emergency Notifications. Documentation of Timely Warnings is kept in the Dean of Student Services Office.***

*If there is an immediate threat to the health or safety of students or employees on campus, both staff and the student body will be contacted via telephone or e-mail address for emergencies. It is recommended that students and staff check their e-mail daily for this purpose. Emergency warnings will also be made available on the main*

*campus number: (906) 353-4600. If students or employees cannot access e-mail from home, those individuals can register a phone number with the Dean of Student Services office for use in case of emergency.*

*Other potential threats to the campus community will be posted throughout the campus and disseminated to students and staff as well.*

*If a campus threat may endanger the larger community, KBOCC staff will work with the KBIC Tribal Police to disseminate information accordingly.*

## VII. Timely Warnings

The Dean of Student Services is the responsible person for issuing timely warnings that may represent a serious or continuing threat to the campus community. Documentation of timely warnings will be kept in the Dean of Student Services office.

### ***Proposed Timely Warning Policy pending Board of Regents Approval:***

#### **TIMELY WARNING**

***The Dean of Student Services, or other designated emergency contact is responsible for coordinating Timely Warnings. Documentation of Timely Warnings is kept in the Dean of Student Services Office.***

*To ensure the safety of the campus community, a timely warning will be issued to the campus community for on-campus alleged offenses covered under the Clery Act if:*

- *the allegation is reported to the campus security authority or a law enforcement agency,*
- *occurs in the designated campus area per Clery Act,*
- *is considered to represent a serious threat to students and staff.*

*Factors considered in determining if a crime is considered to be a serious threat include:*

- *reviewing the nature of the crime – does this appear to be a one-time, isolated incident, vs. a potential recurring crime*
- *was the perpetrator apprehended?*

*The CSA may consult with local law enforcement when issuing timely warnings and updated warnings as warranted.*

*Timely warnings will include:*

- *date of the warning.*
- *summary of type of crime reported and where it occurred to warrant the warning. This information is generated from a "Security Office" report and is not a violation of FERPA.*
- *Recommended strategies to stay safe.*

*Timely warnings will be disseminated via e-mail, posted in campus buildings frequented by students and staff, and posted on the KBOCC website.*

A draft of a sample warning:

<p style="text-align: center;"><b>TIMELY WARNING BULLETIN</b></p> <p style="text-align: center;"><b>Potential Threat to the KBOCC Community</b></p> <p style="text-align: center;"><b>Date:</b></p>
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<p><b>Reported Offense:</b></p> <p><b>Suspect Description:</b> (if applicable)</p> <p><b>Additional Information:</b></p> <p><b>Safety Recommendations:</b></p>
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<p><b>Contact Information:</b> Any questions or concerns about Campus Security or this Timely Notification Bulletin can be addressed to Cherie Dakota, Dean of Student Services at In the event that Dakota is not available, Lynn Aho, Dean of Instruction will be the contact person for Campus Security inquiries.</p> <p>Cherie Dakota: (906) 353-4628 or <a href="mailto:cdakota@kbocc.org">cdakota@kbocc.org</a></p> <p>Lynn Aho: (906) 353-4618 or <a href="mailto:laho@kbocc.org">laho@kbocc.org</a></p>
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**KBOCC Staff & Students:** Please inform others of this bulletin to ensure all members of the campus community are aware of this potential threat.

## VIII. Annual Security Report

The Dean of Student Services is the responsible party for ensuring that the Annual Security Report is published and distributed.

### ***Proposed Annual Security Report Policy Pending Board Approval:***

#### *ANNUAL SECURITY REPORT*

*The annual security report will be compiled, published and distributed to the campus community by Oct. 1 each year. The notice will be mailed through U.S. mail or e-mailed to all students; interoffice mail will be used for employees.*

*The report will be posted on the KBOCC website, posted at the Niiwin Akeaa and Library/Science Building, and is available in the Dean of Student Services office.*

*Notice of the availability of the Annual Security Report is posted in both the College Catalog and the Student Handbook.*

*KBOCC will not charge staff or students for copies of the Annual Security Report.*

Additional policies that govern the safety and well-being of the campus community include:

### ***Current Campus Student Concerns and Code of Conduct/Violations Policies updated 8/16/11***

#### ***Student Concerns***

#### ***ACADEMIC GRIEVANCES OR CONCERNS***

##### ***Grade Dispute***

*It is recommended that students save all course work until final grades are received in case there is a question about completed assignments. If a student believes he or she received an incorrect grade, please seek to resolve the problem with the instructor immediately. If the issue cannot be resolved with the instructor, please refer to the Academic Grievance section below.*

*Change of grade forms must be received in the Enrollment Coordinator's office by the 30<sup>th</sup> day of the following semester.*

##### ***Academic Grievance***

*Step 1: If you have problems or concerns about your grades or activities in a course, you should seek to resolve the issue with the course instructor as soon as possible. If the problem or concern is with a grade, the matter must be addressed within two business weeks of receiving the grade, whether the*

grade is for an assignment, test or exam, or the midterm grade for the class. For problems with final course grades, you should contact your instructor within two weeks of receiving your grades. Change of Grade forms must be submitted to the Enrollment Coordinator's office by the 30<sup>th</sup> day of the following semester.

If you have other instructional concerns and you feel uncomfortable approaching the instructor directly, you may ask for assistance from the Dean of Instruction or Dean of Student Services.

Step 2: If the issue cannot be resolved between you and your instructor, you may request that the matter be referred to Faculty Council. You may present issues to Faculty Council through the Dean of Instruction or Dean of Student Services. Grievances presented to Faculty Council must be clearly stated in writing and should be submitted prior to midterms of the next semester. Except in very rare circumstances, Faculty Council will not consider grievances over a semester old. Faculty Council will respond within five days after its first scheduled meeting after the grievance is presented.

If an academic grievance arises during a break when the Faculty Council is not meeting, and must be resolved prior to resumption of the regular meeting schedule, the issue will be presented to the Dean of Instruction who, at his or her discretion, may either make an executive ruling, poll the Faculty Council members, or call a special meeting. When an executive ruling is made, the decision may be appealed to Faculty Council at its next regular meeting.

### **BILLING CONCERNS**

If you have a question or disagreement concerning a bill from the college, you may direct your concern to the Business Office.

### **OTHER CONCERNS**

Other issues or concerns can be directed to the Dean of Student Services. See the student complaint procedures below.

### **Student Complaint Procedures**

Student may present "informal" complaints to the Dean of Student Services or request guidance in attempts to resolve the issue. Ideally, the student will attempt to resolve the issue with those immediately involved.

Formal complaints must be in writing and must summarize the situation and state the outcome or resolution the student is seeking.

The Dean of Student Services will investigate the situation, including interviewing the complainant, the individual about whom the complaint is directed (if applicable), and may include others who have witnessed or are involved in the situation.

The Dean will provide a summary of the complaint and results of the investigation to the complainant within 30 days.

If the complainant is dissatisfied with the outcome, he or she may refer the complaint to the Appeals Committee whose decision is final.

Student complaints are housed in the Dean of Student Services office.

### **Student Code of Conduct**

Keweenaw Bay Ojibwa Community College integrates traditional Ojibwa values into all its programs. The seven sacred traditional teachings charge us with seeking the virtues of wisdom, love, respect, bravery,

*honesty, humility, and truth; virtues which are also upheld in the traditions of our country and its religions. Students are expected to behave in a manner that demonstrates these virtues and shows honor and respect for the college and broader communities.*

*Maintaining an environment that is safe and conducive to learning is an important part of Keweenaw Bay Ojibwa Community College's mission. While at the College or any college-sponsored activity, all members of the college community have the right to be treated with respect and consideration. Threatening or insulting behavior will not be tolerated. Threatening behavior should be reported to an instructor or administrator as soon as possible*

### **CODE VIOLATIONS**

*In any college facility or while participating in any college activity, the following behaviors are considered violations and will result in disciplinary action:*

#### **General Code of Conduct Violations**

- *Failure to comply with the directives of college officials including, but not limited to, faculty or administrators acting in the performance of their duties*
- *Violation of published college policies, rules or regulations.*
- *Violation or attempted violation of local ordinances, federal or state laws.*
- *Attempts to commit acts prohibited by this code, or encouraging others to commit acts prohibited by this code will be punished to the same extent as if one had committed the prohibited act.*
- *Intentionally or recklessly interfering with college or college-sponsored activities.*
- *Gambling at college-sponsored activities except as permitted by law.*

#### **Academic Behavior**

*Cheating, or the unauthorized use or exchange of information by students in meeting academic standards, will include, but are not limited to the following:*

- *Plagiarism.\**
- *Copying another's work during an examination.*
- *Using unauthorized notes or aids during an examination.*
- *Taking an examination for another student.*
- *Collaboration with any other person during a test without instructor authorization.*
- *Obtaining or attempting to obtain an unreleased test*
- *Submitting research and assignments prepared by others.*
- *A student who intentionally assists another in the act of cheating or plagiarism may be subject to disciplinary action as well.*

*\* Plagiarism is representing another person's words or ideas as one's own without proper attribution or credit. Other people's words or ideas must be given adequate documentation. Plagiarizing is considered a form of cheating.*

#### **Alcohol & Drug Use**

- *Use, possession or distribution of alcohol or drugs.*

- *Use or possession of any controlled substance without a prescription; distribution of any controlled substance.*
- *Reporting to campus or to a campus-sponsored activity while under the influence of alcohol or drugs.*
- *Use of tobacco, other than for ceremonial purposes, in campus buildings or in no-smoking zones outdoors.*

### **Building Safety**

- *Unauthorized presence in or use of college premises, facilities or property or refusing to depart upon direction by authorized persons.*
- *Unauthorized or fraudulent use of college facilities, telephone system, mail system, or computer system.*
- *Intentionally or recklessly activating a fire alarm without cause; damaging fire safety equipment or initiating a false report of fire or other emergency.*
- *Unauthorized possession or copying of KBOCC keys.*
- *Theft, attempted theft, unauthorized borrowing or use of college public, or private property; unauthorized use of a college service.*
- *Deliberate damage to college, public, or private property.*

### **Classroom Conduct**

*Conduct that undermines the academic success of students during classroom or other instruction is prohibited and includes, but is not limited to, the following:*

- *Initiating or participating in inappropriate conduct that disrupts classroom activities.*
- *Using any device that causes disturbance inside or outside the classroom during instruction, i.e. cell phones, texting, etc.*
- *Continuing to engage in inappropriate interaction with the instructor and/or to classmates after student has been directed to stop adverse behavior.*

### **Copyright Infringement**

***Students are subject to civil and criminal liabilities for these actions.***

- *Unauthorized distribution of copyrighted material.*
- *Unauthorized file sharing that results in copyright infringement.*

### **Fraudulent Behavior**

- *Knowingly furnishing false information to college personnel.*
- *Intentionally passing of an insufficient funds check or fraudulent money order in payment of any financial obligation to the college.*
- *Forgery, unauthorized alteration or unauthorized use of any college document or instrument of identification.*
- *Falsely claiming to represent the college or a student organization of the college.*

### **Threatening Behavior**

- *Intentionally, recklessly or negligently causing physical harm or mental duress through verbal abuse or harassment to another.*
- *Criminal sexual behavior (see Sexual Harassment Policy in this Handbook).*

- *Use or possession of weapons unless authorized by the college.*

### **STUDENT CODE OF CONDUCT VIOLATION PROCEDURES**

*a. Any accusation or allegation of a violation of the Student Code of Conduct must be submitted in writing in complete detail to the office of the Dean of Student Services promptly by the individual, organization or department making the allegation.*

*b. The Dean of Student Services or designee will conduct an investigation in order to determine if there was a violation of the Student Code of Conduct, facilitate any reconciliatory actions between parties, if applicable, and determine appropriate sanctions. The Dean of Student Services or designee will advise the student of the allegation against him or her, consult with the student, the complainant, and/or other parties who may be involved or who have information regarding the incident, and review other relevant evidence. The Dean shall respond to the complainant, in writing, either dismissing or concurring with the allegation.*

*c. Appeals. An appeal of the Dean of Student Services decision can be made to the Appeals Committee. The Appeals Committee's decision is final.*

**Sanctions will be applied according to the severity of the violation.**

### **SANCTIONS**

#### A. Warning

*Written notice to the offender that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.*

#### B. Intervention/Corrective Action

*An intervention or corrective action may be required of the student to deter continued student code of conduct violations.*

#### C. Disciplinary Probation

*Exclusion from participation in privileges or extracurricular university activities as set forth in the notice of disciplinary probation for a specified period of time.*

#### D. Restitution

*Payment for or replacement of damaged or stolen goods.*

#### E. Suspension

*Exclusion from classes and/or other privileges or activities as set forth in the notice of suspension for a definite period of time.*

#### F. Expulsion

*Termination of student status for an indefinite period. The conditions for readmission, if any is permitted, shall be stated in the order of expulsion.*

#### G. Prosecution

*Illegal behavior may be reported to the appropriate police agency.*

**Major Proposed Policy Updates to the Student Concerns and Code of Conduct/  
Violations Policies Pending Board Approval:**

## STUDENT CODE OF CONDUCT VIOLATION PROCEEDINGS

*a. Formal accusations or allegations of a violation of the Student Code of Conduct must be submitted in writing in complete detail to the office of the Dean of Student Services promptly by the individual, organization or department making the allegation.*

*b. The alleged offender will be appraised of the alleged violation and informed of a date for the Disciplinary Committee hearing. The hearing will be scheduled within 30 days. If the student does not deny the allegation, he or she can "opt out" of a Disciplinary Hearing and go right to the sanction meeting.*

*b. The Dean of Student Services or designee will convene the Disciplinary Committee, which consists of the Dean of Student Services (or the Dean of Instruction in case of a conflict of interest), and two other members of faculty or staff, which will be chosen to ensure no conflicts of interest occur. The Disciplinary Committee will hold a hearing to determine if there was a violation of the Student Code of Conduct.*

*Both the alleged victim and the alleged offender have the right to have a support person or advocate available in the hearing.*

*The hearing will consist of:*

- *advising the student of the allegation or complaint against him or her*
- *presentation of evidence by the alleged victim and alleged offender*

*The Disciplinary Committee will contact the alleged defendant either concurring with or dismissing the allegation and a sanction meeting will be convened between the alleged offender and the Disciplinary Committee to discuss sanctions for the offense within two weeks. This process will be completed within 30 days.*

*Sanctions will be applied according to the severity of the violation.*

*In the case of a threatening offense against another person, the complainant will be informed of any outcomes of the disciplinary proceeding that applies specifically to the complainant's well being.*

*If a sexual assault allegation has occurred, both the complainant and the alleged perpetrator have the right to be informed of the outcome of any disciplinary proceedings. In the event that the complainant is deceased as a result of the offense, the next of kin shall be given the outcome of the disciplinary proceeding, if requested. In the event that the complainant is deceased as a result of the offense, the next of kin shall be given the outcome of the disciplinary proceeding, if requested. (See Sexual Assault Policy)*

*c. Appeals. An appeal of the Dean of Student Services decision can be made to the Appeals Committee. The Appeals Committee will consist of the Dean of Instruction and two other members of faculty or staff, which will be chosen to ensure no conflicts of interest occur. If the Dean of Instruction was part of the Disciplinary Committee or has a conflict of Interest with the situation, the President will appoint the three members of the Appeals Committee. The Appeals Committee's decision is final.*

*Summaries and Sanctions from Student Code of Conduct Violation Proceedings are housed in the Dean of Student Services Office.*

#### *FREEDOM FROM REPRISAL*

*Persons who harass or intimidate another person for making a complaint will be in violation of the Student Code of Conduct or Staff Handbook and may be sanctioned for this behavior.*

#### *CONFIDENTIALITY*

*The confidentiality of both the complainant and the alleged offender will be respected insofar as it doesn't interfere with KBOCC's legal obligations or ability to investigate the charge and sanction violators.*

#### *COOPERATION*

*All members of the campus community are expected to provide full and truthful cooperation during an investigative procedure to ensure the safety and well-being of the whole campus community.*

### ***Major Proposed Policy Updates to the Campus Safety and Security Policies Pending Board Approval:***

#### ***Security of Facilities***

*Business hours for campus buildings vary, depending on course schedules. Typically, KBOCC buildings are closed and locked by the last employee leaving the building. There should always be at least one employee present if a building is open.*

*If a student has a safety concern, he or she can bring this to the attention of any KBOCC employee on site.*

*KBOCC has security cameras at the Niiwin Akeaa Center and postings to inform the public that the premises are monitored to minimize potential threats against others or property.*

#### ***Security Awareness***

*The emergency number (911) for Baraga County is provided in the KBOCC Student Resource guide. Safety awareness will be a topic for all-student Orientation sessions and safety information will be distributed throughout campus.*

#### ***Off-Campus Monitoring of Student Organizations***

*Coordination with local law enforcement is not applicable since no student organizations have off-campus facilities.*

## **Current Campus Drug Free Environment Policy updated 8/16/11**

### **DRUG FREE ENVIRONMENT**

*KBOCC complies with the Drug Free Schools and Communities Act of 1989.*

#### **ALCOHOL AND DRUGS**

*It is the policy of Keweenaw Bay Ojibwa Community College that students, staff, and visitors on campus or participating at a college sanctioned event are alcohol and drug free. The following behaviors constitute a violation of this policy:*

- *Use, possession or distribution of alcohol.*
- *Use or possession of any controlled substance without a prescription.*
- *Distribution of any controlled substance or drugs.*
- *Reporting to campus or to a campus-sponsored activity while under the influence of alcohol or drugs.*
- *Use of tobacco, other than for ceremonial purposes, in campus buildings or in no-smoking zones outdoors.*

*Any violation of this policy will result in disciplinary action (consistent with Tribal, State, and Federal law), and may include expulsion or termination of employment and/or referral for prosecution. See Code Violations section in this Handbook. Visitors who violate this policy may be mandated to leave the premises. Law enforcement may also be contacted, if warranted*

*KBOCC reserves the right to contact parents of any student under the age of 21 who violates the KBOCC Drug Free Environment Policy per October 1998 reauthorization of the Higher Education Act.*

*Students and staff will be sent the KBOCC drug and alcohol policy on an annual basis.*

*Information about alcohol and drug prevention is available on the student services information table and is also incorporated into some student activities.*

*Information about drug / alcohol prevention and intervention programs is available in the KBOCC Student Resource Guide and is also available in the Dean of Student Services office.*

#### **SMOKING**

*Keweenaw Bay Ojibwa Community College complies with all applicable Federal, State, and local regulations regarding smoking in either the workplace or academic buildings in order to provide an environment that promotes the well-being of its students and employees.*

*SMOKING IS PROHIBITED INSIDE ALL TRIBAL COLLEGE FACILITIES. The NO SMOKING POLICY applies to students, employees, and visitors while on the premises. Everyone is expected to exercise common courtesy and respect the needs and sensitivities of others with regard to the smoking policy. Smoking is prohibited near the main building entrance. The gazebo is designated as an outdoor smoking area for the main building. Violation of this policy will result in disciplinary action.*

## **Major Proposed Policy Updates to the Drug Free Environment Policies Pending Board Approval:**

*KBOCC complies with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1991,*

*It is illegal for a person under the age of 21 to use or be in possession of alcohol per the laws of Michigan and the Keweenaw Bay Indian Community and violators are subject to criminal prosecution as well as disciplinary action. Per the KBIC Tribal Code and State of Michigan Law, a person under the age of 21 cannot consume or possess alcohol, and could be fined or in some instances, face jail time.*

*Drug violations will also be treated as both a violation of policy and a criminal offense, which may also carry fines or jail time according to State of Michigan and KBIC Tribal Laws.*

## **Current Campus Sexual Harassment Policies updated 8/16/11**

### **SEXUAL HARASSMENT POLICY**

*Keweenaw Bay Ojibwa Community College will not tolerate sexual harassment of any nature. Anyone found guilty of sexual harassment will be subject to disciplinary action which may include termination, dismissal, or expulsion.*

#### **DEFINITION OF SEXUAL HARASSMENT**

*Sexual harassment is defined as: inappropriate comments about a person's gender, clothing, or body; sexist comments of a general or individual nature; physical conduct such as inappropriate touching; unwelcome sexual advances; requests for sexual favors; verbal abuse disguised as humor; obscene gestures; or solicitation of sex through implicit or explicit promises of rewards or threats of punishment by an employee, faculty member or student when:*

- *Submission to such conduct or communication is made a condition, explicitly or implicitly, to obtain educational services.*
- *Submission to or rejection of such conduct is used as a factor in decisions affecting the student's grades.*
- *Such conduct has the purpose or effect of creating an intimidating, hostile or offensive educational environment.*

#### **SEXUAL HARASSMENT COMPLAINT PROCEDURE**

*Students always have the right to contact law enforcement to file a complaint if they feel threatened or harassed.*

*Students can also file complaints of sexual harassment in the Dean of Student Services Office. Students will be provided with assistance, support, and resources. Complaints should be reported within 30 days of the incident.*

*If the complainant requests to resolve the situation in an informal manner, the Dean will attempt to resolve the complaint in the least disruptive manner possible and to allow the complainants and alleged offenders the opportunity to resolve the situation. Sanctions may still be imposed on the alleged offender.*

*In a formal complaint, the Dean of Student Services will investigate the allegation and either dismiss the matter or concur with the allegation.*

*An appeal of the Dean's decision can be made to the Appeals Committee. The Appeals Committee's decision is final. Any appeal under this section shall be made in writing within thirty days after the delivery of the decision from the disciplinary conference.*

***Sanctions will be applied according to the severity of the violation (see Sanctions section).***

### ***Major Proposed Policy Updates to the Sexual Harassment Policies Pending Board Approval:***

*The following behaviors are deemed to be harassment without the complainant communicating that the behavior is unwelcome:*

- physical conduct such as inappropriate touching*
- unwelcome sexual advances*
- requests for sexual favors*
- solicitation of sex through implicit or explicit promises of rewards or threats of punishment*

*The following behaviors are deemed to be harassment if a complainant has communicated verbally or in writing to an alleged harasser that the following behaviors are unwelcome, and the alleged harasser continues with the unwanted behavior:*

- inappropriate comments about a person's gender, clothing, or body*
- sexist comments of a general or individual nature*
- verbal abuse disguised as humor*
- obscene gestures*
- exposure to obscene media which do not contribute to work or education*
- any other behavior directed towards the complainant that he or she finds offensive*

*If a student is uncomfortable addressing unwelcome behavior, he or she can consult with the Dean of Student Services for guidance.*

### ***SEXUAL HARASSMENT COMPLAINT PROCEDURE***

*Students have the right to contact law enforcement to file a complaint if they feel threatened or harassed.*

*Students can also file complaints of sexual harassment in the Dean of Student Services Office. The Dean will initiate the investigation, and can also provide assistance, support, and resources. Complaints should be reported within 30 days of the incident.*

*Formal complaints will be processed through the Disciplinary Committee. (See Student Code of Conduct Violation Procedures).*

**Sanctions will be applied according to the severity of the violation. (see Sanctions section).**

*If the complainant requests to resolve the situation in an informal manner, the Dean will attempt to resolve the situation in the least disruptive manner possible.*

**THIRD PARTY HARRASSMENT**

*If a KBOCC student or employee is harassed by a third-party alleged offender, meaning the individual is not an employee or student of the school, i.e. a visitor or contractor, he or she are encouraged to bring the complaint to the Dean of Student Services office. The third-party individual is not governed by KBOCC policies and regulations, but the Dean can take corrective action to alleviate the harassment situation.*

**Student complaints, summaries and sanctions from Student Code of Conduct Violation Proceedings are housed in the Dean of Student Services Office.**

**FREEDOM FROM REPRISAL**

*Persons who harass or intimidate another person for making a complaint will be in violation of the Student Code of Conduct or Staff Handbook and may be sanctioned for this behavior.*

**CONFIDENTIALITY**

*The confidentiality of both the complainant and the alleged offender will be respected insofar as it doesn't interfere with KBOCC's legal obligations or ability to investigate the charge and sanction violators.*

**COOPERATION**

*All members of the campus community are expected to provide full and truthful cooperation during an investigative procedure to ensure the safety and well-being of the whole campus community.*

**Current Campus Sexual Assault Policies updated 8/16/11**

**SEXUAL ASSAULT**

*If a student has been sexually assaulted, it is recommended that he or she contact a police agency immediately. Students can call 911 to report an assault. Students can seek support and assistance in this process from the Dean of Student Services Office as well.*

*If the assault occurs "after hours" and a staff member cannot be contacted, students are encouraged to not delay in contacting law enforcement to obtain assistance.*

**Major Proposed Policy Updates to the Sexual Assault Policies Pending Board Approval:**

**SEXUAL ASSAULT**

*If a student has been sexually assaulted, he or she can file a complaint and/or seek support and assistance from the Dean of Student Services. The Dean or other personnel can assist a student in attaining medical attention, contacting law enforcement authorities, and connecting with VOCA (victims of crimes assistance) or other support programs.*

*NOTE: Collection of evidence of an assault is best done in a timely manner. Showering, douching, or washing clothes can destroy evidence.*

*For purposes of this policy, a sexual assault is defined as:*

- 1. Any of the following acts are considered a sexual assault if they are directed at a person without his or her consent:*
  - Sexual intercourse, sodomy, or sexual penetration*
  - Intentional touching of a person's intimate parts, even through clothing*
  - Forcing a person to touch another's intimate parts.*

## **COMPLAINT PROCEDURE**

*Students have the right to contact law enforcement at any time to file a complaint.*

*Students can also file sexual assault complaints in the Dean of Student Services Office. The Dean will initiate the investigation, and can also provide assistance, support, and resources. Complaints should be reported within 30 days of the incident.*

*If the complainant requests to resolve the situation in an informal manner, the Dean will attempt to resolve the complaint in the least disruptive manner possible.*

*Formal complaints will be processed through the Disciplinary Committee. (See Student Code of Conduct Violations Procedures.)*

*Both the alleged complainant and alleged perpetrator have the right to have a support person or advocate present during disciplinary proceedings.*

*An appeal of the Disciplinary Committee can be made to the Appeals Committee for a hearing. The decision of the Appeals Committee is final.*

***Student complaints, summaries and sanctions from Student Code of Conduct Violation Proceedings are housed in the Dean of Student Services Office***

***Sanctions will be applied according to the severity of the violation. (see Sanctions section).***

*Sanctions for an alleged perpetrator who has been found to have violated KBOCC's sexual assault may range from a mandated intervention (part B under sanctions) to expulsion (part F under sanctions) and/or report to law enforcement (part G under sanctions).*

*Both the complainant and the alleged perpetrator have the right to be informed of the outcome of any disciplinary proceedings. In the event that the complainant is deceased as a result of the offense, the next of kin shall be given the outcome of the disciplinary proceeding, if requested.*

## **FREEDOM FROM REPRISAL**

*Persons who harass or intimidate another person for making a complaint will be in violation of the Student Code of Conduct or Staff Handbook and may be sanctioned for this behavior.*

## **CONFIDENTIALITY**

*The confidentiality of both the complainant and the alleged offender will be respected insofar as it doesn't interfere with KBOCC's legal obligations or ability to investigate the charge and sanction violators.*

## **COOPERATION**

*All members of the campus community are expected to provide full and truthful cooperation during an investigative procedure to ensure the safety and well-being of the whole campus community.*

## **ADDITIONAL SUPPORT THROUGH KBOCC**

*If a student has been a victim of an alleged sex offense, KBOCC must comply per the Clery Act with a student's request for a change in academic and living situations. KBOCC staff will attempt to facilitate academic changes if such changes are reasonably available to ensure the well-being of the victim. At the present time, KBOCC does not administer a campus housing program, so staff cannot assist with altering living arrangements, but the Dean of Student Services can provide housing resources to the student.*

*Housing, counseling services, emergency services, and domestic violence programs are listed in the KBOCC Student Resource Guide.*

### **Educational Programs to Prevent Sex Offenses**

*Program information specific to domestic violence is provided in the KBOCC Student Resource Guide.*

*Workshops and informational items will be made available to students on a regular basis.*

*Student Services also informs and encourages students to attend community events that educate and promote healthy lifestyles.*

## **Current Campus Sex Crime Prevention Policies updated 8/16/11**

### **CAMPUS SEX CRIMES PREVENTION ACT**

*In accordance with the Campus Sex Crimes Prevention Act, information about the registered sex offenders list can be obtained from the Dean of Student Services Office.*

## **Major Proposed Policy Updates to the Sex Crimes Prevention Policies Pending Board Approval:**

### **Sex Offenders Registry Information**

*The State of Michigan and the Keweenaw Bay Indian Community both maintain Sex Offender Registry Systems which monitor the whereabouts of sex offenders who have been convicted of serious offenses.*

*Information on accessing either the Michigan Sex Offender's Registry or the KBIC Tribe and Territory Sex Offender Registry System (TTSORS) is available in the Dean of Student Services Office. Inquiries are confidential.*

*The URL to access the Michigan Sex Offenders Registry is:*

*<http://www.mipsor.state.mi.us/>*

The URL to access the Keweenaw Bay Indian Community's TTSORS system is:

<http://kbic.nsopw.gov/>

This information is provided to educate and protect the public and is not intended to be used to for purposes of harassment.

#### IX. Report to the Education Department

KBOCC is not required to report crime statistics to the Department of Education until Fall 2012 which will cover the 2011 calendar year.

#### ***Proposed Report to the Department of Education Policy Pending Board Approval:***

*KBOCC will report crime statistics in compliance with the Clery Act via designated web site each fall as stipulated by the Department of Education's Office of Postsecondary Education.*

#### X. Missing Student Notification Procedures

Although not mandated for KBOCC due to the lack of on-campus housing, KBOCC does have a missing student notification procedure.

#### ***Current Campus Student Missing Student Notification Policy updated 8/16/11***

##### ***MISSING STUDENT NOTIFICATION***

*If it appears that a student is "missing", the Dean of Student Services or another staff member will attempt to contact the emergency contact on the student's application. (It is recommended that students be aware of their emergency contacts and update as necessary.)*

*If it is determined that a student is "missing", KBOCC staff will contact local law enforcement within 24 hours. KBOCC staff are also mandated to contact the parent or guardian within 24 hours if the missing student is an unemancipated minor. KBOCC staff will also attempt to contact parents of a missing student under the age of 21 unless the student directly opts out of this contact.*

*KBOCC staff will work with local law enforcement in attempts to locate any missing student.*

#### XI. Fire Safety Log

Due to the lack of on-campus student housing, KBOCC is not required to maintain a fire safety log.

#### XII. Fire Safety Statistics

Due to the lack of on-campus student housing, KBOCC is not required to maintain fire safety statistics.

#### XIII. Annual Fire Safety Report

Due to the lack of on-campus student housing, KBOCC is not required to maintain a fire safety report.

*This report was prepared by Cherie Dakota, Dean of Student Services*