LAKE MICHIGAN
COLLEGE

# Annual Security Report
# 2013

400 Klock Road
Benton Harbor MI 49022

ANNUAL SECURITY REPORT
TABLE OF CONTENTS

Introduction....1

Reporting Criminal Incidents....2

Confidential Reporting....4

Emergency Preparedness and Response Plan....5

Emergency Procedures (Medical, Fire, Police/Ambulance, Severe Weather & Closing Announcements, Tornados)....6

Campus Access....9

Distribution of Campus Safety Alerts (Timely Alerts)....9

Emergency Notification....10

Weapons Free Campus....11

Sexual Harassment....12

Sexual Assault....13

Crime Prevention and Safety Programs....17

Sex Offender Registration....18

Alcohol and Drugs....18

Personal Safety Measures....19

Campus Security....19

Emergency Call Stations....20

Emergency Numbers Outside of Lake Michigan College....20

Daily Crime Log....22

Preparing the Annual Security Report and Disclosure of Crime Statistics....23

Crime Statistics....24

## INTRODUCTION

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. Lake Michigan College is committed to keeping its campuses safe and secure for students, faculty, staff and visitors. This report is prepared in cooperation with local law enforcement agencies serving our campuses.

We rely on every community member to contribute to safety and security on campus by reporting crime and suspicious activities in a timely manner. We hope you will use the information to help foster a safe environment for yourself and others.

## REPORTING CRIMINAL INCIDENTS

Crimes should be reported to a designated campus security authority to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

CAMPUS SECURITY AUTHORITY

| | | |
|---|---|---|
| Napier Avenue Campus / Mendel Center | 269-927-8100 | Room |
| Director Public Safety/Evening Administrator | ext. 7060 | S111 |
| Executive Director, Facilities Management | ext. 8611 | S105 |
| Vice President, Student Services | ext. 8120 | A205 |
| Director, Intercollegiate Athletics | ext. 8165 | D102a |
| Director, Student Life | ext. 5206 | D103 |
| Security Guard | ext. 5041 | S109 |
| Title IX Coordinator | ext. 8102 | A305 |
| Coaches | | |
| Club Advisors | | |
| Bertrand Crossing Campus | | |
| Executive Dean | 269-695-2795 | 101a |
| Director, Student Services | 269-695-2988 | 101b |
| Security Guard | 269-695-1391 | |
| South Haven Campus | | |
| Executive Dean | 269-637-7504 | SH121 |
| Director, Student Services | 269-637-7526 | SH116 |
| Security Guard | 269-470-7320 | |
| M-TEC$^{SM}$ | | |
| Director, M-TEC$^{SM}$ | 269-927-4103 | MT101 |
| Operations Manager | 269-926-4296 | MT101 |
| Security Guard | 269-325-1489 | |

**CAMPUS SECURITY AUTHORITY**

Campus security authorities will promptly report if they observe any crime listed below or if any person reveals to them that he/she learned of or was the victim of, a perpetrator of, or witness to any crime listed below. The reporter will immediately complete an Incident Report and send or forward to the Lake Michigan College Facilities Management Department, attn: Executive Director, Facilities Management or Public Safety Director/Evening Administrator. This applies to crimes on any LMC campus, public property adjacent to each campus and locations at which other College activities are taking place.

1. Types of offenses:
   a. Criminal homicide
      -Murder and non-negligent manslaughter
      - Negligent manslaughter
   b. Sex offense:
      -Forcible
      - Non-forcible
   c. Robbery
   d. Aggravated assault
   e. Burglary
   f. Motor vehicle theft
   g. Arson

2. Hate Crimes – Discloses whether any of the above-mentioned offenses and the crimes of larceny-theft, simple assaults, intimidation, destruction/damage/vandalism of property and any other crime involving bodily injury, were hate crimes.

3. Arrests and referrals for disciplinary action for:
   a. Illegal weapons possession
   b. Violation of drug and liquor laws

Lake Michigan College uses a contracted security service to assist with campus security. Security guards are a source to which students, employees and visitors can report criminal offenses. Campus security guards do not have police authority.

## CONFIDENTIAL REPORTING

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

## EMERGENCY PREPAREDNESS AND RESPONSE PLAN

Lake Michigan College is committed to providing a safe environment that is conducive to the pursuit of academic excellence. Pursuant to its obligations under federal, state and local laws/regulations, the college has established an Emergency Preparedness and response plan that provides protective measures for the health and safety of our students and staff during an emergency situation. The college through its partnerships with Emergency Management Professionals continues to upgrade the plan.

Emergency Teams made up of individual members of the college community have been designated as team members to assist in helping others to evacuate. They also relay information concerning injured or special-needs people who require immediate attention.

Lake Michigan College has established a CERT (Community Emergency Response Team) in which members have had extensive training by the Berrien County Emergency management for responding to disasters and emergencies.

Emergency information is located in all classrooms along with a detailed map which highlights fire exits, emergency shelter areas, fire extinguishers locations, defibrillators, etc.

Evacuation notification will be by use of the fire alarm system in some cases, but not all.

The emergency system plan effectiveness is measured through testing of practice drills.

**EMERGENCY PROCEDURES**

MEDICAL

Do not move the injured or ill person unless threatened by fire or other imminent danger. Call the 911 Dispatcher. From a college phone, dial 9. Wait for tone – then dial 911. From a pay phone, no coin is needed. Dial 911. From a direct line phone dial 9-911. Say, "There's an emergency at Lake Michigan College." Followed by the building and address.

- Answer the questions you are asked.
- Be specific about your location.
- Do not hang up until told to do so.
- Call 6911. If no answer, dial 8135 or 8137.

Evenings & Saturdays: dial 6911. If no answer, dial 8128.

FIRE

General Procedures when the fire alarm sounds:

1. All staff and students will leave the building immediately and proceed to the nearest main parking lot.
2. If there is a handicapped person in your class or office, it may be necessary to make arrangements with others to help carry the person to safety.
3. In the event that the nearest exit is the source of fire and/or is filled with smoke, use the next nearest exit.
4. Do not use elevators.
5. Do not open a door until you touch it to determine that it is warm or hot.
6. Remain in the parking lot until an all clear has been announced by the Executive Director of Facilities, or after 5 p.m., the Student Services staff.

POLICE/AMBULANCE

For life threatening emergencies, dial 9-911. For all other emergencies dial 6911.

EMERGENCY INTERNAL NUMBERS:

- South Haven Campus dial 7500
- Bertrand Crossing Campus dial 2990
- M-TEC dial 6832

## SEVERE WEATHER & CLOSING ANNOUNCEMENTS

When the College closes due to severe weather or other campus emergencies, the announcement will be made in several ways:

1. through the College's RaveAlert system
2. through local television and radio stations
3. on the home page of the LMC website (in most cases)

Television and radio stations that assist the College with closing announcements include:

| AM Stations | FM Stations | TV Stations |
|---|---|---|
| WKZO 590 | WAUS 90.7 | WWMT Channel 3* |
| WGMY 940* | WVHQ 92.1 | WNDU Channel 16* |
| WSBT 960 | WNDV 92.9 | WSBT Channel 22* |
| WHFB 1060 | WBCT 93.7 | WSJV Channel 28* |
| WSJM 1400* | WSJM 94.9* | WOOD Channel 8* |
| WKLZ 1470 | WAOR 95.3 | |
| WNDV 1600 | WYTZ 97.5* | |
| WQSN 1660 | WCNF 98.3* | |
| WGTO 910 | WHFB 99.9 | |
| | WBYT 100.3 | |
| | WSBT 101.5 | |
| | WZOW 102.3 | |
| | WCSY 103.7* | |
| | WRBR 103.9 | |
| | WQLR 106.5 | |
| | WIRX 107.1* | |
| | WGTO 101.1 | |

*Stations that also post closings on their websites.

We ask that you check these various sources of information for closing information rather than calling the College. If the College is closed, you will be able to find out through one or more of the above sources.

TORNADOS

In the event of a TORNADO WARNING, all employees, students, and visitors in any College facility will be instructed to go to the designated safe shelter area.

1. DO NOT GO OUTSIDE.
2. Do not use telephones.
3. Do not stand near westerly locations of the building or near glass-enclosed spaces.
4. Proceed to the designated safe shelter area for your facility. This information is found on the emergency flip chart located in every College classroom.
5. Do not use open flame (candles, lighters, etc.).
6. Remain calm and wait for an "all-clear" announcement.

## CAMPUS ACCESS

During business hours, Lake Michigan College will be open to students, parents, employees, contractors, guests, and invitees. During non business hours access to all College facilities is by key, if issued, or by admittance via Facilities department staff.

## DISTRIBUTION OF CAMPUS SAFETY ALERTS (Timely Alerts)

Timely Alerts: If circumstances warrant it, special timely crime alerts are prepared and distributed through our emergency notification systems. These alerts advise the College community of the situation, steps to take to avoid being victimized and the number to call for more information. The Executive Director, Facilities Management or his designee, with assistance from the Director, Marketing Services is responsible for preparing the alerts for dissemination to the College community.

Lake Michigan College works closely with local law enforcement agencies to inform the College about crimes that may warrant the College issuing a timely warning.

## EMERGENCY NOTIFICATION

Emergency notifications will be issued when it is determined that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or visitors occurring on Campus.

Emergency notifications will be activated without delay upon verification of an incident that meets the above criteria so long as issuance does not compromise efforts to respond to, contain, or otherwise mitigate the emergency.

RaveAlert is an automated system that Lake Michigan College uses to inform employees and students of the College emergencies and severe weather. RaveAlert utilizes cell phone text messaging, email and voice mail notifications.

Lake Michigan College also utilizes SYN-APPS emergency notification system using ring and text messages to internal phones and to our IP clocks which provide a visual and audio message which are located in campus hallways.

Emergency Activation cards have been issued to authorized personnel at each campus site allowing emergency messages for Lockdowns, Tornado Alerts, Bomb Threats and the use of paging for emergency notification.

The Director, Marketing Services, with the assistance from the Executive Director, Facilities Management or designee is responsible for preparing the alerts for dissemination to the College community.

In addition to the above, Area Coordinators and Alternates have been designated per assigned area to assist with emergency situations in helping to clear spaces of people and directing people to move to a safe location.

## WEAPONS FREE CAMPUS POLICY

A. Purpose

The College wants to ensure a safe, weapon free campus. Unless a person can establish by clear and convincing evidence that the weapon was not knowingly possessed or that the person did not know or have the reason to know that the object was a weapon, violations of the weapons free policy will result in discipline and/or prosecution. Violations can result in expulsion, loss of job, a ban on attending campus facilities and events and/or criminal prosecution.

B. Weapons are defined, simply, as any instruments or implements which are capable of inflicting serious bodily injury, and shall include but not be limited to the following:

- Any gun, rifle, firearm, BB gun, pellet gun, or other device (including starter gun) which is designed to or may readily be converted to expel a projectile by any means.
- Any bomb, grenade, rocket or other destructive device which includes explosives, incendiaries or poison gas.
- Any knife with a blade longer than three inches, razor, or other cutting instrument.
- Any striking instrument, to include clubs, iron bar, brass knuckles, blackjack or bludgeon (excluding Athletic Department equipment-i.e., baseball bats).
- Any Martial Arts weapons, to include nunchakus, tonfas, staffs, and throwing stars.
- Fireworks

C. Policy

Weapons shall not be permitted in or on College buildings, facilities, grounds, vehicles, or other property at any time, or at any event in which the College participates in or sponsors except for College sponsored theatrical productions. Students, employees or visitors, other than peace officers, may not possess, either on their persons, in their vehicles, or in other College property under their control, weapons while on College property or while participating in College events.

D. Exceptions to this policy may be granted at the sole discretion of the President, or his designee.

## SEXUAL HARASSMENT POLICY

The Elliott-Larsen Civil Rights Act prohibits discrimination based on race, color, religion, national origin, age, sex, height, weight, marital status, arrest record and disability in all employment practices, including terms, conditions and privileges of employment. This act prohibits discrimination and provides specific remedies and penalties. Title IX of the Educational Amendments of 1972 prohibits sexual harassment of students in any part of any higher education institution receiving federal funds, and requires institutions to maintain grievance procedures capable of prompt and equitable resolution of sexual harassment complaints.

Lake Michigan College prohibits sexual harassment in its employment practices and in its education programs and activities.

Sexual harassment consists of unwelcome sexual advances, including unwanted touching, verbal remarks of a sexually suggestive or derogatory nature, requests for sexual favors, and other verbal or physical behavior of a sexual nature which have as their consequence an adverse effect on the recipients' morale, work status, or academic or job performance. Such conduct is absolutely prohibited whether the perpetrators are students, employees of the College or contractors or other non-employees who have reason to be on College premises where:

A. submission to such conduct is either an expressed or implied condition of employment, education, or academic, financial or counseling assistance,

B. submission to or rejection of such conduct is used as a basis for an employment decision or the performance evaluation of students or staff, or

C. the conduct has the purpose or effect of substantially interfering with an affected person's work or scholarly performance, or creating an intimidating, hostile or offensive work or education environment.

The College will actively investigate any allegations of sexual harassment by students or staff, and if it is determined that sexual harassment has occurred, will take prompt and appropriate disciplinary action.

Anyone who believes that sexual harassment has occurred is expected to report such conduct promptly under appropriate College procedures.

WHAT CAN I DO?

Title IX of the Education Amendments of 1972 and Title VI and Title VII of the Civil Rights Act of 1964 protects you from sexual harassment. In addition, Lake Michigan College has a policy strictly forbidding sexual harassment in any of its employment and educational practices. This policy protects students of Lake Michigan College as well as employees of Lake Michigan College. If a person's behavior makes you feel uncomfortable, you must let that person know it does, either by telling them or asking them to stop the behavior.

**SEXUAL ASSAULT**

Sexual assault happens without your consent. It is you're not wanting the physical contact that makes it a sexual assault, not the amount of physical force used. It is unwanted physical contact of a sexual nature. It may follow sexual harassment, or be accompanied by harassment. What is important to remember is that if you did not give your consent for the physical contact, it is assault and you must let someone know.

Lake Michigan College has strict policies against sexual harassment, and the College applies these policies to sexual assault. Sexual assault is a criminal offense and should be reported to the police as well as to the Director, Public Safety Coordinator or a campus security authority. Emergency phone numbers for both on and off campus are listed and can be used in the case of sexual assault.

Remember: ASSAULT IS AN EMERGENCY!

If you are a victim (survivor) of a sexual assault:

1. Get to a safe place as soon as possible. Following an assault, the primary concern is for the sexual assault survivor's safety. Contact someone you trust to be with you and support you.

2. Seek medical attention as soon as possible to ensure physical well-being.

3. Try to preserve all physical evidence. Do not bathe, shower, or change clothes before seeking medical attention. Preserving evidence is important in later pursuing a criminal or judicial case.

4. Please call the police and report the assault. Calling the police does not mean you need to press charges and testify at a trial. The police will help you get medical attention if you need it.

5. Please call one of the emergency numbers at Lake Michigan College. We cannot use our policies to protect you if we do not know what has happened. We need you to report the assault.

The following procedures for campus discipline are applicable in cases of an alleged sex offense.

When reports of alleged violation of the Student Code of Conduct surface, they are addressed by the Vice President, Student Services. The judicial process exists to ensure that basic due process is granted to all LMC students who find themselves in conflict with College standards.

The reporting of student misconduct shall be documented by providing all relevant information on the Maxient report. The Vice President, Student Services handles matters that require disciplinary action at Lake Michigan College. Disciplinary actions taken by the Vice President, Student Services toward a student found responsible for misconduct or a violation of College rules may include, but are not limited to, an oral warning up to expulsion from the College.

Due process is the guarantee of student civil rights under the Constitution of the United States and the laws and regulations of Michigan and Lake Michigan College. Due Process is that process which prevents rights from being taken away from an individual without notice and an opportunity to respond to allegations.

A student found responsible for violating the Student Conduct Code may submit a written appeal request to the Vice President, Student Services, who will forward the appeal to the chair of the Student Appeals Committee.

The purpose of a hearing is to provide the opportunity for the campus designee or complainant and the respondent to present all relevant information and evidence with regard to the alleged misconduct. It is the responsibility of the Student Appeals Committee, as applicable, to consider impartially all relevant information and evidence, determine the facts, apply College policy, and impose appropriate sanctions if the respondent is found responsible for the alleged violation. The Student Appeals Committee chair sends to the accused the decision in writing within seven (7) business days.

Lake Michigan College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, results of the disciplinary hearing may be provided to the victim's next of kin, if so requested.

Please refer to the College Handbook for additional information on the Student Code of Conduct procedures.

PREVENTING ATTACK

The following preventive measures will help minimize your chances of being attacked:

- Accept the fact that you are a potential assault victim. Many people operate under the illusion that "it will never happen to me." It may.
- Above all else…trust your instincts. If you feel uncomfortable or uneasy, leave immediately.

Going Out

- When you go out, tell someone where you are going and when you will return.
- Always lock your house/apartment door and don't lend the key. Keys can be duplicated.
- Don't walk alone a night. Take a friend with you.
- Stay in well-lit areas.
- Photocopy all important papers that you carry in your purse or wallet, including your driver's license. Keep the photocopies in a safe place. This information will be invaluable if you lose your license or cards.

On The Street

- Be alert. Look around you. Be aware of others on the street. Make it difficult for anyone to take you by surprise. Walk with your keys in hand.
- If you think someone is following you, turn around and check so that you are not caught off guard. Cross the street or change direction. Walk or run toward people, traffic, or lights. Consider confronting the aggressor and saying in a loud, firm voice, "Don't follow me."
- If a car follows you or stops near you for directions, do not approach the car. Change directions if you feel threatened and walk or run towards stores, a lighted house, or other people.

In Your Car

- Park in well-lit areas. Check the street before leaving the car. Park in full view of the front of stores and houses.
- Walk to your car with keys ready.
- As you approach your car, look all around it, including underneath the car.
- If you have a flat tire, seek help inside the College, or from a nearby business if off-campus. Beware of someone instantly appearing to offer help—attackers often disable cars to make their owners vulnerable.
- Check the interior of your car, particularly the back seat before entering; someone could be hiding there.
- Keep the car doors locked at all times, even when driving in daylight, so no one can jump in at a red light.
- Keep enough gas in your tank for emergencies.
- If you are followed by another car, drive to a police station or business that has lights on and people in it. You may not want to go directly home with someone following you. "Driveway" robberies are becoming more common.
- If you car breaks down, lift the hood, put on the flashers, and wait inside with the doors locked for help. Ask people who stop to call the police or AAA for you. Don't go with anyone.
- Don't stop for stranded motorists. You are of greater help to them by calling the police of sheriff.

Jogging

- Try to jog with a partner. Try to avoid running alone, even in daylight. You could become injured from a fall and might need help.
- Stay in well-lit areas. Vary your route. Be suspicious of people you pass many times.
- Stay away from parked cars, especially those occupied by suspicious persons.

The Friendly Stranger And "Date Rape"

Many attacks start with casual conversation—the assailant is "sizing the woman up." If she is polite and friendly (as most people have been taught to be), he will probably attempt to

intimidate her. Although most women feel uncomfortable about such an encounter before it escalates, they don't want to appear to be unfriendly or suspicious. If your gut-level response to a man, whether a stranger or a friend, is uneasiness, try to get out of the situation as quickly as possible, even if it means being rude or making a scene.

Date rape occurs more frequently than reports seem to indicate. The key to prevention lies in:

- AWARENESS
- TRUSTING YOUR INTUITION
- ASSERTIVE BEHAVIOR

Women have deterred assailants in a variety of ways. Talking and thinking about what to do if attacked increases your chances for successfully defending yourself.

It cannot be emphasized enough that sexual assault is a crime of violence. Sexual assaulters are unstable persons who view their victims as objects upon which to vent their rage, aggression, frustration or insecurity. They do not view their victims as fellow human beings at that moment, and sexual gratification is not a motive for their crime. They wish to humiliate and degrade their victims, to make them lesser beings than they are. Too often, the fantasy they are acting out carries with it danger of physical harm in addition to the crime of rape itself.

Where Can The Sexual Assault Occur?

Sexual assault can happen virtually anywhere, but the largest single grouping of reported incidents is either in the home of the victim or the home of the offender. It is important to be aware of all potentially hazardous areas:

- Remote parking lots
- Stairwells
- Public parks
- Beaches at night
- Jogging courses
- School playgrounds
- On the street
- Shopping centers
- Hitchhiking
- Laundromats
- Deserted buildings
- Vehicles

Sexual assaults often occur in conjunction with other crimes such as burglary, so the more effective preventative measures and common-sense precautions you take, the less your chances of becoming a victim. But regardless of how many or how few precautions you take, you are not provoking the attack. A locked door gives you time to call the police (911).

## CRIME PREVENTION AND SAFETY PROGRAMS

The following programs are the most recent that were open to persons on campus; faculty, staff and students.

| Program Name | Target Audience | Topic | Annual Frequency |
|---|---|---|---|
| Safety and Security Update | Faculty and Staff | Safety Awareness | 1 |
| Right-to-Know | Faculty and Staff | Safety Protection | 2 |
| Maxient's Conduct Manager System | Faculty and Staff | How to Use | 2 |
| Alcohol Prevention Workshop | Students, Faculty and Staff | Prevention and warning signs. | 1 |
| De-Escalation | Faculty and Staff | Warning signs. | 1 |
| Mental Health Disorder | Faculty and Staff | Awareness and warning signs. | 1 |
| Rave Alert | Students, Faculty and Staff | Drills | 4 |
| Personal Protective Equipment | All Facilities Staff | Safety Protection | 1 |
| Fire Extinguisher Training | All Facilities Staff | Safety protection | 1 |
| Fire Drills, Lockdown Drills and Tornado Drills. | Students, Faculty and Staff | Safety during an emergency | 8 |
| Student Orientation | Students | Student Life | 7 |

## SEX OFFENDER REGISTRATION

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Lake Michigan College is providing a link to the Michigan State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Michigan, convicted sex offenders must register with Sex Offender and Crimes Against Minors Registry maintained by the State police.

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

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

## ALCOHOL AND DRUGS

Lake Michigan College maintains a drug-free workplace and subscribes to the national goal of a drug-free society. The Board of Trustees and the administration believe that drug abuse education and prevention programs are essential in dealing with illicit drug use and alcohol abuse by students and employees on College premises or while engaged in College-related activities. Such abuse of drugs and alcohol by students and staff constitutes a grave threat to their physical and mental well-being and significantly impedes the learning process.

Lake Michigan College complies with local, state, and federal laws including those that regulate the possession, use, and sale of alcoholic beverages and controlled substances.

Students who would like additional information regarding alcohol and drug abuse referral services may contact the Michigan Benefits Access Program at 1-269-927-8601 or extension 8601.

Educational programs covering drug or alcohol abuse are covered in the Healthful Living and Personal Health classes to acquaint students with concepts of wellness and the relationship between physical activity and optimal health and fitness. Topics include cardiovascular disease, exercise, nutrition, weight management, behavior modification, stress, cancer, substance abuse, and sexually transmitted infections.

## PERSONAL SAFETY MEASURES

Since Lake Michigan College is a commuter college, students must carry many of their possessions with them at all times. This presents a potential problem of petty theft of books, purses, wallets, and hand-held electronics, etc., warranting security awareness of the student body at all times while on campus.

## SAFE AND SOUND ADVICE

- Don't leave valuables unattended.
- Stay on lighted walks whenever possible.
- Walk with a friend.
- If confronted, yell or scream, create a commotion, get to a safe place.
- Keep your car locked and valuables out of sight while parked.
- Carry a flashlight at night.

## CAMPUS SECURITY

Members of the campus security force are conservators of the peace. They seek to protect life and property, prevent anti-social conduct, and preserve a secure campus environment. They work with local, state, and federal law enforcement agencies. There is no written memorandum of understanding between Lake Michigan College and law enforcement agencies.

Lake Michigan College security is staffed by contracted security guards supervised by certified security officers. The entire security function is supervised by the Executive Director of Facilities Management, the Public Safety Director or Facilities personnel.

Annually and when needed, the College reviews, revises, or develops rules and regulations on access and security of campus facilities. Furthermore, the Executive Director of Facilities Management periodically inspects the lighting, landscaping, and the College's physical plant (doors, locks, etc.) to determine what improvements need to be made for maximum security.

Security officers and Facilities Management staff members respond to a variety of requests and regularly patrol the campus parking lots and buildings. Along with Facilities Management and Student Services, the security officers are responsible for the enforcement of College policies and regulations. The College staff also works closely with local law enforcement agencies and fire departments when criminal or safety incidents occur by investigating incidents and identifying precautions for the future.

With Your Safety in Mind…Campus Security and Facilities Personnel

## CAMPUS SECURITY AND FACILITIES PERSONNEL

- Manage campus parking and regulation.
- Make emergency notifications.
- Investigate all criminal incidents on campus.
- Respond to all smoke, fire, and security alarms on campus.
- Available during operating hours.
- Arrest authority resides with local law enforcement agencies.

## EMERGENCY CALL STATIONS

Emergency call stations are equipped to directly dial 911 and receive an immediate law enforcement response. Stations are located between the Faculty/Staff and Student parking lot, outside the Western Michigan University-Southwest building, and north of the Mendel Center Grand Upton Hall entrance.

## EMERGENCY NUMBERS OUTSIDE OF LAKE MICHIGAN COLLEGE

Police & Fire

Napier Academic & Mendel Center

| | | |
|---|---|---|
| Police (Benton Township) | - | 269 925-1135 |
| Fire (Benton Township) | - | 269 925-3958 |

Bertrand Crossing Campus

| | | |
|---|---|---|
| Berrien County Sheriff | - | 866 630-7679 |
| Michigan State Police | - | 269 683-4411 |
| Niles City Police | - | 269-683-1313 |
| Fire (Bertrand Township) | - | 269 695-6191 |

M-TEC[SM]

| | | |
|---|---|---|
| Police (City of Benton Harbor) | - | 269 927-8436 |
| Fire (City of Benton Harbor) | - | 269 926-2231 |

South Haven Campus

| | | |
|---|---|---|
| Police and Fire | - | 269 637-5151 |

<u>Health Issues</u>

| | | |
|---|---|---|
| • Berrien County Health Department | - | 269- 926-7121 |
| • Van Buren County and Cass County District Health Department | - | 269-621-3143 |
| • Lakeland Health Care | - | 800 968-0115 |

<u>Lakeland Health Care</u>

| | | |
|---|---|---|
| • Lakeland Hospital – Niles | - | 269-683-5510 |

| | | |
|---|---|---|
| <u>Southwestern Medical Clinic</u> | - | 269-687-0200<br>2002 S. 11th Street<br>Niles, MI 49120 |

Mental Health Issues

- 211/First Call for Help – United Way of Southwest Michigan houses First Call for Help, an information and referral line. This referral line links community members to resources throughout our community – everything from childcare to emergency assistance.
  269-925-7707; Toll Free (800) 310-5454 or on the web: http://swmi.info.
- Berrien County: Riverwood Community Mental Health Center
  (800) 336-0341 or 269-925-0594
- Cass County: Woodlands Behavioral Healthcare Network
  (800) 323-0335 or 269-445-2451
- Van Buren County: Van Buren Community Mental Health Authority
  (800) 922-1418 or 269-657-5574

| | | |
|---|---|---|
| Riverwood Mental Health | - | 269-684-4270<br>111 S. Saint Joseph Avenue<br>Niles, MI 49120 |
| Samaritan Counseling Center | - | 269-683-7604<br>302 Cedar Street<br>Niles, MI 49120 |
| Samaritan Center of Southwest Michigan | - | 269-637-6236<br>651 Phoenix Street<br>South Haven, MI 49090 |
| Samaritan Counseling Center | - | 269-926-6199<br>1850 Colfax Avenue<br>Benton Harbor, MI 49022 |

Domestic and Sexual Violence Issues

| | |
|---|---|
| • National Domestic Violence Hot Line- | 1-800-799-SAFE |
| • MI Coalition Against Domestic and Sexual Violence | 517-347-7000 |
| • Domestic Violence Shelters | 269-925-9500 |

| | |
|---|---|
| Any Emergency/Police Department | 9-911 |

## DAILY CRIME LOG

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act a daily crime log is maintained by Facilities Management.

The log of the most recent 60-day period is open to public inspection during normal business hours or by going to www.lakemichigancollege.edu, click on "Discover LMC">Safety & Emergency Information>Click on "Campus Crime Reports."

The log contains the following specific information:

- Date the crime was reported
- Time Reported (if known)
- Date of the crime (if known)
- Time of the crime (if known)
- General location of the crime (if known)
- Disposition of the complaint (if known)
- Nature of the crime

The College may withhold information if (and as long as) the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection, or result in the destruction of evidence. The College may withhold only the information that would cause the aforementioned adverse effects. The College will disclose any information withheld one the adverse effect is no longer likely to occur.

For additional information, please contact Director, Public Safety (269) 927-7060 or Facilities Management (269) 927-8135.

## PREPARING THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law which Lake Michigan College is committed to compliance.

Lake Michigan College prepares Annual Security Report in cooperation with local law enforcement agencies serving our campuses. Crime and arrest statistics for the report are compiled from police reports from the files of Berrien County Sheriff Department, Benton Charter Township Police Department, Benton Harbor Police Department, South Haven Police Department and the Michigan State Police.

In addition, Maxient Student Conduct/Concerning Behavior reports along with incident reports are reviewed for accurate crime statistics reporting in the Annual Security Report.

The Director of Public Safety/Evening Administrator prepares the Annual Security Report and then issues a statement to the campus community of the availability of the Annual Security Report.

**Responsibility**: Director, Public Safety/Evening Administrator
Executive Director, Facilities Management

**References**: Clery Act

## Recording Criminal Incidents

## CRIME STATISTICS

M-TEC[SM] FACILITY (On Campus)

| CRIMINAL OFFENSE | 2010 | 2011 | 2012 |
|---|---|---|---|
| Murder/non negligent manslaughter | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 |
| Sex offences-forcible | 0 | 0 | 0 |
| Sex offences-non-forcible (only incest and statutory rape) | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 |
| Arson (only fires investigated by law enforcement and determined to be arson) | 0 | 0 | 0 |

| HATE CRIME | 2010 | 2011 | 2012 |
|---|---|---|---|
| Murder and non-negligent manslaughter | 0 | 0 | 0 |
| Forcible sex offenses | 0 | 0 | 0 |
| Non-forcible sex offenses | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 |
| Simple assault | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 |
| Destruction/damage/vandalism of property | 0 | 0 | 0 |

| HATE CRIME (by category of prejudice) | 2010 | 2011 | 2012 |
|---|---|---|---|
| Race | 0 | 0 | 0 |
| Gender | 0 | 0 | 0 |
| Religion | 0 | 0 | 0 |
| Sexual Orientation | 0 | 0 | 0 |
| Ethnicity | 0 | 0 | 0 |
| Disability | 0 | 0 | 0 |

| ARRESTS:<br>WEAPONS: Carrying, possessing, etc. | 2010<br>0 | 2011<br>0 | 2012<br>0 |
|---|---|---|---|
| DISCIPLINARY REFERRALS:<br>WEAPONS: Carrying, possessing, etc. | 0 | 0 | 0 |
| ARRESTS:<br>Drug abuse violations | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS:<br>Drug abuse violations | 0 | 0 | 0 |
| ARRESTS:<br>Liquor Law violations | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS:<br>Liquor Law violations | 0 | 0 | 0 |

## CRIME STATISTICS

Public Property (M-TEC[SM])

| CRIMINAL OFFENSE | 2010 | 2011 | 2012 |
|---|---|---|---|
| Murder/non negligent manslaughter | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 |
| Sex offences-forcible | 0 | 0 | 0 |
| Sex offences-non-forcible (only incest and statutory rape) | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 |
| Arson (only fires investigated by law enforcement and determined to be arson) | 0 | 0 | 0 |

| HATE CRIME | 2010 | 2011 | 2012 |
|---|---|---|---|
| Murder and non-negligent manslaughter | 0 | 0 | 0 |
| Forcible sex offenses | 0 | 0 | 0 |
| Non-forcible sex offenses | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 |
| Simple assault | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 |
| Destruction/damage/vandalism of property | 0 | 0 | 0 |

| HATE CRIME (by category of prejudice) | 2010 | 2011 | 2012 |
|---|---|---|---|
| Race | 0 | 0 | 0 |
| Gender | 0 | 0 | 0 |
| Religion | 0 | 0 | 0 |
| Sexual Orientation | 0 | 0 | 0 |
| Ethnicity | 0 | 0 | 0 |
| Disability | 0 | 0 | 0 |

| ARRESTS:<br>WEAPONS: Carrying, possessing, etc. | 2010<br>0 | 2011<br>0 | 2012<br>0 |
|---|---|---|---|
| DISCIPLINARY REFERRALS:<br>WEAPONS: Carrying, possessing, etc. | 0 | 0 | 0 |
| ARRESTS:<br>Drug abuse violations | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS:<br>Drug abuse violations | 0 | 0 | 0 |
| ARRESTS:<br>Liquor Law violations | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS:<br>Liquor Law violations | 0 | 0 | 0 |

The Clery Act requires statistical categories for on-campus housing, dorms or other housing or off-campus facilities or property, for use by, or used by student or student organizations. Lake Michigan College has no stats that fit within those categories, therefore they are not applicable.

This information is provided in compliance with the Crime and Campus Security Act of 1990, the Higher Education Amendments of 1992, 1998, 2008, and Public Act 272 of 2000. Campus crime statistics for Lake Michigan College may be viewed at http://ope.ed.gov/security/.

LAKE MICHIGAN COLLEGE

*Board of Trustees*


| | |
|---|---|
| Dr. David Maysick | Chair |
| Mr. Paul Bergan | Vice-Chair |
| Ms. Mary Jo Tomasini | Secretary |
| Dr. Michael Lindley | Treasurer |
| Mr. Stephen Small | Trustee |
| Ms. Judy Truesdell | Trustee |
| Ms. Renee Williams | Trustee |

*Dr. Robert P. Harrison, President*


Napier Avenue Campus
2755 East Napier Avenue
Benton Harbor, MI 49022
269-927-8100

Bertrand Crossing Campus
1905 Foundation Drive
Niles, MI 49120
269-695-1391

M-TEC℠ at Lake Michigan College
400 Klock Road
Benton Harbor, MI 49022
269-926-6832

Lake Michigan College at South Haven
125 Veterans Boulevard
South Haven, MI 49090
269-639-8442

1-800-252-1562
www.lakemichigancollege.edu


Lake Michigan College is an equal opportunity institution, affording enrollment, employment and services without distinction on the basis of age, color, height, weight, creed, disability, marital status, sexual orientation, national origin, political affiliation, race, religion or gender.

Any questions regarding your rights under Title VI and Title IX should be directed to Human Resources, A-305, (269) 927-8102.

Any questions regarding your rights under Section 504 should be directed to Student Resource Center, C-205a, (269) 927-8100, ext. 5192.