

# Annual Campus Security and Fire Safety Report 2021

<b>Table of contents</b>	<b>Page</b>
About the Report	3
Campus Maps – Safety Patrol Area	4
Crime Statistics	
Procedure for Gathering Crime Statistics	6
Clery Geographic Definitions	6
Definition of Reportable Crimes	6
Campus Safety Daily Crime and Fire Log	9
Crime Statistics – Ford and Taubman Campus Combined	10
Crime Statistics – Ford Campus	11
Crime Statistics – Taubman Center	12
Hate Crimes	13
Office of Campus Safety and Security	13
Emergency Blue Light Phones	14
Automated External Defibrillators (AED)	15
Off Campus Assistance	16
Reporting Criminal and Other Serious Incidents	16
Campus Security Authorities	16
Maintenance and Security of Campus Grounds and Facilities	17
Card Access to Campus Facilities	17
Emergency Notification	18
Timely Warnings Reports (Safety Alerts)	18
Wayne State University Police and Emergency Notification/Timely Warnings	19
Behavioral Intervention Team (BIT)	19
Emergency Response Plan	19
Emergency Evacuation Procedures	21
Security Awareness and Crime Prevention	22
Policies	
Alcohol and Other Drug Policy for Students, Faculty, and Staff	24
Weapons Policy	30
Missing Student Notification Policy and Procedures	31
Policy on Prohibited Discrimination, Harassment and Sexual Misconduct (including Title IX)	33
Sex Offender Registry	56
Motor Vehicle Assistance	56
Fire Safety Policies, Statistics, and Logs	57

# About the Report

The College publishes this report to inform the College for Creative Studies (CCS) community about campus safety policies, initiatives to prevent and respond to crime and emergencies, and the occurrence of crime on campus. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the College to prepare this report. The report uses information maintained by several sources, including the Office of Campus Safety and Security, Office of Student Affairs and the Detroit Police Department. It provides statistics on reported crimes that occurred during the previous three years on campus, in certain off-campus buildings or on property owned, leased or controlled by CCS. This report also includes institutional policies concerning campus security, sexual assault, missing students, and the use of alcohol and other drugs.

CCS publishes and distributes this Annual Campus Security and Fire Safety Report to all enrolled students and current employees by October 1 of each year. When the College distributes the report, the College provides notice to enrolled students and current employees of the exact electronic address at which the report is posted, attaches a digital copy of the report to notification email, and notifies recipients that the College will provide a paper copy of the report on request. The College also provides a similar notice to prospective students and prospective employees that includes a statement of the report's availability, a description of its contents, a direct link to the digital version of the report, and an opportunity to request a paper copy. Electronic copies of the report are available on Blackboard (the College's intranet site) and on the College's public website. Paper copies of the report are available in the Office of Campus Safety and Security or by call (313) 664-1440.

Because of Covid-19 Pandemic in 2020-2021, our classes were online, which prevented the in person training. Also due to the pandemic, the close contact nature of some of the training, we were unable to safely offer.

In 2021-2022 the security training will resume with the following topics:

- Continuing refresher training of 30 emergency response coordinators
- Active attacker training for all CCS community (1<sup>st</sup> quarter of 2022)
- CPR/AED avert training (47 people have already received this training in 2021)

## COVID-19

In preparation of opening the campus and in an effort to control the spread of COVID-19, the College for Creative Studies (CCS) formed a Pandemic Prevention Control Working Group whose focus was to implement measures to ensure the safety and security of the CCS Community.

The Environmental Services team increased disinfection and sanitization of high-touch areas, installed NanoSeptic skins for high-traffic areas, and installed stand-alone touchless hand sanitizer stations throughout both campuses. In addition, the use of Ultraviolet disinfection sterilization lamps and electrostatic disinfection sprayers was implemented. The ventilation systems in all buildings on both campuses was also addressed and the changes made include the installation of MERV-13 filters (which have the highest filtration), the installation of air scrubbers in the Fritz and Admin buildings and increase in outside airflow in all buildings. Recommended safety practices and cafeterias were installed, visual cues such as floor decals ensure social distancing and one-way traffic into/out of buildings was implemented. Campus Safety will be monitoring crowd density in high-traffic areas, screening and limiting visitors to business-critical needs, and restricting the public from the Taubman campus.

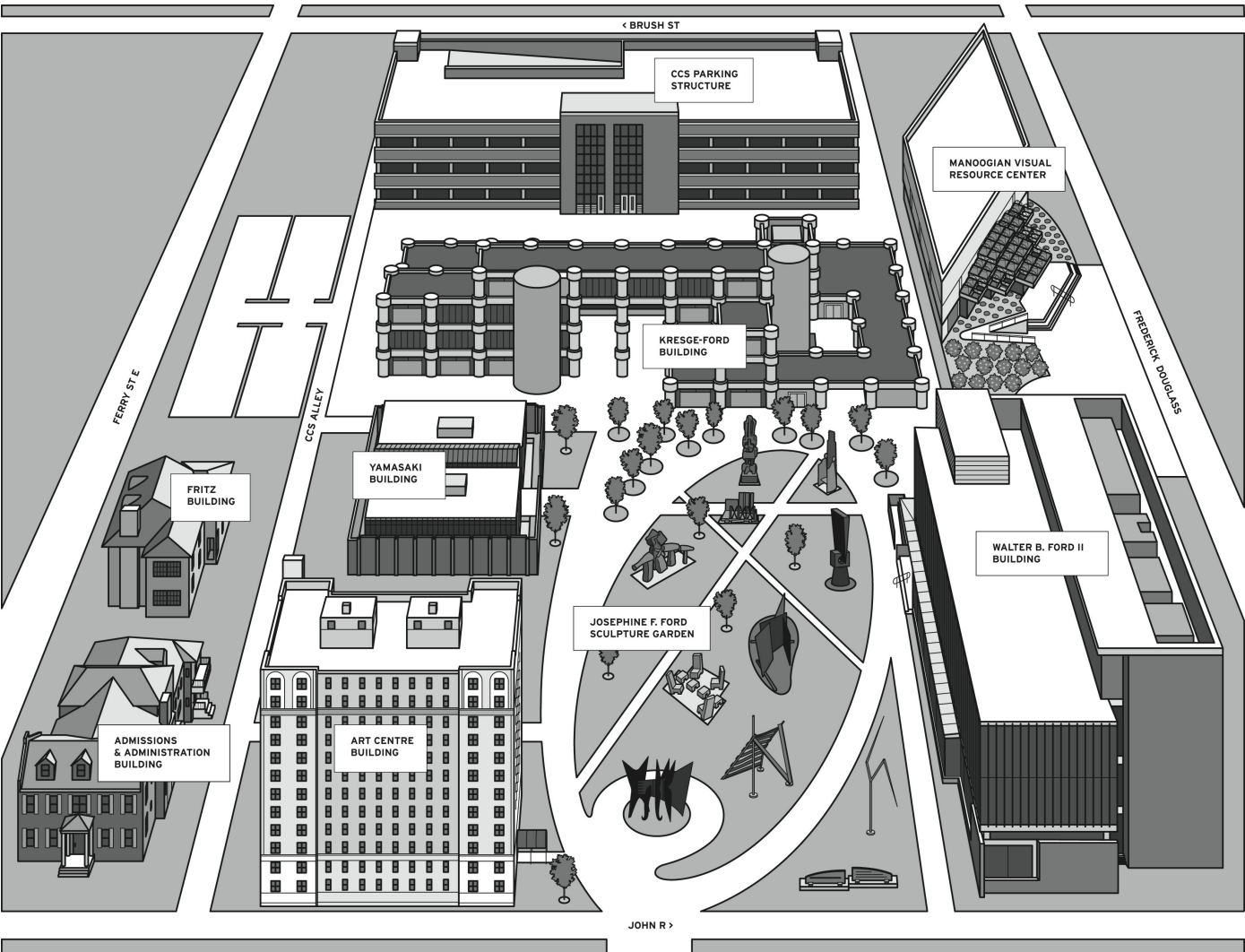
CCS ensured vendors who service the community (e.g. shuttles and food services) follow the recommended safety measures through frequent sanitization, limiting capacity, and utilizing "grab-b-go" meal options. Drinking fountains, bottle fill stations and self-service/stand-alone beverage and food stations have been made unavailable on both campuses.

CCS partnered with Beaumont Hospital, Wayne State, and the Wellness Center to ensure all students and employees are provided with online symptom screening, health assistance, free COVID-19 testing and the City of Detroit Health Department will be aiding us in contact tracing measures. Finally, CCS developed a Returning to Campus Guide, the Isolation & Quarantine Plan, training presentations, and resource materials to ensure all students and employees were informed and ready to return to campus. The men and women of CCS's Office of Campus Safety and Security are dedicated to maintaining a safe campus environment for all. While reported crime at CCS is historically low, we must keep in mind that the potential for crime does exist. By working together, embracing a community-policing philosophy, assuming personal responsibility for reporting crime and taking precautions to prevent ourselves from being victimized, our community can successfully minimize the incidents of crime on campus.

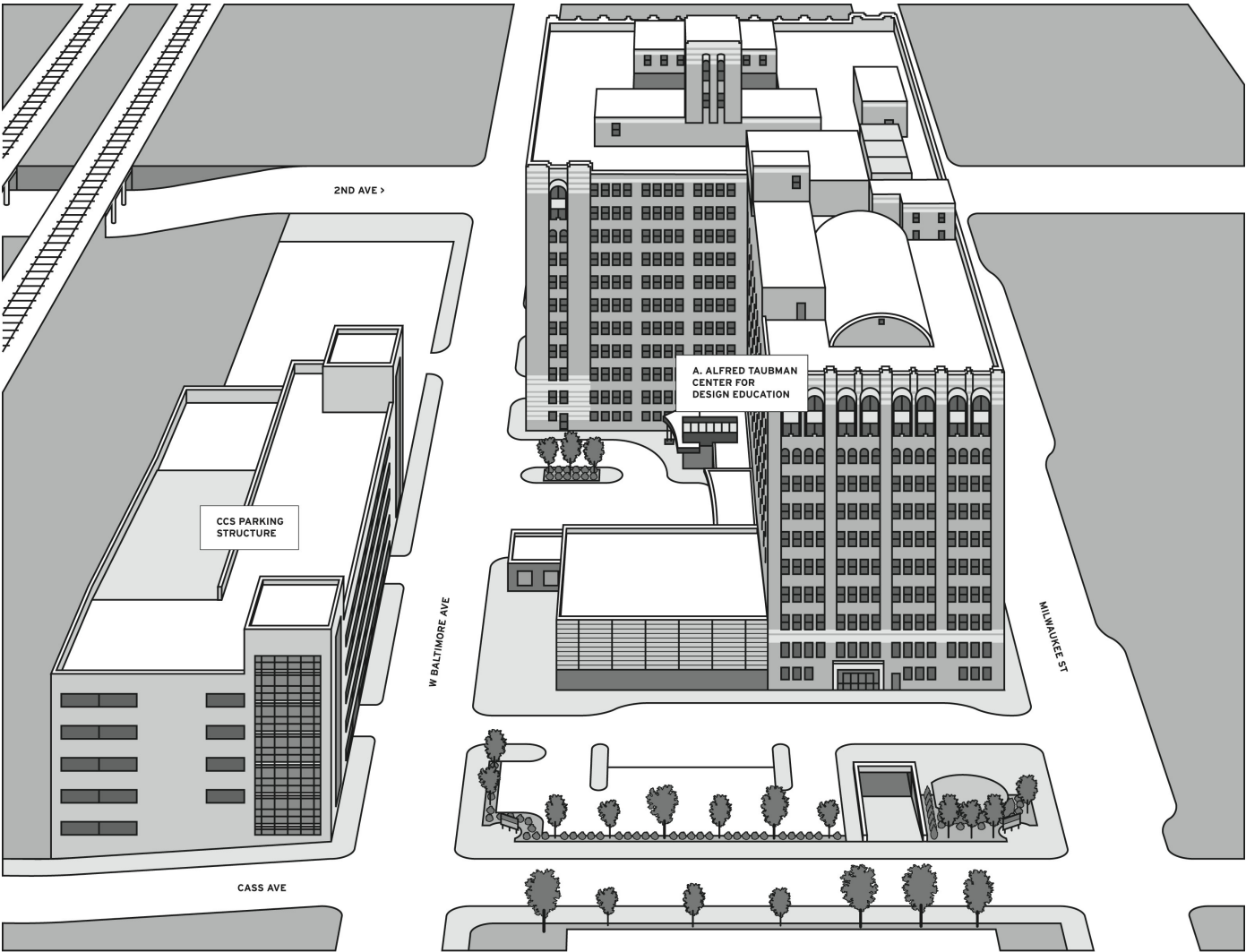
Mike Bruggeman, CPP

SR. Director of Facilities and Campus Safety & Security

Campus Safety Patrol Areas  
Ford Campus



Taubman Center



## Procedure for Gathering Crime Statistics

Each calendar year, the SR. Director of Facilities and Campus Safety & Security and the Vice President for Enrollment and Student Services completes an analysis of all crimes reported to CCS Campus Security Authorities. The Vice President for Enrollment and Student Services also makes a reasonable, good-faith effort to obtain from the Detroit Police Department statistics for crimes that occurred on or within the College's Clery Geography (see definition below). Data about crimes reported to CCS Campus Security Authorities is combined with data about crimes reported to and collected from the Detroit Police Department, and those combined crime statistics are reflected in this annual report. Crime statistics are reported for crimes in the College's "Clery Geography," which encompasses on-campus, residence hall, non-campus and public property as those terms are defined in this report. In addition to disclosing crime statistics in this annual report, the College reports the crime statistics to the U.S. Department of Education through the annual Campus Safety and Security Survey.

The College's Vice President for Enrollment and Student Services is charged with preparing and distributing the Annual Campus Security and Fire Safety Report.

## Clery Geographic Definitions

### Clery Geography

For the purposes of collecting crime statistics, an institution's Clery Geography includes: buildings and property that are part of the institution's campus ("On Campus"); the institution's non-campus buildings and property ("Non-Campus Building or Property"); and public property within or immediately adjacent to and accessible from the campus ("Public Property"). For the purposes of maintaining a campus crime log, Clery Geography also includes areas within the patrol jurisdiction of Campus Safety.

### On-Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to that area that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purpose. Pages three and four of this report provide a map of CCS on-campus property.

### Non-Campus Building or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution, or any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

### Public Property

All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. Pages three and four of this report provide a map of the public property included in the CCS Crime Statistics.

### Residence Hall

Those reportable statistics that occur within a college-owned or controlled residence hall or apartment are reported in both "On Campus" and "Residence Hall" categories. The purpose of this category is to specifically list those reportable crimes occurring on campus that take place within a residence hall or apartment.

## Definitions of Reportable Crimes

**Murder/Nonnegligent Manslaughter** – the willful (no negligent) killing of one human being by another.

**Negligent Manslaughter** – the killing of another person through gross negligence.

**Sexual Assault** – An offense that meets the definition of rape, fondling, incest, or statutory rape.

**Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

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

**Aggravated Assault** – an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in seriously personal injury if the crime were successfully completed.

**Burglary** – unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft** – the theft or attempted theft of a motor vehicle. For reporting purposes, this includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.

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

## **Violence Against Women**

**Domestic Violence** – a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from the person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence** – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Stalking** – a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or to suffer substantial emotional distress. A "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. A "reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Weapons Violation** – the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Drug Abuse Violations** – the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or device utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local law, specifically those relating to unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Liquor Law Violations** – the violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Hate Crimes** – a crime reported to local police agencies or to a Campus Security Authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For reporting purposes, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability:

**Categories of Bias** – Although there are many possible categories of bias, under the Clery Act, only the following categories are reported:

**Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

**Gender** – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

**Gender identity** – A preformed negative opinion or attitude toward a group of persons because of the person's sense of oneself as male, female, or transgender.

**Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

**Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

**Ethnicity** – A preformed negative opinion or attitude toward a group of persons based on their identification with Hispanic culture and origin, regardless of race.

**National Origin** – A preformed negative opinion or attitude toward a group of persons based on the persons', or their ancestors', country of birth or origin, or the persons' possession of the physical, cultural or linguistic characteristics commonly associated with a particular country.

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

**Larceny/Theft** – unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

**Simple Assault** – an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

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

**Destruction/Damage/Vandalism of Property (except Arson)** – to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.



## **Campus Safety Daily Crime and Fire Log**

The Office of Campus Safety and Security maintains a written, easily understood daily crime and fire safety log that meets all Clery Act requirements. The daily crime log records, by the date the crime was reported, any crime that occurred within the relevant Clery Geography and that is reported to Campus Safety and Security. The log includes the nature, date, time, and general location of each crime and the disposition of the complaint, if known. As required by regulation, the Office of Campus Safety and Security makes an entry or an addition to an entry to the log within two business days of the report of the information to Campus Safety and Security, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim. CCS may withhold information from the daily crime log if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. CCS will not disclose information that would cause an adverse effect, and CCS will disclose any information withheld once the adverse effect is no longer likely to occur.

A log covering the past 60 days is available for public inspection upon request, by contacting the SR. Director of Facilities and Campus Safety & Security at 313-664-1440, during normal business hours. Campus Safety and Security will make any portion of the log that is older than 60 days available for inspection within two business days of a request. For purposes of this section, "business day" means Monday through Friday, excluding any day when the institution is closed.

# Crime Statistics

The College reports to the U.S. Department of Education via the Campus Safety and Security Survey and discloses in this report, statistics for the three most recent calendar years concerning the number of each of the following crimes that occurred on or within its Clery Geography and that are reported to local police agencies or to a CCS Campus Security Authority.

## Ford Campus and Taubman Center combined

	On-Campus			On-Campus Residence*			Non-Campus			Public			Unfounded Cases**		
Criminal Offenses	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible															
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-forcible															
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Violence Against Women</b>															
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>															
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>															
Weapons: carrying, possessing, etc.	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	1	4	0	1	3	0	0	0	0	0	0	0	0	0
Liquor Law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*On-Campus Residence crimes are included in On-Campus numbers

\*\*The College may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of its full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefor “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with criminal prosecution, or the failure to make an arrest do not “unfound” a crime report.

## Ford Campus

	On-Campus			On-Campus Residence*			Non-Campus			Public			Unfounded Cases**		
Criminal Offenses	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible															
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-forcible															
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Violence Against Women</b>															
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>															
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>															
Weapons: carrying, possessing, etc.	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0
Liquor Law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*On-Campus Residence crimes are included in On-Campus numbers

\*\*The College may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of its full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefor “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with criminal prosecution, or the failure to make an arrest do not “unfound” a crime report.

## Taubman Center

	On-Campus			On-Campus Residence*			Non-Campus			Public			Unfounded Cases**		
Criminal Offenses	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018	2020	2019	2018
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible															
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-forcible															
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Violence Against Women</b>															
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>															
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>															
Weapons: carrying, possessing, etc.	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	1	3	0	1	2	0	0	0	0	0	0	0	0	0
Liquor Law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*On-Campus Residence crimes are included in On-Campus numbers

\*\*The College may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of its full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefor “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with criminal prosecution, or the failure to make an arrest do not “unfound” a crime report.

# Hate Crimes

The College discloses in its annual security report statistics for the three most recent calendar years concerning the number of hate crimes that occurred on or within the College's Clery Geography and that are reported to local police agencies or to a CCS Campus Security Authority. The College discloses the number of the following crimes that are determined to be hate crimes: murder and nonnegligent manslaughter; negligent manslaughter; rape; fondling; incest; statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; arson; larceny-theft; simple assault; intimidation; destruction/damage/vandalism of property; dating violence; domestic violence; and stalking. If any such crimes are determined to be hate crimes, the College will (1) identify by type of crime the number of crimes that are determined to be hate crimes and (2) identify the category of bias that motivated the crime (i.e., the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability).

2020: No crimes determined to be hate crimes

2019: No crimes determined to be hate crimes

2018: No crimes determined to be hate crimes

## Office of Campus Safety and Security

The CCS campus consists of the Ford Campus and the Taubman Center. The same campus safety policies and procedures apply to the Ford Campus and the Taubman Center. Uniformed Campus Safety officers patrol the interior of all buildings, the campus grounds and contiguous roadways. Services provided by Campus Safety also include: Emergency and Crisis Management, First Aid services, arrangements for emergency medical transport, parking management, safety, crime prevention programs and safety education.

Working closely with both the Detroit Police Department and the Wayne State University Police Department, we maintain a safe community and a quality of life that supports the educational mission of the College. CCS falls under the jurisdiction of the Detroit Police Department. The College does not have a formal memorandum of understanding with these local law enforcement agencies; however, they will be contacted to report that a crime is occurring or has occurred on campus.

Once a month, the SR. Director of Facilities and Campus Safety and Security attends the Wayne State Police Midtown CompStat meetings to review crime and hot-spots in the area. The meetings are attended by different police command staff along with several representatives from law enforcement and private sector. This information is shared with CCS Security and senior leaderships.

The Office of Campus Safety and Security receives Wayne State Police Campus Security Bulletins. Bulletins are issued for severe weather, power outages, and immediate emergency threats to Health & Safety of the CCS Community. Because CCS is located inside of the Wayne State University footprint, all Wayne State Police Security bulletins are re-issued to all of the CCS students, staff & faculty for awareness purposes. In addition, the Wayne State Police have access to the security cameras on the Ford Campus and the Taubman Center.

Campus Safety personnel are stationed at the following campus locations:

### **Ford Campus – (313) 664-7444**

Kresge Ford Building – first floor B side of building (24 hours a day, 7 days a week, 365 days a year)

Art Centre Building – first floor lobby (24 hours a day, 7 days a week, 365 days a year)

Walter B. Ford II Building – first floor atrium (hours vary)

### **Taubman Center – (313) 664-1444**

First floor east entrance (24 hours a day, 7 days a week, 365 days a year)

First floor south entrance lobby (24 hours a day, 7 days a week, 365 days a year)

These Campus Safety personnel can summon other CCS Campus Safety officers, Wayne State Police, Detroit Police, or EMS to respond to any emergency. In an emergency you may flag down any of these officers, Wayne State Police, or Detroit Police whose patrol areas overlap portions of CCS's campus and the surrounding area. If you need help from an officer from an agency other than Campus Safety, please let them know you are a member of the CCS community and ask them to contact CCS Campus Safety for you.

CCS Campus Safety officers patrol campus at all times and in all weather conditions. Minimum staffing levels are maintained through any weather emergency either by holding over previous shifts to cover for officers who cannot reach campus, or by assisting with transportation arrangements for Campus Safety personnel who cannot otherwise reach campus for their shift.

## Emergency Blue Light Phones

CCS offers an emergency communication system on campus identified as Emergency Blue Light Phones. The Emergency Phones comprise an electronic, interactive, voice communication system. This system provides quick, reliable incident response to emergency situations. The units have been prominently deployed throughout the campus. Any member of the CCS community can use them to request services or report suspicious activity or people or crimes in progress. The intercoms have a prominent red button and with the words "Push For Help" also prominently displayed. The placement of these phones alert would-be criminals that the area is well secured. Each Emergency Intercom is tested monthly by CCS Campus Safety.

### Location of Emergency Intercoms

#### Ford Campus

Manoogian Visual Resource Center Lobby Doors  
Art Centre Building Fitness Center 1st Floor  
Fritz Garage Parking Lot Side  
Parking Deck 1st level Elevator area  
Parking Deck 1st level north stairwell  
Parking Deck 2nd level Elevator area  
Parking Deck 2nd level south stairwell  
Parking Deck 2nd level north stairwell  
Parking Deck 3rd level Elevator area  
Parking Deck 3rd level south stairwell  
Parking Deck 3rd level north stairwell  
Parking Deck 4th level Elevator area  
Parking Deck 4th level south stairwell  
Parking Deck 4th level north stairwell  
Kresge-Ford Building fire lane north  
Kresge-Ford Building rear of glass shop  
Yamasaki Building inside rear gate area  
Administration Building east entry door  
MVRC Building outside rear door  
WB Ford Building north emergency door

#### Taubman Center

A Elevator Cabs 1,2 & 3  
B Elevator Cabs 1,2 & 3  
C Elevator Cabs 1,2 & 3  
Fitness Center 8th Floor East Side Kitchen Elevator  
Freight Elevator  
Underground parking, Rollup Door  
Underground Parking, near G stairwell  
Underground Parking, Northwest Wall  
Underground Parking, near E stairwell  
Parking Deck 1st level Elevator Lobby  
Parking Deck 2nd level Elevator Lobby  
Parking Deck 2nd level west stairwell  
Parking Deck 3rd level Elevator Lobby  
Parking Deck 3rd level west stairwell

Parking Deck 4th level Elevator Lobby  
Parking Deck 4th level west stairwell  
Parking Deck 5th level Elevator Lobby  
Parking Deck 5th level west stairwell  
Parking Deck 6th level Elevator Lobby  
Parking Deck 6th level west stairwell  
Parking Deck Elevator Cab 1 & 2  
Woodward Lot, Northwest Corner  
South Entrance Intercom  
West Entrance Intercom  
Northwest Entrance Intercom  
East Entrance Intercom  
Loading Dock Intercom  
D Stairwell 6th Floor Intercom  
D Stairwell 7th Floor Intercom  
D Stairwell 9th Floor Intercom  
Woodward Lot, Entrance Intercom  
Woodward Lot, Exit Intercom  
Underground Parking Entrance Intercom  
Underground Parking, Exit Intercom

## Operation of Emergency Intercoms

In the event of an emergency, the Emergency Intercoms can be activated with a single touch of the red button labeled "Push for Help." The Emergency Intercom will immediately and automatically dial the Campus Safety Office. Once communication is established, the dispatcher can identify the specific emergency phone being activated and will immediately dispatch an officer for assistance. Campus Safety and Security tests these intercoms quarterly.

## Automated External Defibrillators (AED) & Control the Bleed Kits

CCS has several Automated External Defibrillators (AED) and Control the Bleed Kits in the following locations:

### Ford Campus

Kresge Ford Building - Outside Campus Safety Office  
Walter B. Ford II Building - 1st floor kitchen  
Manoogian Visual Resource Center - 1st floor Atrium near library  
Yamasaki Building - 1st floor kitchen  
Art Center Building - Security Front Desk  
Admissions and Administration Building - 2nd floor copier room  
Fritz Building - 1st floor copier room

### Taubman Center

1st floor - Campus Safety Office  
6th floor – Hub (near the A Elevators)  
7th floor – Hub (near the A Elevators)  
8th floor – Hub (near the A Elevators)  
9th floor – Hub (near the A Elevators)  
10th floor – Hub (near the A Elevators)  
11th floor – Hub (near the A Elevators)

## Off-Campus Assistance

If you are experiencing an emergency off campus, call 911 and ask for local agencies to respond. After calling 911 please contact CCS Campus Safety at 313-664-7444 or 1444 to let us know about your situation (or ask the local agency officials who are assisting you to contact Campus Safety at CCS).

## Reporting Criminal and Other Serious Incidents

Should a member of the CCS community observe or suspect criminal or suspicious activity, we ask that this information be promptly reported to Campus Safety office located on the first floor of the Taubman Center or the first floor of the Kresge Ford Building on the Ford Campus. Our officers can accept reports in person or by telephone.

Campus Safety's phone number for routine calls is 313-664-7444 on the Ford Campus and 313-664-1444 at the Taubman Center. Both lines are in operation 24 hours a day, seven days a week. Campus Safety Officers are non-sworn officers and have no powers of arrest. They may investigate incidents and detain individuals until the arrival of police. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by informing Campus Safety that you wish this information to remain confidential.

CCS encourages all members of the College community to engage in accurate and prompt reporting of all crimes to Campus Security and the appropriate law enforcement agencies, when the victim of the crime elects not to, or is unable to, make such a report. Prompt reporting is important as it facilitates immediate investigation and the preservation of evidence. Reports may form the basis of criminal charges (violations of state or federal law) and/or college discipline cases (violations of the Code of Student Conduct).

Complainants may also file criminal reports directly with the Wayne State Police Department at (313) 577-2222 or the Detroit Police Department at (313) 224-1212. Complainants wishing to file a criminal report with the Wayne State or Detroit Police Departments may request assistance with initial procedures from CCS Campus Safety. Once a criminal report is filed with the Wayne State or Detroit Police, the decision to prosecute is made at the discretion of the Wayne County Prosecutor's Office. The Wayne County Prosecutor's Office is also responsible for providing follow-up communication with the complainant.

## Campus Security Authorities

Campus Security Authorities include officials whose functions involve relationships with students. If someone has significant responsibility for student and campus activities, he or she is a Campus Security Authority.

The following are defined by the Jeanne Clery Act as Campus Security Authorities:

- Office of Campus Safety and Security personnel.
- Other Individuals with responsibility for campus security but are not Office of Campus Safety and Security personnel, i.e., those responsible for monitoring entrance into institutional property, such as parking enforcement staff, event security staff and patrol staff.
- Officials who have significant responsibility for student and campus activities, included but not limited to those involved in student housing, student discipline and campus judicial proceedings, students who serve as judicial affairs officials, officials who oversee student extracurricular activities, faculty advisors and those who oversee student programs.
- Individuals Designated by CCS—Any individual or organization specified in an institution's statement of campus security policy as one to which students and employees should report criminal offenses. CCS-designated Campus Security Authorities include:
  - Campus Safety Director, Managers, and Officers
  - Dean of Students
  - Residence Life Staff



- Resident Assistants (RA)
  - Student Engagement Staff
  - Institutional Equity and Inclusion Staff – including Title IX Coordinator
  - Human Resource Staff
  - Faculty and Staff who act as advisors to student organizations
- CCS Personal Counseling staff maintain a high level of confidentiality in all areas of their work with students. If a student provides a member of the Counseling staff with information regarding being a victim of a crime, confidentiality will be maintained with the exception of limited situations as outlined below:
    - The crime includes information that would be indicative of the student's plan to harm either themselves or another person
    - First-hand information regarding the abuse of a child or incapacitated person
    - Under Michigan Mental Health Law, counselors are obligated to directly report this information to the appropriate authority.
  - All students reporting being the victim of a crime are given information on multiple avenues for reporting the crime to the appropriate authority. Students will be given contact information for the CCS Dean of Students, CCS Campus Safety, and the Wayne State University Police.

## **Maintenance and Security of Campus Grounds and Facilities**

The College maintains a strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Campus Safety conducts periodic lighting surveys. Parking areas, walkways, and building exteriors are lighted. Members of the campus community are encouraged to report any exterior lights that need replacement. The Facilities Department maintains campus buildings and grounds. Needed repairs may be reported directly to the Facilities Department at 313-664-7408. After business hours, please report important or emergency maintenance needs to Campus

Safety Dispatch at 313-664-7444 or 313-664-1444.

## **Card Access to Campus Facilities**

CCS's SMART Card for academic and residential buildings is intended to provide greater security and access control throughout the campus. Students, faculty and staff are required to present a CCS identification card directly in front of a proximity reader or, during regular business hours, must show the identification card to Campus Safety personnel upon request. Authorized cardholders will be granted access. Proximity readers can detect when a reader-controlled door is forced or held open. If a door is forced or held open for too long, it will alert Campus Safety. Card access falls under the umbrella of Campus Safety and is subject to the rules and regulations of Campus Safety relative to access privileges.

The CCS campus is designed to serve the needs of the CCS community, and several areas of the campus are open to the public as well. These areas include the CCS galleries, the CCS Bookstore, and certain dining facilities among other locations. The Conference Center located on the 11th floor of the Taubman Center is often used as a public venue, in which case a member of the safety staff is stationed in the lobby to monitor entry and exit by members of the public.

Building security is the responsibility of the entire community; please do not treat it lightly. If you observe a door that is propped open, close it and advise the Campus Safety Dispatch Office at 313-664-7444 (or 1444). If you are issued keys, be aware of the responsibility that comes with them. A missing key could be used by anyone at any time. CCS residence halls and campus buildings are accessible with a CCS ID card. If your CCS ID card is lost or stolen, please report it to Campus Safety immediately. Your missing card will need to be deactivated to prevent someone who finds it from gaining unauthorized access to CCS buildings. Campus Safety will issue you a new card to replace your lost or stolen card.

# Emergency Notification

Upon confirmation that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on campus or on nearby city streets, CCS will provide notification to the campus community. Any such notification will be provided by the following methods:

- The College for Creative Studies uses an electronic emergency notification system called Everbridge. This system has the capability of sending electronic emergency notices regarding severe weather, school closings and emergency situations to all students, staff, and faculty via their CCS email account and cell phone (if registered with the Alert system). CCS will automatically create accounts for all students, staff, and faculty in the Everbridge system using their campus email address and cell phone number if available in the College's records. Students, staff, and faculty will be sent an invitation to edit their profile once created to add additional cell phone numbers or change their email address. The College encourages all community members to include a cell phone number in their profile. In the event of an emergency situation on campus, the message will include the location of the emergency and instructions on what action to take.
  - All students, faculty and staff are urged to provide current personal cell phone so that we can contact you as quickly as possible in the event of an actual emergency. Cell phone numbers are especially important as these devices provide the fastest and most effective way for users to receive information. Your personal cell phone number will only be used for emergency notification purposes. While your profile is automatically created, it is important that you update your profile information to keep the most current forms of contact for the alert system.
- CCS's website—when it is deemed necessary, the College will also utilize the website's home page to inform and update community members about an emergency occurring on campus. The web alert will contain information about the nature of the emergency and the steps being taken to address the situation.

## Timely Warnings Reports (Safety Alerts)

Campus Safety and/or the Dean of Students is responsible for issuing timely warnings in compliance with the Clery Act. These warnings alert students, faculty and staff to crimes that may present an ongoing threat to the campus community. CCS issues timely warnings in a manner that is timely and that withholds as confidential the names and other identifying information of victims and that will aid in the prevention of similar crimes. CCS will issue timely warnings to the campus community on crimes that are:

1. Crimes required to be report reported to the U.S. Department of Education and disclosed in this annual security report,
2. Reported to Campus Security Authorities, and
3. Considered by CCS to represent a threat to students and employees.

Whether or not a situation represents a threat that requires a timely warning will be decided on a case by case basis considering the facts surrounding an incident, such as the nature of the crime, the continuing threat to the campus community and the possible risk of compromising law enforcement efforts. Timely warnings are issued to students, faculty and staff via a campus-wide email and/or the Everbridge Emergency Notification System.

Information included in a timely warning may include:

- A succinct statement of the incident.
- Possible connection to previous incidents, if applicable.
- Physical description of the suspect.
- Date and time and general location where the incident occurred.
- Other relevant crime prevention tips and information

If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on campus, CCS is required to follow its emergency notification procedures. If CCS follows its emergency notification procedures, it is not required also to issue a "timely warning" based on the same circumstances; however, CCS will provide adequate follow-up information to the campus community as needed.

# Wayne State University Police and Emergency Notifications/Timely Warnings

The CCS Ford Campus and Taubman Center are located within the Wayne State University Police boundaries and as a result, the CCS Director of Campus Safety receives all emergency notifications and timely warnings from the Wayne State Police Alert System. If applicable, these warnings are rebroadcast to the CCS community via the Everbridge system.

In addition, CCS has given the Wayne State University Police Department access to the 365 cameras on both campuses in the event of an emergency, special events, traffic, criminal activity, or any other situation that may be warranted.

## Behavioral Intervention Team (BIT)

Concerns acted on by the Behavioral Intervention Team (BIT) are considered crisis situations that require immediate intervention and action. Situations requiring a response from the BIT team may include imminent threats of suicide or violence, emotional or mental health crisis, or similar situations that require immediate and intense intervention by campus personnel.

The BIT members include the Dean of Students, Vice President for Enrollment and Student Services, Director of Wellness and Counseling Services, and additional staff as necessary due to the nature of the situation (often the SR. Director of Facilities and Campus Safety & Security /or the Director of Residence Life).

To raise a concern with BIT, contact either the Dean of Students Dan Long at 313-664-7675, [dlong@collegeforcreativestudies.edu](mailto:dlong@collegeforcreativestudies.edu) or Director of Wellness and Counseling Services Val Weiss at 313-664-7852, [vweiss@collegeforcreativestudies.edu](mailto:vweiss@collegeforcreativestudies.edu).

## Emergency Response Plan

It is the policy of the College for Creative Studies (CCS) to be prepared for and respond to any emergency in accordance with federal, state and local laws; and to ensure the protection of its students and personnel, the general public, college property, assets and the environment.

In the event of a crisis situation, the College for Creative Studies' primary concern is to bring the situation under control as quickly as possible in order to reduce or eliminate injury to the students, staff, faculty and general public and to return the College to normal operations.

### Operational Emergencies

An emergency may be the result of a significant fire or explosion, a natural disaster such as a tornado, earthquake or flood, man-made disasters, criminal act, or a terrorist attack.

An emergency is defined as any incident that:

- has caused or has the potential to cause serious injury or death
- presents danger to the health and safety of the public
- has caused or has the potential to cause significant property damage
- has caused or has the potential to cause significant harm to the environment

## Operational Emergency Classifications/Levels

Emergencies, which occur during daily operations, frequently demand immediate and decisive action. For catastrophic events, the Emergency and Crisis Management Plan may require the activation of the Crisis Management Team.

Three emergency response levels have been defined to assist with crisis management:

**Level 1:** The emergency can be managed using internal College resources and response operations.

**Level 2:** The emergency requires limited outside assistance to manage or assist with managing the incident. Required assistance may include, but not be limited to, police, fire, or EMS services.

**Level 3:** The emergency cannot be managed using normal College Resources and requires activation of the Crisis Management Team.

Any member of the CCS community who becomes aware of a possible or actual emergency should notify the Office of Campus Safety and Security. The primary responsibility for monitoring emergency threats and events resides within the Office of Campus Safety and Security. The office operates on a continuous 24/7/365 basis and is always available to receive emergency communications from a variety of official and public sources.

## **Emergency Numbers**

Immediate help - Dial 911

Anyone with knowledge of an emergency should contact: CCS Office of Campus Safety and Security ext. 7444 (Ford campus) or ext. 1444 (Taubman Center) from any College phone  
313-664-7444 Or 313-664-1444 (from off campus)

Facilities ext. 7408 (from any College phone) 313-664-7408 (from off campus)

Main CCS Phone 313-664-7400 – This number will have a recording of up-to-date information during any emergency

## **Crisis Management Team**

If an emergency escalates into a situation which exceeds the capacity of existing college resources, or is of such proportion that personal injury, significant damage or loss of life is encountered; the Crisis Management Team may be activated by the President of the College, or his designee, to manage the situation.

Every emergency requires preparedness and appropriate response. The Crisis Management Team (CMT) is designed to ensure that:

- The College for Creative Studies is prepared to respond to, and manage, a wide variety of crisis situations;
- A defined crisis management structure is in place with clearly assigned roles and responsibilities;
- Actions are outlined to ensure prompt and accurate communication both internally and externally with the community, the media, and outside agencies;
- Effective procedures and processes are in place to enable and facilitate resumption of regular services as soon as possible

## **Scope of Crisis Management Team**

The scope and leadership of the Crisis Management Team will provide the College for Creative Studies with the ability to assess, respond to, and provide support for critical incidents in a rapid and effective manner.

While most incidents will not escalate to a crisis situation, every incident has the potential to become a crisis. The Crisis Management Policy is designed to cover primarily incidents of a physical nature including, but not limited to:

- Fatality involving an employee, student, or contractor
- Multiple injuries resulting from the same incident
- Uncontrolled fire or explosion
- Natural disaster; incidents that involve or potentially endanger the local community, or are highly visible to the news media

The College for Creative Studies' overall emergency and crisis management structure is designed to reflect three primary activities which must be performed in response to an incident, which has the potential to result in a crisis. These activities are:

- On-site and immediate management of the emergency
- Business continuity requirements
- Management of the incident's impact and/or consequences (mitigation)

## **Crisis Management Team Members**

The Crisis Management Team (CMT) is activated and directed by the President of the College, Donald L. Tuski, PhD along with the following administrators:

- Anne Beck, Vice President of Administration and Finance
- Tracy Muscat, Vice President of Institutional Advancement
- Julie Hingelberg, Vice President of Enrollment and Student Services
- Tim Flattery – Academic Affairs
- Ian Lambert - Academic Affairs
- Mike Bruggeman, SR. Director of Facilities and Campus Safety & Security
- Raquel Diroff, Director of Human Resources
- Dan Long, Dean of Students
- Olga Stella, Marketing & Communications
- Greg Fraser, Director of Information Technology (IT) Services

All critical decisions concerning the incident, safety, and business continuity will be made by the President of the College, or his designee, in consultation with the CMT.

## **Notification Procedures for Emergency Situations**

The President of the College, or his designee, will be notified by the SR. Director of Facilities and Campus Safety & Security or the on-duty security supervisor of any emergency that may require activating the Crisis Management Team. The President of the College or his designee will determine if it is necessary to activate the Crisis Management Team. During normal college business hours (7:00 am – 6:00 pm EST) the SR. Director of Facilities and Campus Safety & Security or Assistant Director of Campus Safety & Security will respond directly to the scene to assess the situation and determine the proper corrective action and notifications.

If the emergency occurs after normal college business hours, the Campus Safety & Security department's on-duty supervisor will respond directly to the scene to evaluate the situation and determine appropriate action. After stabilizing the situation, the on-duty security supervisor will immediately notify the SR. Director of Facilities and Campus Safety & Security or Assistant Director of Campus Safety & Security for further direction and notifications.

If an operational emergency escalates into a situation that exceeds available staff resources (e.g. a natural disaster), or results in serious injury or death, the President of the College, or his designee, has the option of activating the Crisis Management Team to help manage the incident, mitigate losses, save lives, and to facilitate resumption of normal business activities and institutional continuity. These emergency situations require immediate decisions and action. Case by case circumstances will dictate any immediate decisions and action. The President of the College or the Sr. Director of Facilities and Campus Safety & Security, or their designee, will make immediate decisions based on circumstances. The objective is to communicate an emergency message through Alert Emergency Notification System within ten (10) minutes.

## **Emergency Evacuation Procedures**

Not all emergencies require the evacuation of a building. In the event of a building evacuation, persons are to follow the emergency evacuation routes posted throughout the buildings. The Campus Safety & Security Department will provide assistance to all occupants evacuating a building and special attention will be given to any person who is physically challenged. Persons being evacuated from a building will be directed to an alternate site on campus away from the hazard.

Authority to evacuate a building will be made by the following individuals in the priority indicated:

1. Donald L. Tuski, PhD President of the College, or his designee
2. Wayne State University Police Department, Detroit Police/Fire Departments

The SR. Director of Facilities and Campus Safety & Security or the on-duty Security Supervisor, will communicate building evacuations and where to report using Alert Emergency Notification System to designated Alert Emergency Notification System personnel and security and facility staff.

# Security Awareness and Crime Prevention

Campus Safety & Security provides security awareness programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security of others. Programs designed to inform students and employees about the prevention of crimes include orientation, where students and employees are informed of campus security programs offered by Campus Safety & Security. The Campus Safety & Security website provides additional crime prevention suggestions.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Information is also presented to students and employees through crime prevention awareness packets, security alert posters and emergency response plans.

## Sexual Misconduct Prevention Strategies

Each year the College utilizes the following strategies to help prevent incidences of sexual misconduct. At New Student Orientation, which occurs in the Fall and Winter semesters, students attend a presentation on the prevention of sexual assault and sexual harassment in addition to information on reporting procedures and bystander intervention. The College's Title IX Coordinator conducts this presentation. Due to the COVID-19 Pandemic, New Student Orientation for Fall 2020 semester is being conducted through an online platform, Presence. Students are presented information on Title IX reporting and sexual assault/harassment. Students are required to respond to questions to demonstrate that they participated in the training. Resident Assistant staff is trained in Bystander Intervention as a way to provide additional support to the student population and to also prepare them for resident programming during the year. Educational programming is provided at a minimum of once a semester through the Student Engagement Coordinator (targeting all students) and through staff in the Department of Residence Life (targeting students living on campus). The effectiveness of these interventions are assessed by the Title IX Coordinator and will be modified based on trends observed by the Coordinator. All students are emailed a copy of the Title IX Policy at the start of each Fall semester and students enrolling for the first time in the Winter semester are emailed a copy of the policy at the start of the Winter semester.

The College has purchased an online Sexual Misconduct Prevention training module and all employees are required to participate in this online training. The training module software will record which employees have viewed the information. As new employees are hired, they will be required to participate in the Sexual Misconduct Prevention training as part of their orientation process. This training module will also be available to students and is required for those students enrolled in the First Year Experience course.

## Drug and Alcohol Abuse Prevention Strategies

The College utilizes the following strategies to help prevent incidences of drug and/or alcohol abuse. The College is a drug free and alcohol free campus, which is seen as a primary prevention strategy. The only exception to this Policy is that individuals of legal age may consume alcohol on College property in a manner consistent with College policy and State of Michigan law within the approved designated area of events coordinated by the Office of Institutional Advancement or Executive Office.

The drug and alcohol policy is formally covered during the presentations at New Student Orientation. Additionally, educational programming is provided at a minimum of once a semester through the Student Engagement Manager (targeting all students) and through staff in the Department of Residence Life (targeting students living on campus). The effectiveness of these interventions are assessed by a committee of student services personnel annually and will be modified or added to based on trends observed.

## New Student and Parent Orientation

During New Student and Parent Orientation, the Director of Facilities and Campus Safety & Security provides information on the services provided, building access, and current crime statistics. New student and parent orientation is offered each August.

## Self-Defense Training

During the fall semester, an independent contractor provides a beginner course in self-defense. The training includes both strategies on staying safe in an urban environment as well as physical tools to help eliminate a physical threat to one's personal safety and de-escalate a situation. Campus Safety and Security is working with the independent contractor to incorporate CCS's Security Awareness Training with each class. This program is temporarily suspended due to the COVID-19 Pandemic due to the close contact nature of self-defense training. When we are safely able to offer this course, we will do so.

## **CPR, Standard First Aid and Stop the Bleed Training**

Each year Resident Assistant staff members, professional staff in Residence Life, and members of the CCS Security Office either renew or receive their Red Cross endorsements for First Aid, CPR, Automated External Defibrillator usage and Stop the Bleed. The training is provided by an independent contractor through the Red Cross to train our staff members as a first line of response to students that experience a medical emergency. The training of our staff is meant to augment existing emergency personnel not replace the usage of 911 medical emergency services. Other professional staff members in the Student Affairs Office receive similar training as funding is available.

## **Active Shooter Training Course**

This training is designed to teach proactive survival strategies in violent intruder situations to bridge the gap between the moment a violent event begins and the moment that law enforcement arrives. CCS Campus Safety & Security website has been updated with new Active Shooter training video links. <https://collegeforcreativestudies.edu/student-resources/campus-safety-security>. In addition CCS Campus Safety and Security along with the Wayne State Police Department will offer a session on Active Shooter Training this academic year for faculty, staff, and students.

## **Resident Life Staff Training**

Resident Assistants receive extensive training each year prior to the start of the Fall semester. Training the RA staff is conducted over a two-week period and includes: First Aid/CPR/AED, empathy, fire and emergency response, policy enforcement documentation, diversity, LGBT, conflict mediation, suicide/depression, mental health referral, sexual harassment/assault reporting requirements, community building, and other related topics. RA's are trained to enhance the living community by providing a resource to students whether their needs are related to academics, personal, emotional, or mental health needs.

Starting in the summer 2017 and conducted annually, the Office of Campus Safety and Security trained the RA's on being an Emergency Response Coordinator. They covered their roles as an emergency coordinators, emergency evacuation, emergency notification, fire extinguisher demonstrations, first aid, and emergency stairwell evacuations of handicapped. In addition, the RA's receive training to their role as a Campus Security Authority and the reporting requirements that go along with this role.

## **New Employee Orientation**

Human Resources provides an orientation program for new employees each time an employee is hired. The orientation program educates new employee on a wide range of College policies and procedures, including an overview of the Title IX program, Drug and Alcohol Policy, Weapons Policy, emergency procedures, and the emergency notification system. Each new employee is given a copy of the Annual Campus Security and Fire Safety Report

# Alcohol and Other Drug Policy for Students, Faculty and Staff Updated: February 2020

## Introduction

The College for Creative Studies is committed to providing a safe, healthy learning community for all its members. The College recognizes that the improper and excessive use of alcohol and other drugs may interfere with the College's mission by negatively affecting the health and safety of students, faculty and staff. Due to the harm caused by excessive and illegal use of alcohol and other drugs, the College has a vested interest in establishing policies to prohibit unlawful behavior and sanctions to address policy violations by members of the CCS community.

Under the **Drug-Free Workplace Act** and the **Drug-Free Schools and Communities Act**, the College is required to have an alcohol and other drug policy and must distribute this policy annually to all employees and students. This Policy must outline the College's prevention, education and intervention efforts, and consequences that may be applied by both the College and external authorities for policy violations. The law also requires that individuals be notified of possible health risks associated with the use and abuse of alcohol and other drugs, and sources of assistance for problems that may arise as a result of use.

## Scope

This policy applies to all faculty and staff, as well as students enrolled in credit bearing and non-credit bearing courses at CCS, including any and all programs located off site. Guests, on campus or at College events, who are violating a College policy, may be asked to leave campus/the event and their CCS host will be held responsible for their guest's actions.

Students visiting other countries to attend academic programs are reminded that they may be subject to arrest and legal sanctions for alcohol and drug offenses under the laws and regulations of that particular country or institution in addition to the judicial process of the College.

## Definitions

The following terms are defined for the purposes of this policy and are important for purposes of expressing the College's policy on a drug and alcohol-free environment:

**College** refers to the College for Creative Studies.

**College activities** include programs affiliated with the College, including study-abroad programs, and any on-campus or off-campus event or function conducted, approved, sponsored or funded, in whole or in part, by the College or any officially recognized student organization.

**College premises** includes all buildings and land owned, leased, or used by the College (including adjacent streets and sidewalks), and motor vehicles operated by employees, including personal motor vehicles, when used in connection with work performed for or on behalf of the College.

**Controlled Substance** means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15.

**Contract** means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or barter, of property or services for the direct benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.

**Conviction** means finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

**Criminal drug statute** means a federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance.



**Drug** For the purpose of this Policy, the term “drug” includes:

- controlled substances, as defined in 21 USC 812, which cannot be legally obtained
- legally obtainable controlled substances which were not legally obtained, including:
- Prescribed drugs when prescription is no longer valid (e.g. use of medication after a course of treatment is completed);
- Prescribed drugs used contrary to the prescription;
- Prescribed drugs issued to another person.

**Federal agency or agency** means any United States executive department, military department, government corporation, government-controlled corporation, or any other establishment in the executive branch, or any independent regulatory agency.

**Guest** means a person who is not a direct member of the College community, such as a student or employee.

**Host** means the person who is responsible for a guest being on campus or at a College event.

**Illicit drug use** means the use, manufacture, sale, distribution, dispensation, or possession of illegal drugs.

**Over the Counter Substances** means items that are available for purchase from retailers that do not need a prescription.

**Prescribed Drug** means any substance prescribed for use by a licensed medical practitioner.

**Student** means an individual registered or enrolled for a credit or non-credit course or program offered by the College.

## CCS Alcohol and Drugs Policy

All members of the CCS community also are governed by laws, regulations and ordinances established by the state and local municipalities and will be held accountable by law enforcement representatives of those entities for any illegal activity. It is the responsibility of all campus members to be aware of these laws.

### Alcohol

Employees, students, and campus guests, regardless of age, are expected to refrain from the possession, consumption or transportation of alcoholic beverages while on any part of the campus or at College-sponsored/supported events, while driving a College vehicle or while otherwise engaged in College business. Possession of an empty container of an alcoholic beverage will be dealt with as though the individual responsible for the empty container consumed the contents.

The only exception to this Policy is that individuals of legal age may consume alcohol on College property in a manner consistent with College policy and State of Michigan law within the approved designated area of events coordinated by the President of the College. To request an exception to this Policy for events not coordinated by the President, approval must be obtained from the employee's Vice President or Dean with final approval given by the President of the College using the Request for Approval to Serve Alcohol at a CCS Sponsored Event form (see link at the end of this paragraph). For all College related events involving alcohol, a licensed, third-party bartender must be present to serve the alcohol and the bartender must refrain from using a tip jar.

CCS Request Approval to Serve Alcohol – Revised Feb 2020

### Drug/Controlled Substance

Students, CCS employees and guests are prohibited from using, possessing, transferring or selling any illegal drug, controlled substance, or related paraphernalia, including hookahs, while on any part of the campus or at College sponsored/supported events.

Any person taking prescription drugs or over-the-counter medication is personally responsible for ensuring that while taking such drugs or medications, he or she is not a safety risk to themselves and others while on College property, while driving a College or privately owned vehicle, or while otherwise engaged in College business. It is illegal to misuse prescription medication, i.e. continue to use medication when the prescription is no longer valid, use prescribed drugs contrary to the prescription, and give or sell prescribed drugs to another person. Misusing prescription drugs can result in conviction with jail time.

## CCS Alcohol and Other Drug Prevention Strategies

The College uses the following strategies to provide a positive influence on the campus culture regarding alcohol and

drug abuse:

- Students, employees and campus guests, regardless of age, are expected to refrain from the possession, consumption or transportation of alcoholic beverages on campus. (see details and exceptions described in the above section)
- Alcohol and drug awareness education is provided to all new students during New Student Orientation
- Providing education and awareness activities
- All student social, extracurricular, and public service options are substance-free
- Prohibiting the marketing and promotion of alcohol and other drugs
- Developing and enforcing campus policies and enforce laws to address high-risk and illegal alcohol and other drug use
- Providing early intervention and referral for treatment

## Health Risks

The use or abuse of alcohol and other drugs increases the risk for a number of health-related and other medical, behavioral and social problems. Below is a general description of the health risks associated with drug use.

**ALCOHOL:** Can cause short-term effects such as loss of concentration and judgment; slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; long-term effects include risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

**AMPHETAMINES:** Can cause short-term effects such as rushed, careless behavior and pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; long-term effects include physical and psychological dependence and withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition and death.

**CANNABIS:** Can cause short-term effects such as slow reflexes; increase in forgetfulness; alters judgment of space and distance; aggravate pre-existing heart and/or mental health problems; long-term health effects include permanent damage to lungs, reproductive organs and brain function; can interfere with physical, psychological, social development of young users.

**COCAINE:** (crack) Can cause short-term effects such as impaired judgment; increased breathing, heart rate, heart palpitations; anxiety, restlessness, hostility, paranoia, confusion; long-term effects may include damage to respiratory and immune systems; malnutrition, seizures and loss of brain function; highly addictive.

**DESIGNER DRUGS/SYNTHETIC CANNABINOIDS:** (bath salts, K2, spice) Can cause short-term effects such as elevated heart rate, blood pressure and chest pain; hallucinations, seizures, violent behavior and paranoia; may lead to lack of appetite, vomiting and tremor; long-term use may result in kidney/liver failure, increased risk of suicide and death.

**HALLUCINOGENS:** (PCP, LSD, ecstasy, dextromethorphan) Can cause extreme distortions of what is seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma and death. Frequent and long-term use can cause permanent loss of mental function.

**INHALANTS:** (nitrous oxide, amyl nitrite, butyl nitrite, chlorohydrocarbons, hydrocarbons) Can cause short-term effects such as nausea, dizziness, fatigue, slurred speech, hallucinations or delusions; may lead to rapid and irregular heart rhythms, heart failure and death; long-term use may result in loss of feeling, hearing and vision; can result in permanent damage to the brain, heart, lungs, liver and kidneys.

**OPIATES/NARCOTICS:** (heroin, morphine, opium, codeine, oxycodone, china white) Can cause physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest and death; long-term use leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and hepatitis; highly addictive, tolerance increases rapidly.

**SEDATIVES:** Can cause reduced reaction time and confusion; overdose can cause coma, respiratory arrest, convulsions and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death; long-term use can produce physical and psychological dependence; tolerance can increase rapidly.

**TOBACCO:** (cigarettes, cigars, chewing tobacco) Can cause diseases of the cardiovascular system, in particular smoking being a major risk factor for a myocardial infarction (heart attack), diseases of the respiratory tract such as Chronic Obstructive Pulmonary Disease (COPD) and emphysema, and cancer, particularly lung cancer and cancers of the larynx and mouth; nicotine is highly addictive.

For an extensive list of health-related risks please visit The National Institute on Drug Abuse: <http://www.drugabuse.gov/>

## **Counseling and Treatment Programs**

### **Students**

All students are encouraged to seek help early if they feel they have a problem with drugs and/or alcohol, and to learn how to assist others with substance abuse problems. With early assistance it is less likely that serious consequences will result from an alcohol or drug problem.

The College offers the following alcohol and drug abuse services:

### **Information and Referral**

All students are eligible to consult with the professional staff of the Wellness Center; personal counselors and/or health care professional, regarding the availability of drug abuse assistance programs. Drug and alcohol abuse counseling and rehabilitation program referrals are made to mutual help organizations, private hospitals, public treatment programs, and private drug treatment practitioners.

### **Individual Counseling**

Individuals are seen on a short-term basis for assistance with drug-related problems. However, it is likely that students will be referred out for alcohol and drug dependence. This service is available to students at no charge.

### **Contact Information**

Personal Counseling – 313-664-7852 or 313-664-7838 College Nurse – 313-664-7982

### **Employees**

Alcohol and drug abuse rehabilitation and assistance programs are available through the College's health benefit program and Ulliance (employee assistance program) with both in-patient and out-patient programs. Employees with alcohol or drug abuse problems are strongly encouraged to participate in these programs. Employees may contact the Office of Human Resources to seek counseling assistance and/or referral to an appropriate outside agency. All communications between employees and CCS or outside agencies are strictly confidential.

### **Contact Information**

Human Resources – 313-664-7652

Ulliance (Employee Assistance Program) – 888-333-6269 Blue Cross Blue Shield of Michigan – 800-637-2227 Blue Care Network – 800-662-6667

### **Community Resources**

Narcotics Anonymous - <http://www.na.org/>

Alcoholics Anonymous - <http://www.aa.org/>

Al-anon - <http://www.al-anon.alateen.org/>

For friends, relatives and domestic partners who are coping with a loved one's alcohol or drug use.

Drug Free Detroit - <http://www.drugfreedetroit.org/>

## **CCS Sanctions**

The use or abuse of alcohol and other drugs also increases the risks for behavioral and social problems such as negative effects on academic work performance; conflicts with co-workers, classmates, family, friends and others; conduct problems resulting in disciplinary action, including loss of employment or dismissal from an academic program; and legal problems resulting in ticketing, fines and imprisonment.

### **Students**

When a student is found responsible for violating the CCS Alcohol and Other Drug Policy, their case will be evaluated and an appropriate sanction will be implemented.

The sanctions described are minimum sanctions and do not limit the disciplinary power of the College in any matter involving Code of Conduct violations.

A **Warning** is a written notification that a particular action is not acceptable.

**Disciplinary Probation** is a formal written notice that a student is in poor judicial standing with the College.

**Loss of College Housing Eligibility** (if applicable) is the termination of a student's admissibility to live in College housing.

**Suspension** is the termination of an individual's status as a student, with the loss of all rights and privileges, for a specific time period.

**Dismissal** is the permanent termination of an individual's status as a student, with the loss of all rights and privileges.

**Community Service Hours** is a required number of hours to be worked in unpaid College or public service within a specific period of time.

**Educational Project** is a project that is focused on educating the student about a particular issue.

### **Employees**

CCS will take appropriate action, up to and including immediate termination, with employees in violation of this policy. Employees are notified that action under this policy may include requiring successful participation in an alcohol or drug rehabilitation or assistance program as a condition of continued employment.

## **External Sanctions**

### **Federal Law**

Violations of laws and ordinances may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions, which include, but are not limited to, the following:

- Fines as determined under local, state, or federal laws;
- Imprisonment, including up to life imprisonment, for possession or trafficking in drugs such as heroin, cocaine, marijuana and prescription drugs;
- Forfeiture of personal and real property;
- Denial of federal benefits such as grants, contracts and student loans;
- Loss of driving privileges;
- Required attendance at substance abuse education or treatment programs.

A full description of federal sanctions for drug felonies can be found at: <https://www.dea.gov/druginfo/ftp3.shtml>. This section is not intended as legal advice; consult with an attorney regarding your specific legal issues.

## **Michigan Law**

**Alcohol:** Under Michigan law, it is illegal for anyone under the age of 21 to purchase, consume or possess, or have any bodily content of alcohol. A first-time conviction may result in a fine, substance abuse education and treatment, community service and court-ordered drug screenings. There also is a provision for possible imprisonment or probation for a second or subsequent offense. Use of false identification by minors in obtaining alcohol is punishable with a fine, loss of driver's license, probation and community service.

Individuals can be arrested and/or convicted of operating a vehicle while intoxicated with a blood alcohol concentration (BAC) level at .08 or higher. If a student is under 21, there is a "zero tolerance" law in the state of Michigan, and any blood alcohol level of .01 or higher can lead to a minor in possession (MIP) citation as well as being cited for operating a vehicle while intoxicated, if applicable. This is in addition to suspension of driving privileges in the State of Michigan.

**Medical Amnesty:** To better ensure that minors at medical risk as a result of alcohol intoxication will receive prompt and appropriate medical attention, the State of Michigan provides for medical amnesty to remove perceived barriers to calling for or seeking help.

Michigan law continues to prohibit a minor from purchasing, consuming, or possessing, or attempting to purchase, consume, or possess, alcoholic liquor and from having any bodily alcohol content. The medical amnesty law provides an exemption from prosecution for the following:

- A minor (under the age of 21) who, after consuming alcohol, voluntarily presents himself or herself to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault (as defined in Michigan law).

- Any minor (under the age of 21) who accompanied a minor (under the age of 21) who, after consuming alcohol, voluntarily presented himself or herself to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault (as defined in Michigan law).
- Any minor (under the age of 21) who initiated contact with law enforcement or emergency medical services
- personnel for the purpose of obtaining medical assistance in connection with a legitimate health care concern.

**Michigan Laws Governing Marijuana:** Michigan marijuana laws conflict with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. CCS receives federal funding that would be in jeopardy if those federal laws did not take precedence over state law. Thus the use, possession or cultivation of marijuana in any form and for any purpose continues to violate the CCS Alcohol and Drug Policy and is prohibited.

## **State of Michigan Legal Sanctions for Illegal Use, Possession and/or Delivery of Controlled Substances (Act No. 368 of the Public Acts of 1978)**

State of Michigan Sanctions for Violation of Drug Laws Narcotic Drug and Cocaine:

Delivery and Possession - Felony, Mandatory 10 years to life.

Use less than 50 grams - Misdemeanor, up to 1 year and/or \$2,000 fine.

Hallucinogens:

Delivery - Felony, up to 7 years and/or \$5,000 fine.

Possession - Misdemeanor, up to 1 year and/or \$1,000 fine.

Use - Misdemeanor, up to 6 months and/or \$100 fine.

Marijuana:

Delivery - Felony, up to 4 years and/or \$2,000 fine.

Possession - Misdemeanor, up to 1 year and/or \$1,000 fine.

Use - Misdemeanor, up to 90 days and/or \$100 fine.

Other Controlled Substances:

Delivery - Felony, up to 7 years and/or \$1,000 - \$5,000 fine.

Possession - Misdemeanor or felony, up to 2 years and/or \$1,000 - \$2,000 fine.

Use - Misdemeanor, up to 1 year and/or \$100 - \$1,000 fine.

State of Michigan Sanctions for Violation of Alcohol Laws Sale to Minors:

Misdemeanor, 90 days and/or \$100 fine.

Minor Possessing or Transporting in Motor Vehicle:

Misdemeanor, 90 days and/or \$100 fine.

Furnishing Fraudulent ID to Minor/Use of Fraudulent ID by Minor:

Misdemeanor, 90 days and/or \$100 fine.

Consumption on/in Public Highways, Parks or Places of Amusement:

Misdemeanor, 90 days and/or \$100 fine.

Open Alcohol in Vehicles on Highways:

Misdemeanor, 90 days and/or \$100 fine.

Purchase, Possession or Consumption by Minor:

(Civil Citation) : First violation not more than \$25.00;

Second violation not more than \$50.00 (or participate in a substance abuse program) ;

Third and subsequent violation not more than \$100.00 (or participate in a substance abuse program) .

Selling Without a License:

Misdemeanor, 1 year and/or \$1,000 fine.

Selling or Furnishing Alcohol to a Minor:  
Misdemeanor, 90 days and/or \$100 fine.

State of Michigan Sanctions for Drinking/Driving Offenses Operating a Motor Vehicle with Ability Impaired:  
(depends on number of offenses)

Operating a Motor Vehicle Under the Influence of Intoxicating Liquor:

Operating a motor vehicle with unlawful blood alcohol level of 0.10 grams or more per 100 milliliters of blood:

Up to \$1,000 fine, up to 1 year in jail, 10 to 90 days community service, license suspended for 90 days to 2 years or 5 year revoked license.

If death caused, offense becomes a felony.

## **Employee Reporting Requirement**

Under the Drug-Free Workplace Act, in addition to the other requirements of this Policy, the College requires all employees who work in any capacity under a federal grant or contract to notify his or her supervisor or department head in writing of his or her conviction for a violation of any criminal drug statute occurring in the workplace or on work-related activities no later than five (5) calendar days after such conviction. The supervisor or department head will notify the Office of Human Resources.

## **Distribution of Policy**

A copy of this Policy statement will be distributed to all faculty, staff and students annually via email at the beginning of fall and winter semesters. New employees will receive this information from Human Resource when they are hired. Prospective students and employees are made aware of this policy upon their initial connection to the College.

## **Review of the College's Prevention Program and Policy**

Annually, the College shall review its Alcohol and Other Drug Policy and prevention strategies to determine effectiveness and to ensure that the College's disciplinary sanctions are consistently enforced. This annual review will be conducted in May and the minutes from the review are available to students and employees upon request.

## **For More Information**

For more information concerning this Policy, employees should contact the Office of Human Resources at 313-664- 7652 and students should contact the Office of Student Affairs at 313-664-7879.

## **Weapons Policy**

Engaging or participating in unauthorized possession or use of explosives, firearms, dangerous weapons, or other hazardous objects or substances on College premises is expressly prohibited. Weapons, explosives, and other hazardous objects or substances covered by this regulation shall include, but not be limited to, the following:

- all handguns, rifles, and shotguns;
- all longbows, crossbows, and arrows;
- all knives having a blade length of three inches or more that are not solely used for the purpose of creating art or for the preparation and eating of meals;
- all BB guns, pellet guns, air/CO2 guns, blow guns, paint guns, splat balls and altered toy guns;
- all fireworks;
- all explosives, laboratory chemicals, dangerous compounds, gunpowder, firearm ammunition, and flammable petroleum fuels;
- any martial arts weapons, e.g., numb chucks and throwing stars;
- any substance that is considered poisonous;
- any item used as a weapon in the commission of a crime; and
- any operative animal trap or other device that is used to ensnare animals.

# Missing Student Policy Updated August 2017

The College for Creative Studies (CCS) takes student safety seriously and has established the following policy if a currently enrolled student is reported missing. This plan is a good faith effort to comply with the August 14, 2009 Higher Education Opportunity Act, Section 485 (j).

A student will be deemed missing when it has been established that they have been absent from the College and have been reported by an individual to be missing for a period of 24 hours or more. Reports of students missing should be directed to the Office of Student Affairs or Campus Safety. After a missing student report has been made, the College will attempt to locate the student. If the student cannot be located, the emergency contact person will be notified. In the case of residential students, this emergency contact person is the person listed on the housing application. For all other students, the emergency contact person, if provided, is listed in the College's database system. If the student is under the age of 18 or they have failed to provide specific emergency/missing student emergency contact information, their parent or guardian will be notified. In addition, local law enforcement will be notified that the student is missing within 24 hours of the initial report. Students also have the option to declare a separate emergency contact person to be used if they are reported missing, and can do so through the Office of Student Affairs.

## Procedure

Notification:

Anyone who suspects a student may be missing should notify Campus Safety or the Office of Student Affairs immediately.

The following information will be collected:

- Contact Information and relationship to the missing student
- Name and vital information about the student reported to be out of contact.
- The date, time, and location the missing student was last seen.
- The general routine or habits of the suspected missing student (e.g. – visiting friends who live off-campus, working in a job away from campus) including any recent changes in behavior or demeanor.
- The missing student's cell phone number (if known).

Once a report has been made that a student is missing, Campus Safety and the Office of Student Affairs will work together to investigate the situation.

When a student is reported missing the two offices shall:

- Initiate an investigation to determine the validity of the missing person report that may include:
  - Call the student's cell phone number
  - Go to the student's room
  - Talk to the student's Resident Assistant, roommate, and floor mates to see if anyone can confirm the student's whereabouts and/or confirm the date, time, and location the student was last seen.
  - Secure a picture of the student.
  - Call student at any other numbers on record.
  - Send the student an email.
  - Check all possible locations mentioned by reporting parties including, but not limited to: library, residence hall, fitness center, studios, classrooms, and cafeteria.
  - Contact any other known friends to see if student has made contact with them. This could also include social networking sites.
  - Contact instructors regarding recent class attendance/absences and any recent questionable behaviors.
  - Determine if the student has a car and if it is currently parked in the parking structure.
  - Have security investigate if the ID has been used since the student was reported missing.
  - Contact student's emergency/missing student emergency contact to see if they have been in contact with the student

Notify the Vice President for Enrollment and Student Services, the Vice President for Business and Finance and the President.

- The Vice President for Enrollment and Student Services may initiate additional action as deemed appropriate under the circumstances and in the best interest of the missing student.

Notify the emergency contact of the missing student within 24 hours of the initial report that the student is missing.

- If the student is under the age of 18 or has failed to provide specific emergency/missing student emergency contact information, notify the student's guardian or parent as listed in the college's records within 24 hours of the determination that the student is missing.

Notify the Detroit Police Department within 24 hours after determining that the student is missing.

### **Student Contact Information:**

- Residential students are asked to provide two emergency contact names each year as part of their housing application. This information is protected by FERPA and is accessible by The Office of Student Affairs and other appropriate officials in an emergency situation.
- Students are given the opportunity to designate two emergency contacts and a missing person contact under Emergency Contact Info on WebAdvisor. This information is considered to be an element of the academic record, and is protected by FERPA.
- Students may designate a specific person to notify in a missing person investigation, by visiting the Office of Student Affairs. This information would only be used if the student is deemed to be missing.

### **Student Notification of this Policy:**

The CCS Missing Student Policy will be:

- Posted on the College's website
- Posted on the College's intranet – Blackboard
- Discussed during new student orientation sessions
- Discussed during the mandatory housing meetings in the beginning of the semester.
- Included in the housing handbook.
- Included in the College's student handbook
- Sent to all students via CCS email.



# Policy on Prohibited Discrimination, Harassment, and Sexual Misconduct (including Title IX)

Updated August 2020

## I. Policy Statement

The College for Creative Studies subscribes to the principle of equal opportunity in its employment, admissions, and educational programs and activities and strives to provide an educational environment and workplace free from unlawful harassment or discrimination. The College is committed to an inclusive community that respects and values all its members, including students, faculty, and staff. This Policy on Prohibited Discrimination, Harassment, and Sexual Misconduct (including Title IX) ("Policy") prohibits discrimination, including harassment, because of age, race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability or any other characteristic protected by law. This prohibition includes discrimination and harassment based on the perception of an individual's protected status, even if that perception is incorrect. It also prohibits misconduct related to protected status discrimination and harassment specifically, domestic violence, dating violence, and stalking. The Policy applies to the administration of employment and educational policies, practices, programs, and activities.

The Policy also prohibits retaliation against an individual: (1) who files a complaint or report of discrimination, harassment, or related misconduct; (2) against whom a complaint is filed; (3) who participates in the reporting, investigation, or adjudication of possible violations of this Policy; or (4) who engages in good faith opposition to what the individual reasonably believes to be discrimination, harassment, or related misconduct under this Policy. The Policy should be read in a way consistent with all applicable federal and state laws addressing discrimination, harassment, and related misconduct.

This Policy specifically prohibits sexual misconduct, including sexual assault, sexual harassment, gender-based harassment, sexual exploitation, stalking, domestic violence, and dating violence. In some cases, this conduct is also prohibited by or included in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and/or the Violence Against Women Reauthorization Act of 2013. Sexual misconduct represents a serious breach of the College's commitment to fostering a positive educational and working environment. An individual who violates this Policy may also be subject to criminal prosecution and civil litigation in addition to College disciplinary procedures. As described in the annual security report (see "Sexual Assault/Dating Violence Awareness and Prevention Programs"), with the intent of ending sexual misconduct, the College conducts primary prevention and awareness programs for all incoming students and new employees and ongoing prevention and awareness campaigns for students and employees.

The Office for Institutional Equity and Inclusion is responsible for administering this Policy and its implementing procedures. The Assistant Dean for Institutional Equity and Inclusion is the College's designated Coordinator for Title IX of the Education Amendments of 1972; the Dean of Students is the Coordinator for Section 504 of the Rehabilitation Act of 1973 for educational matters and for the Age Discrimination Act of 1975; and the Human Resources Director is the Section 504 Coordinator for employment matters.

### **Assistant Dean, Office for Institutional Equity and Inclusion Taubman Center**

313 664 1487

[diversity@collegeforcreativestudies.edu](mailto:diversity@collegeforcreativestudies.edu) or [youngdd@collegeforcreativestudies.edu](mailto:youngdd@collegeforcreativestudies.edu)

### **Dean of Students**

Yamasaki Building, 2nd Floor 313.664.7675

[dlong@collegeforcreativestudies.edu](mailto:dlong@collegeforcreativestudies.edu)

### **Director, Human Resources**

Yamasaki Building, 2nd Floor 313.664.7853

[rdiroff@collegeforcreativestudies.edu](mailto:rdiroff@collegeforcreativestudies.edu)

The Policy includes two complaint procedures. The *Procedures for Title IX Sexual Misconduct* at Appendix A are applicable to sexual harassment, as defined for Title IX purposes; domestic violence; dating violence; and stalking. The *Procedures for Discrimination and Harassment Complaints* at Appendix B apply to complaints for all conduct prohibited by this Policy except for Title IX sexual misconduct.

## II. Scope

All students, faculty, and staff of the College as well as any third parties/visitors, regardless of sexual orientation or gender identity, are subject to this Policy. This Policy applies on campus property, and may apply off campus if the alleged conduct was in connection with a College program or College-recognized program or the conduct may have the effect of creating a hostile environment in the College's classrooms, studios, workspaces, offices, administrative spaces, or other programs or activities. It also applies to the College's study abroad programs and to study abroad programs operated by other institutions when the alleged sexual misconduct was committed by a College of Creative Studies student. This Policy prohibits sexual misconduct by visitors or other third parties (i.e., persons who are neither students nor employees of the College) towards members of the College community. Although individuals who are not students or employees of the College are not subject to discipline under the College's internal processes, the College will take prompt, corrective action to remove the accused from campus facilities while under investigation. The College may also involve the police in the immediate resolution of the situation.

**Academic Freedom:** This Policy shall be applied in way that is consistent with principles of academic freedom. The College is committed to the free and vigorous discussion of ideas and issues, which the College believes will be protected by this Policy. Academic freedom and the related freedom of expression include, but are not limited to, the civil expressions of ideas – however controversial – in the classroom, residence halls, and other teaching and student living environments.

## III. Prohibited Conduct

This Policy prohibits all forms of discrimination and harassment based on age, race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability or any other characteristic protected by law:

**Discrimination** - a discrete adverse action taken by a College official against an applicant, student, or employee based on age, race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability or any other characteristic protected by law. Discrimination can occur under this Policy in either an employment or an educational context. Discrimination also includes failing to provide reasonable accommodations to a qualified person with a disability or to reasonably accommodate an employee's religious beliefs or practices, as required by state and federal law.

**Harassment** - unwelcome verbal, visual, physical, electronic, or other conduct based on age, race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability or any other characteristic protected by law that is sufficiently severe, persistent, or pervasive to unreasonably interfere with a person's ability to participate in or benefit from the College's education program or activity or to interfere with terms or conditions of the person's employment, as judged by a reasonable person in the position of the individual subject to the conduct and considering all the circumstances. A report or complaint may allege conduct meeting this definition by a single individual or a series of acts by a number of individuals (e.g., within a particular office or department) that, when considered together, meets this definition (see definition of "hostile environment" below).

- **Hostile Environment** – for purposes of this Policy, a form of harassment (including retaliatory harassment) created by the cumulative effect of such conduct. This includes harassment by a number of individuals, where each individual's conduct may not be severe, persistent, or pervasive (and therefore warrant disciplinary action) but the cumulative effect of the conduct is; e.g., comments and actions by a number of people in a particular program, office, department, or other organizational unit, with the unit being the respondent.

**Sexual Misconduct** – an umbrella term used to refer to a range of sex-based conduct prohibited by this Policy, including sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual misconduct includes: sexual assault, sexual harassment (including gender-based harassment, sexual exploitation, and hostile environment based on sex), stalking, domestic violence, and dating violence.

**Sexual Harassment** - unwelcome gender, sexuality or sexually based verbal, visual, physical, electronic, or other conduct.

- **Sexual harassment under Title IX:** The Policy prohibits sexual harassment as defined for Title IX purposes, i.e., conduct by one or more individual respondents that, for each respondent, is sufficiently severe, pervasive, and objectively offensive to effectively deny the complainant equal access to the College's education program or activity; this includes sexual assault, dating violence, domestic violence, and stalking.

- **Sexual harassment under the Policy:** The Policy also prohibits sexual harassment that does not meet the Title IX definition but that is sufficiently severe, persistent, or pervasive to unreasonably interfere with a person's ability to participate in or benefit from the College's education program or activity or to interfere with the terms or conditions of the person's employment, as judged by a reasonable person in the position of the individual subject to the conduct and considering all the circumstances. This can take the form of conduct by one or more individual respondents that, for each respondent, meets this definition or it can take the form of a cumulative hostile environment.

**Gender-Based Harassment-** unwelcome verbal, visual, physical, electronic, or other harassment based on sex, sex- stereotyping, gender identity, or gender expression, even if those acts do not involve conduct of a sexual nature but otherwise meeting the definition of sexual harassment.

**Sexual Exploitation** – a form of sexual harassment that involves taking advantage of the sexuality and attractiveness of a person without that person's consent to make a personal gain or profit for oneself or for others. It is the abuse of a position of vulnerability, differential power, or trust for sexual purposes. (e.g., prostituting another person, recording and/or distributing images of sexual activity without consent, threatening to disclose a person's sexual orientation).

**Sexual Assault** - Any physical sexual act directed at another person without that person's consent, including instances where the person is incapable of giving consent. Sexual assault can occur between individuals of the same or different sexes or genders. This includes the following:

- Rape: the carnal knowledge of a person without their consent, including instances in which the person is incapable of giving consent because of their age or temporary or permanent physical or mental incapacity
- Sodomy: oral or anal sexual intercourse with another person without their consent, including instances in which the person is incapable of giving consent because of their age or temporary or permanent physical or mental incapacity
- Sexual assault with an object: to use an object or instrument to unlawfully penetrate however slightly, the genital or anal opening of the body of another person without their consent, including instances in which the person is incapable of giving consent because of their age or temporary or permanent physical or mental incapacity
- Fondling: the touching of the private body parts of another person for the purpose of sexual gratification
- without their consent, including instances where the person is incapable of giving consent because of their age or temporary or permanent mental incapacity
- Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Statutory rape: sexual intercourse with a person who is under the statutory age of consent

**Dating Violence** – any act of violence or a pattern of abusive behavior committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person subject to the conduct. Whether there was such relationship will be gauged by the length, type and frequency of interaction between the person's involved in the relationship. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence** – a felony or misdemeanor crime of violence committed against a current or former spouse or intimate partner; a person with whom the respondent shares a child in common; a person who is cohabitating with or has cohabitated with the respondent as a spouse or intimate partner; a person similarly situated to a spouse of the respondent under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth who is protected from the person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking** – a course of conduct (including cyberstalking) on the basis of sex directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or to suffer substantial emotional distress. A "course of conduct" means two or more acts, including, but not limited to, acts in which the stalker uses any method, device, or means to follow, monitor, observe, surveil, threaten, or communicate to or about a person, or interfere with a person's property. Stalking can take place directly, indirectly, or through third parties. A "reasonable person" means a reasonable person under similar circumstances and with similar identities to the individual subject to the conduct. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Retaliation** - an adverse action or other form of negative treatment carried out in response to good-faith reporting of or opposition to discrimination or harassment (including sexual misconduct) or participation in the investigation of a complaint. Individuals are also protected

from retaliation for making good faith requests for accommodations on the basis of religion or disability. Retaliation can take the form of a discrete or individual act or ongoing harassing conduct.

## IV. Related Definitions

**Complainant** - the person subjected to alleged sexual misconduct.

**Complaint** - formal notification, either orally or in writing, of the belief that discrimination, harassment, or retaliation has occurred. Also see the definition of “formal complaint” for Title IX sexual misconduct.

- Consent – Consent is an affirmative decision to engage in mutually accepted sexual contact or activity. Consent must be informed, freely given, and mutual. Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Consent is demonstrated through mutually understandable words and/or actions that indicate a willingness to engage freely in sexual activity. Consent may not be inferred from silence, passivity, lack of verbal or physical resistance, or lack of active response alone. Consent to one form of sexual contact does not constitute consent to all forms of sexual contact. Consent can be withdrawn at any time.
- Consent does not exist if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that a reasonable person would view as eliminating an individual's ability to exercise their own free will to choose whether or not to have sexual contact.
- A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent, and consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
- In the state of Michigan, consent cannot be given by minors under the age of 16.
- A person cannot consent to sexual activity if that person is unable to understand the nature of the activity due to circumstances, including the following:
  - The individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring.
  - The individual has a mental disability that impairs his/her/their ability to provide consent.
  - The individual is incapacitated (beyond mere drunkenness) due to drug or alcohol consumption, either voluntarily or involuntarily.
  - An individual is incapacitated if they are unaware at the time of the incident of where they are, how they got there, or why or how they became engaged in an act.
- The perspective of a reasonable person will be the basis for determining whether a respondent knew, or reasonably should have known, whether a complainant was able to freely give consent and whether consent was given. Being intoxicated or incapacitated does not diminish one's responsibility to obtain consent and will not be an excuse for sexual misconduct.
- Because faculty members are in positions of authority and influence in regard to students, Section 3.1.4 of the Faculty Handbook prohibits intimate relationships between a faculty member and a student, whether or not the student is in the faculty member's class or department and whether or not the relationship is consensual; intimate relationships are also prohibited between teaching assistants and resident advisors and the students over which they have authority. Similarly, Section 3.2 of the Staff Handbook prohibits intimate relationships between a College official and a staff person under their control, as well as intimate relationships between administrative staff and students. Consensual relationships between a non-supervisory official and a staff person, while not prohibited, must be disclosed to the Human Resources Director so that the Director can take any steps necessary to protect the parties involved and avoid even the appearance of favoritism.
  - In all circumstances in which intimate relationships are prohibited, there is an exception for preexisting relationships. For example, the prohibition would not apply where a faculty member's spouse or partner enrolls as a student under the College's tuition assistance program.

**Formal Complaint** – For Title IX purposes, a document filed by a complainant or signed by the Title IX Coordinator under the Procedures for Title IX Sexual Misconduct Complaints in Appendix A alleging sexual misconduct (sexual harassment as defined for Title IX purposes, sexual assault, domestic violence, dating violence, and stalking) against an individual respondent and requesting that the College investigate the allegation(s).

**Preponderance of the Evidence** - the evidence must show that, more likely than not, the alleged discrimination, harassment, or retaliation occurred.

**Respondent** - the organizational unit (e.g., office, department, program) or person accused of discrimination, harassment, or retaliation.

## **V. Retaliation**

Individuals who report or oppose what they reasonably and in good faith believe to be prohibited discrimination or harassment (including sexual misconduct), or who participate in the College's investigation and resolution of a complaint, shall not be subject to retaliation for reporting, opposing, and/or participating, even if the College finds that no prohibited discrimination or harassment occurred. Individuals are also protected from retaliation for making good faith requests for accommodations on the basis of religion or disability. Retaliation can take the form of individual or discrete acts (e.g., denial of a promotion or assignment of a failing grade) or a series of harassing acts that, taken together, are sufficiently serious to create a hostile environment by discouraging or chilling a reasonable person from further reporting, opposition, or participation.

If a complainant or other individual who reports or opposes discrimination or harassment, an individual respondent, a witness, or other individual believes that they are being subjected to retaliation, they should promptly contact the Office for Institutional Equity and Inclusion. Complaints of retaliation shall be addressed under the Procedures for Discrimination and Harassment in Appendix B of this Policy.

## **VI. Supportive Measures in Harassment and Sexual Misconduct Cases**

Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or an individual respondent in a harassment or sexual misconduct matter. They include measures designed to protect the safety of all parties or the College's educational environment and to deter further misconduct. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, transportation modifications, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, disability services, health and mental health, services and other similar measures.

## **VII. Clery Act Obligations**

### **Campus Notification**

Once a report of harassment or sexual misconduct is made, the College will take all necessary steps to protect the campus and the person who has allegedly been harassed or assaulted. This may include alerting the campus of crimes that it determines pose a threat to members of the campus community. In making such determinations, the College will consider the safety of students, faculty, and staff as well as the privacy interests of all persons involved in such incidents. Regardless of the action taken by the College, the name of any person involved will not appear on security alerts. To respect the privacy rights and choices of the person reporting sexual misconduct, as well as the rights of a person being accused, the College will consider the wishes of all individuals involved in the incident to determine the level of specific information to include in the campus crime report.

### **Campus Crime Reporting**

In compliance with the Clery Act and the Violence Against Women Reauthorization Act of 2013, all members of the College, excluding confidential sources, notified of sexual misconduct (or certain other possibly criminal acts) are required to inform Campus Safety; and the incident will be included in campus crime statistics. The following information is included: crime, date, location, and status (i.e. student, faculty, staff, stranger, etc.) of the individuals involved in the crime. The College never includes the names of the complainant or the respondent in crime statistics, and the College will not otherwise include personally identifying information about the complainant.

# Appendix A

## Procedures for Title IX Sexual Misconduct Complaints

These procedures apply to reports and complaints of Title IX sexual misconduct as defined in Section III of the Policy – sexual harassment by one or more individual respondents that, for each respondent, is sufficiently severe, pervasive, and objectively offensive to effectively deny the complainant equal access to the College’s education program or activity, sexual assault, dating violence, domestic violence, and stalking.

### I. Rights

#### Rights Of The Complainant

When a student, employee, or third party/visitor reports sexual misconduct to the College, whether the conduct occurred on or off-campus (but see Section II of the Policy, Scope, including for Title IX purposes), the College will provide the student, employee, or third party/visitor a written explanation of their rights and options, including:

- The right to available supportive measures, including how to request them. The College will provide such measures regardless of whether the complainant chooses to report the alleged conduct to Campus Security or local law enforcement, and regardless of whether they file a formal complaint.
- The right to appropriate resolution of all credible reports of sexual misconduct, including a prompt, fair, and impartial investigation and hearing, where applicable.
- The right to request confidentiality and to understand the impact of a request for confidentiality on the complaint resolution process.
- The right to not be discouraged by College officials from reporting sexual misconduct.
- The right to notify proper law enforcement authorities, including Campus Safety and local police; to be assisted by College authorities in notifying law enforcement authorities if the complainant so chooses; and to decline to notify such authorities.
- If a student or employee submits a Personal Protection Order (PPO) to Campus Safety, Campus Safety will notify Wayne State or Detroit Police if the PPO is violated.
- The right not to be retaliated against for filing a good faith report.
- The right to know the evidentiary standard the College applies during the complaint resolution process is the preponderance of the evidence standard, which means that the evidence must show that more likely than not, sexual misconduct did occur and more likely than not, the respondent committed the act.
- The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual misconduct within the bounds of what is legally permissible (including by the Family Educational Records Privacy Act).
- The right to reasonably prompt time frames for completion of the resolution process (generally 90 calendar days), recognizing this is influenced by the facts and circumstances; written notice will be provided for any extension of time frames for good cause, including the reasons for the extension.
- The right to attend any hearing, including timely notice of hearing date and adequate time for preparation.
- The right to timely and equal access to any information that will be used during informal and formal disciplinary meetings and hearings.
- The right to not be questioned about or have prior sexual history admitted as evidence, unless offered to prove that someone other than the respondent committed the alleged conduct or if the questions or evidence concern specific incidents of prior sexual behavior with respect to the respondent and are offered to prove consent.
- The right to appeal the finding and sanction in accordance with these procedures.
- The right to have an advisor or advocate of the complainant’s choice accompany and assist in throughout the process.
- The right to an outcome based solely on the preponderance of reasonably available and relevant evidence presented during the complaint resolution process.
- The right to written notice of the outcome of the hearing and any sanctions.
- The right to petition that anyone involved in the complaint resolution process be removed on the basis of demonstrated bias.
- The right to be informed of available resources for counseling, advocacy, and support.
- Assurance that the College will take steps to prevent recurrence of any sexual misconduct found to have occurred and when appropriate, remedy the discriminatory effects on the complainant and any others involved/affected.

## Rights of the Respondent

- The right to available supportive measures and how to request them.
- The right to appropriate resolution to all credible reports of sexual misconduct, including a prompt, fair, and impartial investigation and hearing, where applicable.
- A presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint resolution process.
- The right not to be retaliated against for participating in the complaint resolution process.
- The right to know the evidentiary standard the College applies during an investigation is the preponderance of the evidence standard, which means that the evidence must show that more likely than not, sexual misconduct did occur and more likely than not, the respondent committed the act.
- The right to a reasonably prompt time frames for completion of the resolution process (generally 90 calendar days), recognizing this is influenced by the facts and circumstances; written notice will be provided for any extension of time frames for good cause, including the reasons for any extension.
- The right to attend a hearing including timely notice of hearing date and adequate time for preparation.
- The right to timely and equal access to any information that will be used during informal or formal disciplinary meetings or hearings.
- The right to have an advisor or advocate accompany and assist throughout the process.
- The right to an outcome based solely on a preponderance of the reasonably available and relevant evidence presented during the complaint resolution process.
- The right to written notice of the outcome of the hearing and any sanctions.
- The right to appeal the finding and sanction in accordance with this Policy.
- The right to petition that anyone involved in the complaint resolution process be removed on the basis of demonstrated bias.
- The right to be informed of available resources for counseling, advocacy, and support.

**Disability Accommodations:** Parties and witnesses with documented disabilities have a right to reasonable disability- related accommodations needed in order to participate in the complaint resolution process. To request such accommodations, students should contact the Dean of Students and employees and others should contact the Human Resources Director.

## II. Reporting

All employees, except those designated as confidential resources, are required to report any incidents of possible sexual misconduct of which they become aware to the Title IX Coordinator by phone, email, or in person. This is so the Title IX Coordinator can contact the individual subjected to the alleged misconduct to offer them supportive measures and inform them of their options regarding reporting to law enforcement and filing a formal complaint under this Policy.

Title IX Coordinator Deirdre Young  
Assistant Dean for Institutional Equity and Inclusion  
313-664-1489  
[ddyoung@collegeforcreativestudies.edu](mailto:ddyoung@collegeforcreativestudies.edu)

Training provided to the Title IX Coordinator can be found at **Title IX Coordinator Training**.

Anyone who has been subject to sexual misconduct may choose to pursue criminal prosecution, civil litigation, and/or College disciplinary processes. The College recognizes that a person who has been subject to sexual misconduct retains the right not to pursue either criminal prosecution, civil litigation, or a College resolution proceeding. Choosing not to pursue these courses of action, however, does not remove the responsibility of the College to take action in appropriate circumstances, including offering supportive measures.

The College will keep private the identity of any individual who has made a report or complaint of sex discrimination, been reported to be the perpetrator of sex discrimination, and any witness, except as may be permitted by the Family Education Records Privacy Act and its implementing regulations, as required by law, or to apply this Policy (including in any investigation and hearing). In all cases, to the best of their ability, the Title IX Coordinator will maintain as much privacy as possible for both the complainant and the respondent during the resolution process.

The listed departments are available to help in incidents of sexual misconduct, in conjunction with the Title IX Coordinator:

## **On Campus Resources for Students:**

### **Dean of Students**

313.664.7675

M-F 8:30 am – 4:30 pm

### **Campus Safety**

313.664.7444

24 Hours

### **Director of Residence Life**

313.664.7678

M-F 8:30 am – 4:30 pm

### **Director of Academic Advising**

313.664.7405

M-F 8:30 am – 4:30 pm

### **Registrar**

313.664.7671

M-F 8:30 am – 4:30 pm

## **On Campus Resources for Faculty/Staff**

### **Director of Human Resources**

313.664.7651

M-F 8:30 am – 4:30 pm

### **Campus Safety**

313.664.7444

24 Hours

### **Dean of Academic Affairs**

313.664.1495

M-F 8:30 am – 4:30 pm

## **Off-Campus Resources for Students and Faculty/Staff**

### **Wayne State Police**

313.577.2222

24 Hours

## **A. Amnesty**

When conducting the investigation, the College's primary focus will be on addressing the sexual misconduct and not on other College Policy violations that may be discovered or disclosed. Fear of conduct or disciplinary violations should not be a deterrent for anyone to report an incident of sexual misconduct. Persons reporting sexual misconduct will be granted amnesty from College disciplinary processes if College alcohol or other non-violent Policy violations are discovered during the course of a sexual misconduct investigation. This same amnesty will be granted to witnesses asked to participate in the complaint resolution process.

## **B. Timely Reporting & Crisis Assistance**

The College supports and encourages anyone who has been subject to sexual misconduct to report the incident to the reporting source of their choice. Prompt reporting may preserve options, including the preservation of physical evidence, crisis counseling, immediate police response. However, anyone can report an incident of sexual misconduct at any time.



Any person who has been sexually assaulted or otherwise subject to sexual violence may go directly to the emergency room of any local hospital for medical attention, evidence collection, and access to follow up care. An individual who has been sexually assaulted is urged to seek medical evaluation as soon as possible. The closest emergency room facilities to campus are:

Detroit Receiving Hospital, 4201 St. Antoine, Detroit MI 48202 Henry Ford Hospital, 2799 W. Grand Blvd, Detroit, MI 48202

## **C. Medical-Legal Evidence Collection**

An individual who has been sexually assaulted is encouraged to request collection of medical-legal evidence. Prompt collection of physical evidence can be helpful should a person later decide to pursue criminal prosecution and/or a civil action, including a protective order.

## **D. Confidential Reporting Resources**

The following resources are available to discuss incidents and issues related to sexual misconduct on a confidential basis. Communications to these resources cannot legally be disclosed without the individual's consent or in limited circumstances such as when there is an imminent threat or danger to self or others. These resources may report general statistics regarding sexual misconduct but will not disclose any identifying information. A report to these resources will not result in an individual report to the College beyond reporting of such general statistics. However, keep in mind, if an individual reports to these sources and does not report to the College, the College cannot investigate or take any disciplinary action against the respondent.

## **On-Campus Resources for Students**

### **Wellness Center Staff**

313.664.7852

M-F 8:30 am – 4:30 pm

### **Campus Nurse**

313.664.7982

M 9 am – 1 pm

Th 12 pm – 4 pm

## **Off-Campus Resources for Students**

### **Turning Point**

586.463.6990

24 Hour Crisis Hotline

### **Haven**

248.334.1274

24 Hour Crisis Hotline

### **Wayne County SAFE**

313.964.9701

24 Hour Crisis Hotline

## **Off-Campus Resources for Faculty/Staff**

### **Employee Assistance Program – Ulliance**

888.333.6269

### **Turning Point**

586.463.6990

24 Hour Crisis Hotline

### **Haven**

248.334.1274

24 Hour Crisis Hotline

### **Wayne County SAFE**

313.964.9701

24 Hour Crisis Hotline

## **E. Reporting To Law Enforcement**

Individuals who report having been subject to sexual violence to the College will be advised of their right to file (or not file) a report with law enforcement.

When the reporting individual is under the age of 16 (or under 21 and physically or mentally impaired), both the College and any confidential resources will report the incident to social service agencies or police in accordance with applicable law and/or at the discretion of school administration when law does not dictate a report.

A report with law enforcement will not preclude the College from conducting its own resolution pursuant to College policies and procedures.

## **F. Parental/Legal Guardian/Partner Notification**

The College is committed to providing support to anyone involved in an incident of sexual misconduct. In some instances when there is a health or safety concern, or where an individual involved is a minor, the College may (or may be required) to notify the parents, guardian, or partner of the individual(s) involved in the incident. In making this determination, and where the College has discretion, the College will consider the wishes of those involved, as well as their personal safety, and the safety of the campus community.

## **G. False Reports**

Any member of the College community who knowingly files a false report of sexual misconduct or harassment, or who knowingly provides false information to or intentionally misleads College officials who are investigating or hearing a report of alleged discrimination, retaliation, sexual misconduct, or harassment, is subject to disciplinary action, up to and including discharge for employees and dismissal for students.

## **III. Supportive Measures**

When the Title IX Coordinator or any College official with authority to institute corrective measures learns of possible sexual misconduct, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures (with or without the filing of a formal complaint) and explain the process for filing a formal complaint. The Title IX Coordinator will consider the complainant's wishes as to supportive measures. The Title IX Coordinator will assist all parties in obtaining such measures, and is responsible for coordinating their effective implementation.

Supportive measures are available to both the complainant and the respondent before or after the filing of a complaint with the College or local law enforcement, or if no complaint is filed. Supportive measures may be available even if the alleged conduct does not meet the definitions of sexual misconduct in this Policy. The College will maintain as confidential any supportive measures to the extent that maintaining such confidentiality would not impair the ability of the College to provide the measures.

In addition to supportive measures offered after the College learns of possible sexual misconduct, the College will provide written notification to the parties about any existing counseling, health, mental health, advocacy, visa and immigration assistance, student financial aid, and other available services, both within the institution and in the community.

The College may remove a student respondent on an emergency basis if the College determines that the respondent poses an immediate threat to the physical health or safety of the complainant or any other student or employee arising from the allegations of sexual harassment. This decision will be made by a team led by the Student Concerns Committee based on an individualized safety and risk analysis, and the respondent will be provided with notice of the decision and an opportunity to challenge the decision by meeting with the Dean of Students immediately following the removal. The Human Resources Director may place a non-student employee respondent on administrative leave during the pendency of a grievance process.

## **IV. Informal Resolution**

After a formal complaint has been filed, the Title IX Coordinator may offer the parties the opportunity to participate in informal resolution through mediation. Mediation is a potential alternative to the formal complaint process if both the respondent and complainant agree. It may be used any time after a formal complaint has been filed but before a determination is made. The parties have the right to end mediation and resume the grievance process at any time prior to agreeing to a resolution. Note that any information disclosed during the mediation process cannot be raised during the investigation or grievance, unless obtained independently from the mediation.

A party interested in mediation should contact the Title IX Coordinator. The Coordinator will provide the parties with written notice disclosing the allegations, the requirements of the informal resolution process, and any consequences resulting from participating in the informal

resolution process, including the records that will be maintained or could be shared. Before beginning the mediation process, the parties must provide voluntary, written consent. Mediation cannot be offered to resolve allegations that an employee sexually harassed a student.

Mediation will be facilitated by a trained faculty or administrator. The College will attempt to complete the mediation process within 45 calendar days after the agreement to mediate is signed; this timeframe may be extended for good cause, with written notification provided to the parties of the extension and the reasons for it.

## **V. Formal Complaints**

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. The complaint must include the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the complaint.

Title IX Coordinator Deirdre Young  
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The Title IX Coordinator may also file a complaint if, e.g.:

- The person subject to the alleged misconduct declines to file or requests to withdraw a complaint but the Coordinator believes the respondent may pose an ongoing threat to the College community.
- The person subject to the alleged conduct declines to file a complaint but would like an investigation.
- The identity of the person subject to the alleged misconduct is unknown and an investigation may help determine it.
- The College has gathered evidence apart from the complainant's statements and desires to reach a determination regarding the respondent's responsibility.
- A determination regarding responsibility provides a benefit to the complainant even where the College lacks control over the respondent and would be unable to issue disciplinary sanctions (see Section V.D below).

However, for the College to proceed with the full resolution process (including imposition of disciplinary measures should a respondent student or employee be found responsible for the alleged misconduct) in a complaint filed by the Title IX Coordinator, the person subject to the alleged misconduct must be willing to participate in the investigation and hearing (except where the College has gathered sufficient evidence to complete the complaint resolution process without information from the complainant).

Formal complaints can be filed as long as the respondent remains a part of the College community. However, the sooner a complaint is filed, the more effectively it can be investigated, e.g., while witnesses are still available, memories are fresh, and documentation may still be available.

The College will evaluate a formal complaint to determine if the alleged conduct constitutes sexual misconduct as defined for Title IX purposes, occurred in the College's education program or activity, and occurred against a person in the United States. If it did not, the College will dismiss the formal complaint for Title IX purposes and notify the parties in writing. However, if the alleged conduct would otherwise be prohibited by this Policy, the College will continue to address it through the Procedures for Discrimination and Harassment Complaints in Appendix B.

The College may dismiss a formal complaint (or any allegations within the complaint) filed by the person subject to the alleged misconduct if:

- That person subsequently asks to withdraw it.
- The respondent is not or is no longer enrolled in or employed by the College (in which case the College may have no way to gather sufficient evidence to make a determination); however, if the respondent subsequently seeks to reenroll or be rehired, the complaint will be reopened and the complaint resolution process completed as a condition for reenrollment/rehire.
- Other specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

In any case in which the College dismisses a formal complaint, the College will provide simultaneous written notice to both parties, including the opportunity to appeal the dismissal as set out in Section VII below.

The investigator and Hearing Officer shall resolve all alleged violations of the Student Code of Conduct, the Staff Handbook, or the Faculty Handbook not involving sexual misconduct that arise from the same set of circumstances as the allegations of sexual misconduct, but will make clear as to which allegations are being considered under the College's responsibilities under Title IX and which are being addressed under the College's own requirements.

If a person reports an incident that meets the definition of sexual misconduct but does not personally define the incident as that, the College still has an obligation to provide supportive measures and, if a formal complaint is filed, investigate and hold a hearing.

Members of the College community are expected to cooperate in the College's investigations and hearings of alleged sexual misconduct. Investigations and hearings will proceed based on reasonably available information. The College, not the parties, bears the burden of proof and the burden of gathering evidence sufficient to reach a determination. The College will not restrict the ability of either party to discuss the allegations under investigation with others or to gather and present relevant evidence.

If a minor is either a complainant or a respondent, the College will notify the minor's parent(s) of all proceedings in this Policy and allow them to participate in those proceedings.

The complaint resolution process will be completed within a reasonably prompt timeframe—generally, within 90 days of receipt of the complaint. The College may extend this timeframe or any component timeframes for good cause. If the College requires an extension of a timeframe, the College will provide written notice to the complainant and the respondent and provide the reason for the delay.

## **A. Notice**

Upon receipt of a formal complaint of Title IX sexual misconduct (see Section III of the Policy: severe, pervasive, and objectively offensive sexual harassment; sexual assault; dating violence; domestic violence; and stalking), the Title IX Coordinator will provide written notice to the parties who are known that includes:

1. An explanation of the complaint procedures in this Policy.
2. A description of the allegations, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. This will include the identities of the parties involved in the incident, if known; the conduct allegedly constituting sexual misconduct; and the date and location of the alleged incident, if known.
3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the investigation and hearing.
4. An explanation that the parties may have an advisor of their choice (who may be, but is not required to be, an attorney), and that they may inspect and review the evidence obtained during the investigation.
5. Information about Section V of the Policy, regarding the prohibitions against retaliation and against knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the College decides to investigate allegations that are not included in the original notice, the College will provide notice of the additional allegations to the parties whose identities are known.

## **B. Investigation Standard**

Formal complaints of sexual misconduct will be assessed using the preponderance of the evidence standard. The preponderance of the evidence standard means that the evidence must show that, more likely than not, sexual misconduct did occur and more likely than not, the respondent.

## **C. Investigative Process**

All formal complaints of alleged sexual misconduct covered by these procedures are investigated under the general oversight of the Title IX Coordinator; however, the Coordinator will not participate in making any recommendations or determinations. Any party may challenge the participation of the Title IX Coordinator for bias or conflict of interest; such a challenge will be resolved by the Human Resources Director. No party has a right to disqualify the Coordinator absent a demonstrated bias.

The Coordinator will appoint a qualified investigator to conduct the investigation and prepare an investigative report, including recommended findings; training provided to the investigator by the College can be found at Title IX Training. Any party may raise issues of bias or conflict of interest with regard to the investigator. The Title IX Coordinator will weigh these issues and resolve them accordingly. No party has a right to disqualify an investigator absent a demonstrated bias or conflict.

The investigation process includes:

1. Providing the complainant with the opportunity to meet with the investigator and/or to provide a written statement.
2. Providing the respondent with the opportunity to meet with the investigator and/or to provide a written statement.
3. After meeting with the parties and/or obtaining their statements, the investigator will gather and review any additional information and documents the investigator deems relevant, including but not limited to student and personnel files, witness statements, law enforcement and investigation documents, and additional statements from the complainant and the respondent.
  - The investigator will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other evidence indicating that the respondent is responsible for the alleged conduct as well as indicating that the respondent is not responsible.
  - In any meetings or conversations with the investigator, the parties can be accompanied by an advisor of their choice (who may be, but is not required to be, an attorney). However, an advisor cannot speak for the party they are advising; rather, the advisor's role will be limited to quietly conferring with the party.
  - The investigator will provide each party with written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.
  - A party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, cannot be used in any part of the complaint resolution process unless the College obtains that party's voluntary, written consent.
  - Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant during any part of the complaint resolution process, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
4. Prior to completion of the investigative report, the College will send to each party and the party's advisor, if any, all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint.
  - This will include all evidence indicating that the respondent is responsible for the alleged misconduct as well as all evidence indicating that the respondent is not responsible. It will also include evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, whether obtained from a party or other source.
  - It will not include sensitive personally identifying information (e.g., social security numbers, contact information, etc.).
5. The parties will have 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.
6. The investigator will create a report of the investigation that summarizes the relevant evidence and includes recommended findings based on that evidence. Any credibility determinations made by the investigator to support their recommended findings must not be based on a party's status as a complainant, respondent, or witness.
7. The College will send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy at least 14 calendar days prior to the hearing. The parties can provide a written response to the report, but must do so no later than four (4) days before the hearing.
8. The investigation report, including recommended findings and the evidence on which it is based, will be forwarded to the Hearing Officer at the same time it is sent to the parties.
9. The parties and their advisors can only use the evidence presented to them by the investigator and the investigative report for purposes of the complaint process; they cannot copy, photograph, download, disclose, or disseminate these materials to anyone else.
10. Either party involved in the investigation may request a written update at any point from the Title IX Coordinator.

## **D. Non-Student And Non-Employee Cases**

In complaints in which the respondent is not a student or employee of the College, the investigator will prepare a written summary of the investigation, make findings of fact, determine if College Policy has been violated and, if so, recommend suitable action to appropriate College officials. Ultimately it is up to the College official to determine if and how to implement the investigator's recommendations.

## **VI. Hearing**

### **A. Standard**

The Hearing Officer will determine if it is more likely than not that the respondent committed the alleged misconduct. This determination will be made based on an objective evaluation of all reasonably available and relevant evidence, including evidence indicating that the respondent is responsible for the alleged misconduct as well as evidence indicating that the respondent is not responsible.

### **B. Hearing Officer**

The Title IX Coordinator will appoint a qualified individual to serve as the Hearing Officer. The Hearing Officer will make a final determination on the case based on the investigative report and the evidence on which it is based. Training provided to the Hearing Officer by the College can be found at **Title IX Training**.

Any party may raise issues of bias or conflicts of interest with regard to the Hearing Officer. The Title IX Coordinator will weigh these issues and resolve them accordingly. No party has a right to disqualify a Review Board member absent a demonstrated bias.

### **C. Hearing Process**

1. The College may, at its discretion, arrange for the hearing to be conducted in person or through videoconferencing (so that the Hearing Officer and parties can simultaneously see and hear each other or witnesses as they present their information and answer questions); however, if either party requests the use of videoconferencing, the College must provide it.
2. The Hearing Officer has general authority over the conduct of the hearing, including the authority to set time frames for witness testimony and limit the length of any opening/closing statements.
3. A respondent, complainant, advisor, and/or witness may not use electronic devices that capture or facilitate communication (e.g., computer, cell phone, audio/video recorder, etc.) during a hearing, unless authorized by the Hearing Officer.
4. The general course of procedure for a hearing is as follows: introductions; respondent's statement accepting or denying responsibility; questioning of each party by the Hearing Officer and the other party; testimony/questioning of other material witnesses (if applicable); any closing comments from the complainant; and any closing comments from the respondent.
5. The parties can be accompanied to the hearing and any related meeting or proceeding by the advisor of their choice (who may be, but is not required to be, an attorney); a party's witness can also serve as the party's advisor. However, except for purposes of cross-examination (explained below), the advisor cannot speak for the party they are advising; rather, the advisor's role will be limited to quietly conferring with the party.
6. The Hearing Officer will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other evidence provided and obtained during the investigation indicating that the respondent is responsible for the alleged conduct as well as indicating that the respondent is not responsible.
7. The Hearing Officer will make all the evidence gathered during the investigation available to each party at the hearing.
8. The Hearing Officer and/or the parties can call the investigator as a witness. However, the investigator may not testify as to statements made by others, including the complainant or respondent, if the individual who made a statement does not submit to cross-examination.
9. Each party's advisor may ask the other party and any witnesses all relevant questions and relevant follow-up questions, including those challenging credibility.
  - A. Before a complainant, respondent, or witness answers a cross-examination or other question, the Hearing Officer will first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
  - B. If a party does not have an advisor present at the hearing, the College will provide the party with an advisor of the College's choice at no charge to conduct cross-examination on behalf of that party. The advisor's role is limited to relaying

a party's own questions to the other party or witness. The advisor need not have any particular skill or qualification to serve in this role.

- C. If a party or witness does not submit to cross-examination at the hearing, the Hearing Officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

- 10. Any credibility determinations made by the Hearing Officer to support their findings must not be based on a party's status as a complainant, respondent, or witness.
- 11. The College will create an audio recording and/or transcript, of the hearing and make it available to the parties for inspection and review.
- 12. After the hearing, the Hearing Officer will issue a written determination regarding responsibility. The Hearing Officer has an independent obligation to objectively evaluate relevant evidence and cannot simply defer to recommendations made by the investigator in the investigative report.
- 13. Should the Hearing Officer determine that the respondent violated the Sexual Misconduct Policy, the Hearing Officer will refer the case to the appropriate College official for determinations of sanctions and remedies (see Section VI.E below) before issuance of the Notice of Outcome.

#### **D. Notice of Outcome**

The Notice of Outcome prepared by the Hearing Officer will inform the parties regarding the outcome of the hearing. The Notice, which shall be provided simultaneously and in writing to both the complainant and the respondent, will include:

- 1. Identification of the allegations potentially constituting sexual misconduct.
- 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and the hearing.
- 3. Findings of fact supporting the determination.
- 4. Conclusions regarding the application of the Policy to the facts.
- 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.
- 6. Any disciplinary sanctions for the respondent (see Section VI.E below).
- 7. Whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant; only the Notice of Outcome issued to the complainant will specify what the remedies are.
- 8. The procedures and permissible bases for the complainant and respondent to appeal.

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

#### **E. Sanctions/Remedies**

Sanctions for student respondents found responsible for sexual misconduct under this Policy will be determined by the Dean of Students and included in the Notice of Outcome. Sanctions for employee respondents found responsible for sexual misconduct will be determined by the Human Resources Director and included in the Notice of Outcome. The range of sanctions against a respondent found responsible for sexual misconduct under this Policy include but are not limited to institutional probation, no contact orders, counseling, training or other developmental assignments, removal from class(es), housing, or suspension/dismissal/termination from the institution.

Remedies for student and third party/visitor complainants (where the third party/visitor was participating in or attempting to participate in a College program or activity) will be determined by the Dean of Students; remedies for employees will be determined by the Human Resources Director. Remedies can include, but are not limited, to housing changes, changes in grades (e.g., where a student-complainant was assigned a low grade as part of the harassment), counseling services, medical services, promotion (e.g., where an employee-complainant was denied a promotion as part of the harassment), reenrollment, reinstatement, academic support services, and other measures designed to put the complainant in the position they would have been in had the harassment not occurred.

Remedies for the broader College population will be determined by the Title IX Coordinator and can include, but are not limited to, developing educational materials on sexual misconduct and this Policy for students and/or employees, increased security, conducting bystander intervention and sexual violence prevention programs, and/or issuing Policy statements.

## **VII. Appeals**

### **A. General**

Both the complainant and the respondent will be notified simultaneously and in writing of the following procedures for the respondent and the complainant to appeal the result of the hearing:

1. Both the complainant and the respondent are entitled to appeal the decision of the Hearing Officer.
2. An appeal must be filed, in writing, within five (5) calendar days of the written Notification of Outcome. The appeal should be turned in to the Title IX Coordinator.
3. Appeals of complaints in which a student is accused of sexual misconduct by another student or by a visitor/third party will be heard by the Human Resources Director. Appeals of complaints in which an employee is accused of sexual misconduct by another employee or by a third-party will be heard by the Dean of Students. Appeals of cases in which a student is accused of sexual misconduct by an employee or in which an employee is accused of sexual misconduct by a student will be heard by a qualified external reviewer. Training provided to the appellate officers can be found at Title IX Training.
4. Any party may raise issues of bias or conflict of interest with regard to the Appellate Officer. The Title IX Coordinator will weigh these issues and resolve them accordingly. No party has a right to disqualify an Appellate Officer absent a demonstrated bias or conflict.
5. The grounds for appeal are:
  - New evidence not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome.
  - The Title IX Coordinator, investigator(s), or decision-maker(s) had a demonstrated conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
  - Procedural irregularities that affected the outcome.
6. All decisions by the Appellate Officer are final.

### **B. Appellate Process**

1. The Appellate Officer will first determine whether the appeal meets the grounds for appeal. If the appeal is not based on a proper ground for appeal, it may be rejected. If so, the Appellate Officer will notify all parties within 10 business days of the appeal filing that the appeal will not be reviewed.
2. If the appeal satisfies the grounds for appeal, the Appellate Officer will notify the other party within five (5) calendar days of receipt of the appeal and provide them an opportunity to respond to the appeal within the next five (5) calendar days.
3. The Appellate Office will make a finding on the appeal within 15 business days of the appeal being filed, unless extended for good cause. If the timeframe for the decision is to be extended, the Appellate Officer
4. will notify the parties of the extension and the reasons for it.
5. The complainant and the respondent will be notified simultaneously and in writing of the result of the appeal and the reasons for the result.

## **VIII. Recordkeeping**

The College will create, and maintain for a period of seven years, records of each sexual harassment investigation, including:

- any informal resolution and the result therefrom
- any determination regarding responsibility and any audio or audiovisual recording or transcript
- any disciplinary sanctions imposed on the respondent



- any remedies provided to the complainant
- any appeal and the result therefrom

The College will also create, and maintain for a period of seven years, any actions, including any supportive measures, taken in response to all reports or formal complaints of sexual misconduct. If the College does not provide a complainant with supportive measures, the College will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

# Appendix B

## Procedures for Discrimination and Harassment Complaints

These procedures apply to reports and complaints of discrimination, harassment, and retaliation as defined in Section III of the Policy, *except* those involving Title IX sexual misconduct (which are handled under Appendix A, *Procedures for Title IX Sexual Misconduct Complaints*). They also apply to reports and complaints of retaliation.

### I. Rights

#### Rights Of The Complainant

When an applicant, student, employee, or visitor or other third party (when the visitor/third party is participating or attempting to participate in a College program or activity) files a discrimination or retaliation complaint, the College will provide the complainant a written explanation of their rights, including:

- The right to a prompt, fair, and impartial investigation of all credible complaints.
- The right to not be discouraged by College officials from filing a complaint.
- The right not to be retaliated against for filing a complaint in good faith.
- The right to know the evidentiary standard the College applies during the complaint resolution process is the preponderance of the evidence standard. .
- The right to reasonably prompt time frames for completion of the investigation process (generally 60 calendar days), recognizing this is influenced by the facts and circumstances; written notice will be provided for any extension of time frames for good cause, including the reasons for any extension.
- The right to have an advisor or advocate of the complainant's choice accompany and assist throughout the complaint resolution process.
- The right to an outcome based solely on the preponderance of reasonably available and relevant evidence presented during the complaint resolution process.
- The right to petition that anyone involved in the complaint resolution process be removed on the basis of demonstrated bias.
- The right to be informed of the outcome and sanction within the bounds of what is legally permissible.
- The right to appeal the finding and sanction in accordance with this Policy.
- Assurance that the College will take steps to prevent recurrence of any discrimination, harassment, or retaliation and, when appropriate, to remedy the discriminatory effects on the complainant and others involved/affected.

The above explanation of rights will also be provided to an applicant, student, employee, or visitor or other third party (regardless of whether the visitor/third party is participating or attempting to participate in a College program or activity) who files a complaint of harassment, as well as the following information:

- Options for available assistance in and how to request supportive measures. The College will provide such measures regardless of whether the complainant chooses to report the alleged conduct to Campus Security or local law enforcement.
- For harassing conduct that might be criminal in nature, the option to notify proper law enforcement authorities, including Campus Safety and local police.
- If a student or employee submits a Personal Protection Order (PPO) to Campus Safety, Campus Safety will notify Wayne State or Detroit Police if the PPO is violated.

#### Information for the Respondent

When the respondent is associated with the College, the respondent will be provided with the following information:

- The right to a prompt, fair, and impartial investigation of all credible complaints.
- The right to know the evidentiary standard the College applies during an investigation is the preponderance of the evidence standard, which means that the evidence must show that more likely than not, the alleged discrimination, harassment, or retaliation did occur.

- A presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint resolution process.
- The right to a reasonably prompt time frame for completion of the resolution process (generally 60 calendar days), recognizing this is influenced by the facts and circumstances; written notice will be provided for any extension of time frames for good cause, including the reasons for any extension.
- The right to an outcome based solely on a preponderance of the reasonably available and relevant evidence presented during the complaint resolution process.
- The right to written notice of the outcome and sanction of the hearing.
- The right to appeal the finding and sanction in accordance with this Policy.
- The right to petition that anyone involved in the complaint resolution process be removed on the basis of demonstrated bias.
- For individual respondents:
  - Options for available assistance in and how to request supportive measures.
  - The right not to be retaliated against for participating in the complaint resolution process.
  - The right to have an advisor or advocate accompany and assist throughout the process

**Disability accommodations:** Parties and witnesses with documented disabilities have a right to reasonable disability- related accommodations needed in order to participate in the complaint resolution process. To request such accommodations, students should contact the Dean of Students and employees and others should contact the Human Resources Director.

## II. Supportive Measures in Harassment Matters

Students and employees of the College can contact the Office for Institutional Equity and Inclusion to request supportive measures. Supportive measures are available to a complainant before or after the filing of a complaint or where no complaint has been filed, and to an individual respondent after a complaint has been filed.

## III. Complaints

Complaints of discrimination, harassment, and retaliation can be filed with the Office for Institutional Equity and Inclusion or Office of Human Resources.

Deirdre Young  
 Assistant Dean for Institutional Equity and Inclusion  
 313-664-1489  
[ddyoung@collegeforcreativestudies.edu](mailto:ddyoung@collegeforcreativestudies.edu)

Raquel Diroff  
 Human Resources Director  
 Office of Human Resources  
 313-664-7651  
[rdiroff@collegeforcreativestudies.edu](mailto:rdiroff@collegeforcreativestudies.edu)

Complaints of discrimination (including discrete acts of retaliation) must be filed within one (1) year of the date of the alleged discrimination. Complaints of harassment (including retaliatory harassment) can be filed as long as the respondent remains a part of the College community. However, the sooner a complaint is filed, the more effectively it can be investigated, e.g., while witnesses are still available, memories are fresh, and documentation may still be available.

The College may dismiss a complaint (or any allegations within the complaint) if:

- The complainant subsequently asks to withdraw it;
- In harassment cases, the respondent is not or is no longer enrolled in or employed by the College (in which case the College may have no way to gather sufficient evidence to make a determination); however, if the respondent subsequently seeks to reenroll or be rehired, the complaint may be reopened and the complaint resolution process completed as a condition for reenrollment/rehire.

In any case in which the College dismisses a complaint, the College will provide simultaneous written notice to both parties, including the opportunity to appeal as set out in Section V below.

The College will utilize all relevant internal disciplinary and administrative processes, as well as external criminal and civil reporting mechanisms, deemed appropriate when information pertaining to discrimination, harassment, or retaliation is reported. The investigator shall resolve all alleged violations of the Student Code of Conduct, the Staff Handbook, or the Faculty Handbook arising from the same set of circumstances as the allegations of conduct prohibited by the Policy.

Members of the College community are expected to cooperate in the College's investigations. Investigations will proceed based on reasonably available information. The College will not restrict the ability of either party to discuss the allegations under investigation with others or to gather and present relevant evidence.

If a minor is either a complainant or a respondent, the College will notify the minor's parent(s) of all proceedings in this Policy and allow them to participate in those proceedings.

Any member of the College community who knowingly files a false report of sexual misconduct or harassment, or who knowingly provides false information to or intentionally misleads College officials who are investigating or hearing a report of alleged discrimination, retaliation, sexual misconduct, or harassment, is subject to disciplinary action, up to and including discharge for employees and dismissal for students.

The investigation and resolution of a complaint will be completed within a reasonably prompt timeframe—generally, within 60 days of receipt of the complaint. The College may extend this timeframe or any component timeframes for good cause. If the College requires an extension of a timeframe, the College will provide written notice to the complainant and respondent and provide the reason for the delay.

## **A. Notice**

Upon receipt of a complaint covered by Appendix B, the Office for Institutional Equity and Inclusion will provide written notice to the complainant and to the respondent that includes:

1. An explanation of the complaint procedures.
2. A description of the allegations.
3. For harassment complaints, a statement that the individual respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the investigation and hearing.
4. An explanation that any parties to a complaint may have an advisor of their choice (who may be, but is not required to be, an attorney).
5. Information about Section V of the Policy, regarding the prohibitions against retaliation and against knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the Office decides to investigate allegations that were not included in the original notice, the Office will provide written notice of the additional allegations.

## **B. Investigation Standard**

Complaints under these procedures will be assessed using the preponderance of evidence standard -- the evidence must show that, more likely than not, the alleged discrimination, harassment, or retaliation did occur.

## **C. Investigative Process**

Complaints of alleged discrimination, harassment, and retaliation covered by these procedures are investigated under the oversight of the Office for Institutional Equity and Inclusion and, where employees are involved, the Office of Human Resources. The Office for Institutional Equity and Inclusion will appoint a qualified investigator to conduct the investigation and prepare an investigative report. The parties to a complaint may raise issues of bias or conflict of interest with regard to the investigator or anyone from the College involved in conducting or managing the complaint resolution process. The Office for Institutional Equity and Inclusion will weigh these issues and resolve them accordingly. No party has a right to disqualify an individual involved in the complaint resolution process absent a demonstrated bias or conflict.

The investigation process includes:

1. Providing the complainant with the opportunity to meet with the investigator and/or to provide a written statement.
2. Providing the respondent with the opportunity to meet with the investigator and/or to provide a written statement.
3. After meeting with the complainant and the respondent or receiving their written statements, the investigator will gather and review any additional information and documents the investigator deems relevant, including but not limited to student and personnel files, witness statements, law enforcement and investigation documents, and additional statements from the complainant and the respondent. In any meetings or conversations with the investigator, any party to a complaint can be accompanied by an advisor of their choice (who may be, but is not required to be, an attorney). However, an advisor cannot speak for the party they are advising; rather, the advisor's role will be limited to quietly conferring with the party.
4. The investigator will create a preliminary investigation report summarizing the relevant evidence collected.
5. The preliminary investigation report will be provided to the complainant and the respondent, with five (5) business days to respond with any information they deem to be incorrect or incomplete, or to provide additional information that they believe should be included.
6. The investigator will address the parties' responses to the preliminary investigation report and conduct additional investigation if warranted. If the investigator collects additional evidence, the investigator will give the parties an opportunity to review and respond.
7. The investigator will then create a final investigation report which will contain recommended findings.
8. The final investigation report will be forwarded to the Review Board for final determination.
9. The complainant and respondent may request a written update at any point from the Office for Institutional Equity and Inclusion.

## **IV. Review Board**

### **A. Standard**

The purpose of the Review Board is to determine if, more likely than not, discrimination, harassment, or retaliation occurred. This determination is made by the Review Board as an outcome of the Review Board process outlined in section IV.C.

### **B. Review Board**

The Review Board will make a final determination on the case based on the report prepared by the investigator. The Review Board will be comprised of three members. Depending on the allegations in the complaint and the individuals involved, the Review Board may be comprised of the Assistant Dean for Institutional Equity and Inclusion, Human Resources Director, Dean of Students, Vice President for Enrollment and Student Services, and Vice President for Administration and Finance.

Any party may raise issues of conflicts of interest with regard to the Review Board. The Office for Institutional Equity and Inclusion will weigh these issues and resolve them accordingly. No party has a right to disqualify a Review Board member absent a demonstrated bias.

### **C. Review Board Process**

The Review Board will review the final investigation report to determine whether:

1. The investigation was conducted in a fair, impartial, and reliable manner;
2. The information is sufficient and supports the factual findings; and
3. There is a rational basis, applying the preponderance of evidence standard, for the recommended finding(s).

In reaching a determination the Review Board may elect to meet with the investigator, but may not conduct its own investigation.

After the Review Board has concluded its review of the final investigation report and any additional information requested about the investigation, the Review Board shall either affirm or reject the investigator's finding(s). Should the Review Board reject the investigation report in whole or in part, the Review Board may:

1. Modify the investigation report accordingly;
2. Request that further investigation be undertaken by the same or another investigator;

3. Request that a de novo investigation be conducted.

If the Review Board determines that the investigator properly concluded that there is insufficient information to find, by a preponderance of the evidence, that a Policy violation occurred, the Review Board will affirm the finding.

If the Review Board determines that the investigator properly concluded that there is sufficient information to find, by a preponderance of the evidence, that a Policy violation occurred, the Review Board will coordinate with other College officials regarding any remedies to be provided to the complainant and, in cases of harassment, any sanctions for the respondent (see Section IV.E below). These measures will be designed to eliminate the discrimination, harassment, and/or retaliation, prevent its reoccurrence, and remedy its effects. Sanctions or interventions may also serve to promote safety or deter individuals from similar future behavior.

## **D. Notice Of Outcome**

The Notice of Outcome prepared by the Review Board will inform the complainant and the respondent of the outcome of an investigation. The Notice, which shall be provided simultaneously and in writing to all involved, will contain: (1) whether the alleged discrimination, harassment, or retaliation occurred, (2) to the extent permitted by the Family Education Records Privacy Act (FERPA), any individual sanctions imposed, (3) other steps the College has taken to prevent further violations of the Policy, and (4) any appeal rights as described in Section V below. The Notice of Outcome provided to the complainant will identify any individual remedies offered to them.

## **E. Sanctions/Remedies**

Remedies for student and third party/visitor complainants (where the third party/visitor is participating in or attempting to participate in a College program or activity) will be determined by the Dean of Students; remedies for employees will be determined by the Human Resources Director. Remedies can include, but are not limited, to housing changes, changes in grades, counseling services, medical services, promotion (e.g., where an employee-complainant was denied a promotion as part of the harassment), enrollment or reenrollment, reinstatement, academic support services, and other measures designed to put the complainant in the position they would have been in had the discrimination, harassment, or retaliation not occurred.

In cases of harassment (including retaliatory harassment), sanctions for student respondents will be determined by the Dean of Students and included in the Notice of Outcome to the extent permitted by FERPA. Sanctions for employee respondents will be determined by the Human Resources Director and included in the Notice of Outcome. The range of sanctions under this Policy include, but are not limited to, institutional probation, no contact orders, counseling, training or other developmental assignments, removal from class(es), housing, or suspension/dismissal/termination from the institution.

Remedies for the broader College population will be determined by the Office for Institutional Equity and Inclusion and can include, but are not limited, to developing educational materials on discrimination, harassment, and retaliation and this Policy for students and/or employees; increased security; conducting bystander intervention and prevention programs; and/or issuing Policy statements.

## **V. Appeals**

### **A. Procedure**

Both the complainant and, in cases of harassment, the individual respondent are entitled to appeal the decision of the Review Board. The Notice of Outcome will include the following information:

1. An appeal must be filed, in writing, within 5 business days of the written Notification of Outcome. The appeal should be turned in to the Assistant Dean, Office for Institutional Equity and Inclusion.
2. The College leadership team (President, Provost, Vice President of Academic Affairs, Vice President of Enrollment and Student Services, Vice President of Administration and Finance, and Vice President of Institutional Advancement) will serve as the Appeal Body unless they participated in the Review Board determinations. A member of the leadership team may also recuse themselves if a relationship with a party would compromise the impartiality of the appeal. Any party may raise issues of conflicts of interest with regard to the Appeal Body. The Assistant Dean, Office for Institutional Equity and Inclusion, will weigh these issues and resolve them accordingly. No party has a right to disqualify an Appeal Body member absent a demonstrated bias.

3. The Appeal Body will first determine whether the appeal meets the grounds for appeal in Section V.B below. If the appeal is not based on a proper ground for appeal, it may be rejected. If so, the Appeal Body will notify all parties within 10 calendar days of the appeal filing that the appeal will not be reviewed.
4. If the appeal satisfies the grounds for appeal, the Appeal Body will make a finding on the appeal within 15 business days of the appeal being filed. The complainant and, in cases of harassment, the individual respondent will be notified simultaneously and in writing of the results and when such results become final. If the timeframe for the decision is to be extended, the Appeal Body will notify the parties of the extension and the reasons for it.
5. All decisions by the Appeal Body are final.

In cases in which a College office, department, or other organizational unit was accused of discrimination, harassment, or retaliation, that unit cannot appeal a finding of a violation of this Policy or of the remedies imposed.

## **B. Grounds For Appeal**

1. New evidence not reasonably available at the time the decision regarding dismissal or violation of the Policy was made that could affect the outcome.
2. Those involved in the complaint resolution process had a conflict of interest or bias that affected the outcome of the matter.
3. Procedural irregularities that substantially affected the outcome.

## Sex Offenders

In accordance to 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, Campus Safety 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 Michigan, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police.

The Sex Offender and Crimes Against Minors Registry (SOR) for VIOLENT SEX OFFENDERS is available via Internet pursuant to Section 19.2-390.1, (D), of the Code of Virginia. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.**

The Michigan State Police is responsible for maintaining this registry. Follow the link below to access the Michigan State Police website.

[http://www.communitynotification.com/cap\\_main.php?office=55242/](http://www.communitynotification.com/cap_main.php?office=55242/)

## Motor Vehicle Assistance Programs

Motor Vehicle Assistance Program Dead car battery? Don't worry.

The Campus Safety and Security Department has a portable battery pack capable of "jump starting" your vehicle in case your battery died. They will also fill your tires with air and provide free windshield washer fluid in the winter at no charge. To take advantage of this service call the Campus Safety office and let them



# Fire Safety Policies, Statistics and Logs Policies Updated August 2017

## Housing Facility Fire Systems

Both housing facility fire systems are housed in a central system monitored by the College for Creative Studies Campus Safety Office 24 hours a day, seven days a week.

The Art Centre Building is fully sprinkled with a fire pump and also includes fire hose risers and pull stations. There are fire extinguishers and horn/strobes in every suite, on each floor. The fire alarm system is inspected in accordance with NFPA 25 and maintained by Simplex Grinnell.

The Taubman Center's fire system was installed in 2009 and met all Life Safety System, State, and City Codes required when installed. The fire system is fully suppressed and has a sprinkler system. This fire system also includes smoke detectors in each room, annunciators, and strobe lights. Each floor has fire extinguishers and pull stations also found in the hallway. The fire alarm and sprinkler system is inspected in accordance with NFPA 25 and maintained by Simplex Grinnell.

Residents should not hang anything from sprinkler heads or in a manner that would block the coverage of the sprinkler water flow. Nothing should be stored within 18 inches of the ceiling according to NFPA code.

## Fire Safety Education

Each year at move-in, residents attend a housing orientation in which students are instructed on the fire evacuation procedures. For the students who have kitchens, they are also told that they have fire extinguishers to use if needed. Those who do not have kitchens are instructed where the extinguishers are located on the floor. They also hear an example of the alarm and are instructed to follow the evacuation procedures, call 911 and let Campus Safety know if there is an actual fire in their suites.

If a resident knows that their suite is responsible for the fire alarm, they are asked to notify the front desk of the cause and if the alarm is an active fire or a false alarm.

## Fire Policy Restrictions

The following restrictions have been put in place to ensure proper precautions to reduce fire in the residence halls.

### Smoking

Student housing is a Smoke Free Environment. All areas, including all suites, stairwells, hallways, and elevators and 15 feet from doorways are non-smoking. Residents and guest found smoking in student housing will be subject to fines and/or judicial action.

### Hookahs & Water Pipes

Hookahs and water pipes are not allowed in student housing. If they are found in your suite, they will be confiscated by Student Life Staff and not returned.

### Vaporizers and Electronic Cigarettes

The use of vaporizers and electronic cigarettes is prohibited from all College buildings include the residence halls. Use of these products is restricted in the same manner as tobacco products and must be used outside more than 15 feet from doorways.

### Wax

Students are not allowed to melt wax or work with melted wax in student housing.

### Incense

Due to the fire hazard incense presents, it is not permitted in student housing. If incense is found in your suite it will be confiscated by Student Life Staff and not returned.

### Candles

Due to the fire hazard candles present, candles are not permitted in the student housing. If candles are found in your suite they will be confiscated and disposed of by a member of the Student Life Staff in addition to having to meet with a judicial officer in regards to your offense.

### Electronics

Residents are advised to have surge protectors on all electrical equipment that could result in damages from a power surge. It is highly advised that surge protectors be used with stereo equipment, computers, televisions, DVD players, microwaves, etc.

### **Lamps**

Halogen lamps are not permitted in student housing. Residents are to supply their own lamps for their suite. If halogen lamps are found in suites, the lamp will be confiscated and not returned.

### **Lighting**

The placement of any material in or around facility lighting, inclusive of lights in resident rooms will be in violation of the Fire Safety Code.

### **Machinery**

Machinery that is required to run on gasoline (or any other flammable substance) is not permitted in the student housing.

### **Dangerous Items**

Items including, but not limited to fireworks, firearms, explosives, toxic substances, highly flammable substances, knives, and other weapons are prohibited from use or storage in the residence hall. Any item that may be considered a dangerous item, and is needed for academic reasons must be used solely for its intended academic purpose, and have the prior approval of the Residence Life Coordinator to be kept or used in the building.

### **Motorcycles**

Motorcycles, mopeds, or other gasoline-powered vehicles are not to be stored in student housing. These vehicles can be parked in the parking garage.

## **ACB-specific Policies**

### **Cooking**

Students are to keep the cooking area in their suites clean, safe, and healthy.

### **Radiators**

When the weather gets cold you can regulate the heat in your suite by opening and closing your radiators. If your radiator does not have a knob to open and close the valve or if your radiator makes a hissing noise, notify the Housing Office or an RA. Do not store items on top of or near radiators, especially flammable or pressure contained items. The completed renovations of the ACB will eliminate all radiators from the suites and will be replaced by modern HVAC units.

## **Taubman and St. Regis-specific Policies Cooking**

### **Cooking**

Students are not allowed to use any open coiled kitchen appliances in their suites. This includes George Foreman style grills, toasters, toaster ovens, hot plates, pizza ovens or any other open coiled appliance. You may bring a microwave, mini refrigerator, coffee pot, rice cooker, and crock-pot. For further verification that a kitchen appliance is allowed, please contact the Residence Life Coordinator. Items that are not allowed and found in housing will be confiscated and not returned.

## **Evacuation Procedures**

Evacuation upon the sounding of the fire alarm system is required. Failure to evacuate housing when an emergency alarm is sounding is a violation of the resident agreement and federal regulations. Residents are expected to become familiar with the evacuation procedures during their first few hours in residence. If the evacuation instruction information (found on the back of the room door) is illegible or missing, residents should contact the Residence Life Coordinator immediately for a replacement. Residents are expected to attend all housing meetings referencing safety training.

When evacuating you should:

1. **Yell for your suitemates** to ensure that they hear the fire alarm.
2. **Close your door** behind you so that if the fire spreads to your floor the door will deter its speed.
3. **Knock on the doors to the other suites on your floor.** You should not wait for your suitemate or floor mates before you evacuate the building.

4. **Do not use the elevator when evacuating.** Please use either sets of stairs located on each floor.
5. Once you have left the ACB, you should proceed to the cafeteria and wait for further instructions from Student Affairs Staff. If you are evacuating from the Taubman Center, please go to the parking lot between Cass and Woodward for further instructions. **Resident Assistants and/or Campus Safety personnel will determine when it is safe to re-enter the building.**

### Carelessness Related to Fire Alarms

Residents who are responsible for repeatedly showing carelessness and causing the fire alarm to sound will be charged a fine. A charge of \$50 may result the second time an alarm is set off due to carelessness and/or negligence, and the third time the resident may be asked to vacate student housing.

### Drills for 2020

Art Centre Building Student Housing - 2

Taubman Center Student Housing - 2

### Student Housing Fire Statistics for 2020

Building	Date/Time	Cause	Injuries	Deaths	\$ Damage
Art Centre Building	None Reported				
Taubman Center Housing	None Reported				

### Student Housing Fire Statistics for 2019

Building	Date/Time	Cause	Injuries	Deaths	\$ Damage
Art Centre Building	None Reported				
Taubman Center Housing	None Reported				

### Student Housing Fire Statistics for 2018

Building	Date/Time	Cause	Injuries	Deaths	\$ Damage
Art Centre Building	None Reported				
Taubman Center Housing	None Reported				