

LAWRENCE TECHNOLOGICAL UNIVERSITY
Southfield, Michigan



2009 ANNUAL SECURITY REPORT

POLICIES AND PROCEDURES



Submitted by the Lawrence Technological University
Department of Campus Safety
Division of Finance and Administration
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Statement of Procedures & Information

Lawrence Technological University (LTU) Policy on Campus Safety and Security

In order to comply with the Jeanne Clery Disclosure of Campus Safety and Security Policy Act, also known as the “Clery Act” LTU publishes this Annual Security Report. The report’s intended purpose is make the University community aware of LTU’s policies concerning it’s response to reports of crime and to provide crime statistics for events occurring on campus, in residence halls, University owned buildings, public property surrounding University property and on property adjoining the campus. The University community is defined as students, staff, faculty, vendors on campus and other parties that may frequent the campus or have an interest therein.

Policy Concerning Timely warnings

- In the event that a situation arises on or near the campus that, in the judgment of the senior most member of the University’s administration on campus at the time or who may be reached by telephone constitutes an on going or continuing threat, a campus wide “timely warning” will be issued. Through a combination of e-mails, e-tech news bulletins, personal notice, meetings, flyers or other such methods as deemed expedient as noted below.

Policy on Notification of Significant Emergency or Dangerous Situation (**New 2008**)

- **LTU Community Notification System**
This system is designed to notify large numbers of people quickly. *We highly recommend you sign up.* The system will be activated when there is a *significant emergency or dangerous situation that involves an immediate threat on campus, non-campus buildings or properties and public property.* It will also be activated for weather or related school closings. **The system will not be used to send routine messages.** You may elect to have a text message (SMS) sent to multiple cell phone numbers and/or multiple e-mail addresses. To receive notification messages please go to the LTU Campus Safety home page http://www.ltu.edu/campus_safety and click on **Subscribe to Alert System**

Policy on Immediate Emergency Response and Evacuation Procedures

- **Immediate Emergency Response**
In the event of an emergency and depending on the type of emergency presented the initial response will be made by either LTU Campus Safety, City of Southfield Police, City of Southfield Fire Department or City of Southfield Life Support (EMS).
- **Evacuation Procedures**
Evacuate the building at the sound of a fire alarm, at the direction of a Campus Safety Officer or Alert by the LTU Community Notification System.

Exit using the marked exits for your floor and building. Know the exit routes from your work area.

Leave the building immediately if the alarm sounds or if you are directed to do so. Notify first responders (police, fire or campus safety) of the location of persons with disabilities who could not evacuate.

Once outside, move to the Rally Site, and notify the Emergency Coordinator that you have evacuated. Remain at the Rally Site.

Stay up wind (wind at your back) and at least 200 feet away from the building. Do not hinder or get in the way of emergency personnel.

Do not re-enter the building unless instructed to do so.

Emergency Response Yearly Test

On April 7, 2009 at 2:08 PM The University received a bomb threat targeted at the Science building. Bomb threats fall under a Level 3 under the University's Emergency Response Plan. Using the National Incident Management System (NIMS) Various staff and Management assumed their roles outlined in the Emergency Response Plan during the incident. A campus wide alert was sent informing people that the Science building was closed. People were required to leave the building and all entrances were secured by Campus Safety. In less than an hour the Southfield Police had their bomb dog on the scene. The dog swept the building and did not alert to explosives, A validation test was performed on the bomb dog and the dog did alert for explosives during the validation test. At 4:08 PM the building was re-opened.

Emergency Response Plan

Reviewed October 2009

PURPOSE

The Emergency Response Plan (ERP) establishes a framework for Lawrence Technological University (Lawrence Tech) to respond quickly, safely and effectively to emergencies. The ERP includes assessing an emergency situation, coordinating a response effort, minimizing adverse effects and ensuring that individuals are informed and accounted for, safely evacuated and/or sheltered. The plan incorporates the regulatory requirements concerning the development and implementation of a campus emergency plan into one meaningful and useful document.

SCOPE

The ERP applies to all occupants of facilities and grounds owned, operated and/or leased by Lawrence Tech.

SITE DESCRIPTION

Lawrence Tech's main campus is located at 21000 West Ten Mile Road, Southfield, Michigan 48075. It is bordered by Civic Center Drive to the north, Ten Mile Road to the south, the Lodge Freeway (M10) to the east and Circle Drive to the west. The campus is vulnerable to:

- Weather related emergencies
- Power outages
- Criminal activity
- Personal injury accidents
- Property damage accidents
- Automobile collisions
- Hazardous material incidents
- Transportation incidents, medical emergencies
- Fires, bomb threats, floods
- Aviation event (due to proximity of tall buildings)

EMERGENCY MANAGEMENT OPERATIONS

In the event of an emergency, a hierarchy of responsibility has been determined to manage resources, analyze information and make decisions.

Authorities and Chain of Contact

- By authority of the University's Board of Trustees, the President is authorized to use executive authority in a crisis to restore order and stability to the campus.
- In the instance of a crisis or emergency, the Director of Campus Safety will be immediately notified.
- In the event the Director of Campus Safety is unavailable or incapacitated, the Dean of Students will be immediately notified.
- In the event the Dean of Students is unavailable or incapacitated, the Provost will be immediately notified.

- In the event the Provost is not available or incapacitated, the Assistant Provost will be immediately notified.
- In the event the Assistance Provost is unavailable or incapacitated, the Vice President for Finance and Administration or the Vice President of University Advancement will be immediately notified.

Emergency Director

It is the responsibility of the senior University Officer or until such time as the President is in a position to do so, to assume authority as the Emergency Director as soon as a situation makes that action appropriate. The Emergency Director, either alone or in concert with the Emergency Management Group (see below), shall have the authority to determine the short and long term effects of any emergency, order the evacuation or shut down of a facility, interface with outside organizations and the media, issue press releases, procure such services and make available such assets that may be required.

Emergency Management Group (EMG)

The Senior Officer of the University will form the Emergency Management Group (EMG). Members of the EMG who are not on site are expected to make themselves available for assignment immediately upon notification or upon learning of the crisis. The EMG is responsible for large scope interpretations of the emergency. EMG controls all incident-related activities, assesses the situation, directs implementation of the plan, determines response activities, activates resources, orders evacuations, oversees all response activities, and declares when an incident is 'over.'

Incident Commander and Advisory Incident Commander

Director of Campus Safety and, in an advisory capacity, the Director of Campus Facilities (ARAMARK), or designate(s) shall function as Incident Commanders and as Advisory Incident Commanders. The Incident Commander and the Advisory Incident Commander are responsible for the technical planning, front line management and execution of the University's response to the emergency. The EMG supports the Incident Commander and Advisory Incident Commander by allocating resources, decision-making and interfacing with the University population, outside community, and the media.

It is the continuing responsibility of the Incident Commander and the Advisory Incident Commander to maintain ongoing communication with agencies of emergency services and other appropriate authorities as potentially disruptive events develop.

The Emergency Director, personally or by express delegation, can, through the Incident Commander:

- Request police, fire, life support, ambulance, environmental, health or any such other agency or organization as deemed necessary for assistance.
- Maintain designated communications equipment for use in event of such occurrences.
- Provide private telephone numbers as the occasion demands.
- Coordinate with on-site emergency service providers.
- Direct the Campus Safety Department, in conjunction with the Advisory Incident Commanders, to provide such services from the Campus Facilities Department as needed to coordinate with emergency providers.

- Provide, or direct that it be provided, such items as may be necessary to protect life, University property or other factors or assets as may be determined to be in the best interest of the University.

Emergency Operations Center (EOC)

The Emergency Director and the Emergency Management Group shall staff the Emergency Operations Center (EOC) as well as such additional staff as needed. The EOC shall determine the location of the Emergency Operations Center and immediately make that location known to the Emergency Management Group, the Incident Commander and the Advisory Incident Commander.

Located in the EOC shall be communications equipment, a copy of this plan, phone or contact lists, including the home phone, cell phone or pager numbers of the Emergency Management Group, Incident Commander, Advisory Incident Commander and their designates, emergency agency contact list, instructions for incident response and ancillary items such as a direct line telephone that is not connected to the University phone system, blue prints, campus maps, barricades, barrier tape, warning signs, portable hand held communication radios, portable battery powered AM/FM radio, portable public address system, first aid kit, campus telephone directory and local telephone directory, including the yellow pages and other such items as deemed appropriate.

LEVELS OF EMERGENCY AND RESPONSE

Levels of Emergency

Level 1	A minor department or building incident that can be resolved by the responding service unit. This may require calling in personnel and notifying the department where the problem occurred. (Example: Physical Plant responds to a broken water pipe.)
Level 2	A department or building incident that can be resolved with existing University resources or limited outside help. A Level 2 incident is usually a one-dimensional event that has a limited duration and little impact on the campus community beyond those using the space/building in which the incident occurred. (Examples: Minor chemical or fuel oil spill, building loss of heat or electric for several hours, or a minor fire confined to a room and not involving hazardous chemicals.)
Level 3	Situations which are primarily people, rather than infrastructure, focused. In particular, student issues can become quite complex because of varied institutional and student support responses that must be coordinated. (Example: Assaults, sexual assaults, building/office occupation, bias and hate crimes, or bomb threats.) In these situations, specific departmental plans may be implemented.
Level 4	A major emergency that impacts a <u>sizable</u> portion of the campus and/or outside community. Level 4 emergencies may be single or multi-hazard situations, and often require considerable and timely coordination both

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	inside and outside the University. Level 4 emergencies also include imminent events on campus or in the general community that may develop into a major University crisis or a full disaster. (Example: Heating plant failure, extended power outage, severe storms, major fire, contagious disease outbreak, or domestic water contamination.)
Level 5	A catastrophic emergency event involving the entire campus and surrounding community. Immediate resolution of the disaster, which is usually multi-hazard, is beyond the emergency response capabilities of campus and local resources. (Example: Earthquake, major hurricane, or act of terrorism that require state and federal assistance.)

Response to Levels of Emergency

Level 1 or 2	Level 1 events are reported through normal channels. (Campus Facilities for building issues; Information Technology Service Delivery for telephone problems, etc.). These events are handled based upon established departmental practices. A Level 2 incident will be handled in a similar way, but may necessitate several departments being involved in order to re-establish normal operations.
Level 3	University administrative staff evaluate Level 3 situations. This group is convened by the Senior Administration (President or Provost, Vice President for Finance and Administration, Dean of Students or the Director of Campus Safety). Certain situation that emerge as minor have the potential to evolve into a major crisis if not appropriately handled. Level 3 situations can be complex because of the varied institutional, student, and community responses that must be coordinated. (Examples: Assaults, sexual assaults, building/office occupation, hate crimes, bomb threats, controversial speakers, symbolic structures, and bias related crimes.)
Level 4 or 5	When a Level 4 or 5 emergency has been declared, the President or Provost (or next on-campus Senior Executive Officer) shall determine if the Emergency Response Plan is enacted. Prior to enacting the Emergency Response Plan, on-scene respondents are authorized to make necessary operational decisions and to commit resources to mitigate and control the crisis. Campus Safety and/or Campus Facilities may also request help from other departments on an emergency basis, including asking that staff be pulled off less critical assignments to assist.

Predicted Emergency

The Senior Executive Officer on campus may enact the Emergency Response Plan if conditions permit and the impending emergency situation provides ample time, or if time is of the essence. (Example: Anticipated major snow or ice storm.)

RESPONSIBILITIES

Deans, Directors and Department Heads

Every dean, director and department head may appoint a specific person as Building/Facility Coordinator for every activity under their control, and has the following general responsibilities prior to and during any emergency:

Emergency Preparedness

- Building evacuation information shall be distributed to all employees with follow-up discussion, on-the-job training or explanations, as required. Resources: Lawrence Tech Specific Building Evacuation Plans.
- Time should be allowed for training employees in emergency techniques such as: fire extinguisher usage, first aid, CPR, and building evacuation procedures. Resources: Lawrence Tech Campus Safety, Lawrence Tech Specific Building Evacuation Plans.

Emergency Situations

- Inform all employees under their direction of the emergency condition.
- Evaluate the impact that the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
- Maintain emergency telephone communications with officials from their own area (or from alternate site if necessary).

Dean of Students

The Dean of Students is responsible for the emergency response effort in the Residence Halls. The Director of Housing and the Residence Hall Coordinators will assist the Dean of Students in executing the following activities:

- Prepare and train staff and students on emergency preparedness.
- Provide emergency equipment and supplies.
- Conduct practice drills.
- Provide means to notify staff and students of emergency conditions and operational direction during actual emergency.
- Prepare and coordinate on-site emergency medical and first aid.
- Coordinate and keep the Director of Campus Safety and Director of Campus Facilities informed of all appropriate plans.

Faculty and Staff Supervisors

Each faculty and staff supervisor has responsibility for the following:

- Educate their students and/or employees concerning University emergency procedures as well as evacuation procedures for their building and/or activity.
- Inform their students and/or staff of an emergency and initiate emergency procedures, as outlined in this guide.
- Evaluate, survey and estimate their assigned building facility or activity in order to determine the impact a fire or other calamity could have on their facility. Report all safety hazards to Campus Safety. Work orders to reduce hazards and to minimize accidents should be promptly submitted to the Office of Campus Facilities.

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- **IMPORTANT:** Inform all students, staff and faculty to conform to building evacuation guidelines during an emergency and to report to a designated campus assembly area outside the building where a head count can be taken. (It is important that class rolls and employee attendance records are maintained.)

University Offices/Departments and City Agencies

The following University offices/departments and City of Southfield agencies are expected to assume various roles, as outlined below, to provide a coordinated response to an emergency. In some circumstances, it may be necessary to request that faculty or staff assume temporary roles outside the normal scope of their duties, taking into consideration their ability to carry out those temporary roles. It is assumed that, if any department does not have specific roles for their personnel to carry out, those personnel will automatically become part of a 'pool' of reserved personnel to assist as assigned by those coordinating the specific emergency.

Academic Deans and Chairs	Identify and resolve instructional and research issues. Coordinate necessary faculty resources.
Business Service, Campus Facilities	Identify cause and scope of loss; coordinate insurance adjustment; support Emergency Operation Center. Link with State Environmental Authorities when necessary.
Campus Facilities	Provide site and building information. Coordinate radio and pager support; reschedule classes and public events to include off campus accommodations.
Campus Safety	Provide courier services to policy and operations groups. Post signs and notices. Provide printed material as directed (letters to parents, posters, temporary procedures, etc.) Provide transportation services as required. Assist Police Services with perimeter control and related functions.
Campus Safety, Southfield Police, Southfield Fire, Southfield Life Support	Provide law enforcement, crowd control, evacuation, site security, and mobile communications. Liaison with on-site fire and medical command personnel. Treat immediate injuries. Establish Medical Command if multi-injury situations.
Dean of Students, Marketing and Public Affairs	Coordinate student notification and response. Liaison with parents. Provide media coordination and spokesperson.
Dining Services	Coordinate dining services for dislocated personnel and emergency workers.
Information Technology Service Delivery (ITSD)	Coordinate temporary telephone, fax, and computer hookups communication. Provide 'broadcast' capability for phone mail. Arrange phone bank for necessary student call-outs to family. Activate '800' number if necessary.
Providence Hospital	Provide medical support and mental health counseling. Assist in providing services to those with minor injuries and provide trauma support. Coordinate with first aid services. May be

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	asked to assist/provide onsite medical triage.
Purchasing Department	Obtain emergency goods and services, including pick-up and delivery to site of emergency.
Registrar's Office	Create temporary identification/access credentials as requested. Determine methods/means of record safeguards.
Residential Life (Housing)	Coordinate housing operations, including any temporary shelters.
Ridler Field House	Coordinate use as a staging area, open bay temporary shelter, and/or temporary morgue.
University Counseling	Assist employees and students in coping with trauma.
University Dining Services	Coordinate dining services for dislocated personnel and emergency workers.
VP Finance, Dean of Students, Director of Housing, Campus Facilities	Arrange for fix-up of temporary quarters for displaced units. Provide structural evaluations and repair estimates.

CRISIS COMMUNICATION PLAN

The Emergency Director shall affirm the decision of the First Responder (the individual who initially encountered the situation) as to whether or not a major crisis actually exists. The Emergency Director shall quickly gather full and accurate information as is available from the appropriate sources. If the situation requires it, affirm the initiation of the necessary contact of the appropriate emergency service provider(s). The Emergency Director shall, as soon as possible, determine what means of internal communications will be used.

The Emergency Director may, after developing a proposed plan of action, and with consideration to the elements detailed above, provide or communicate the proposed University response to the Executive Director of Marketing and Public Affairs or his or her designate.

At the earliest possible stage, and after obtaining input from the Executive Director of Marketing and Public Affairs or his or her designate, the Emergency Director shall advise all staff members and other key offices of the situation. Provided that the University is not evacuated or closed, give the administrative assistants clear instructions for handling telephone calls concerning the situation and alert them that they may be called on to perform special clerical assignments related to the crisis.

The Executive Director of Marketing and Public Affairs or his or her designate shall determine if there is a need for alternative or additional means of conveying information to the University population and the community. This may include such items as announcements on the University's home page on the Web; calls to parents of students; calls to selected other constituencies of the University; calls to newspapers; or consultation with local radio or television stations. Other means of communication, which may need to be considered, include making phone banks and modem lines available and having cellular phones and/or ham radios in an emergency.

The Executive Director of Marketing and Public Affairs or his or her designate shall direct the set-up of information files on the crisis at hand. Material related to the crisis, including clippings, statements, letters, memos and any other documents that should be included in chronological order and frequently updated staff and appropriate administrators.

Emergency Event Log

The Emergency Director shall charge that an Emergency Event Log be established. On the Emergency Event Log will be kept a description of the event, decisions made, changes or deviations from the Emergency Response Plan or the Specific Response Plan as may be required, actions taken, events that occur, all organizations, agencies or emergency service providers including contractors, media, all members of the university participating either on site or off. The Emergency Event Log shall be dated and times noted so as to provide chronological documentation of the event.

Communication Plan

Timely and accurate communication with the campus population during a Level 4 or 5 emergency (see Levels of Emergency Response section) is very important. A special Lawrence Tech Hotline Message (recorded message) has been established (248.204.222) and can be used to help communicate with those living off-campus (including faculty, staff, students, parents, and the community at large). Depending upon the nature of the emergency, the campus will be alerted through use of the broadcast capabilities of the phone mail and email systems. When appropriate, the local media will also be advised. Periodic updates will be provided through the same means. Should both the phone and data network be unavailable, staff will be dispatched from the Emergency Operations Center to alert key leaders in each building, who will be expected to alert others in the building. Emergency communications, both on and off-campus, shall be executed by the Director of Marketing and Public Affairs and his or her designate.

During a Level 5 emergency, or when the nature of the emergency suggests there will be an influx of telephone inquiries concerning the well-being of faculty, staff, and students, the incoming 800 number will be used to accommodate calls.

Declaration of an Emergency Condition

The President, Provost or University Officers in succession, shall declare a state of University Level 4 or 5 emergency when, upon recommendation from Campus Safety or Campus Facilities, as he/she deems it necessary to place into immediate effect emergency procedures and/or to close all or part of the University.

Event Termination

The Emergency Director shall direct a follow-up assessment to determine what worked, what did not work, and what changes might be made in the future for improved crisis management. If a crisis team has been called together, that total crisis team should meet after the event has been handled to review and discuss.

Life Safety—Advance Preparation

Emergency Director shall, in advance of an emergency, direct the preparation and distribution of documents that:

- Determine the location of the Emergency Operations Center and alternate Emergency Operations Center. The Emergency Director shall arrange in advance an off campus site location for an Emergency Operations Center, if possible in reasonable geographic proximity to the campus, in the event that the whole campus is rendered unusable.
- Define the titles and duties of personnel, prepare checklist of those duties.
- Define procedures and responsibility for specific events such as fire, medical and health, hazardous materials, bomb threats, severe weather, engineering hazards and any other reasonable foreseeable emergency.
- Determine the equipment and supply needs for each response situation.
- Determine the method of warning the University population that is or may be immediately in danger.
- Determine safety and security measures, including evacuations.
- Determine what training is required for emergency response personnel, including response to emergency warning systems.
- Determine a schedule for testing warning and auxiliary power sources.
- Direct departments to prepare contingent plans in the event of a shut down of the department, a complete shut down of the University, total communications failure and total power failure.
- Determine the priority of restoration of critical systems or operations.

Recovery Plan—Damage Control

Director of Campus Facilities or designate has the following responsibilities with regard to damage control:

- Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- Provide vehicles, equipment and operators for movement of personnel and supplies, assign vehicles, as required, to the Emergency Response Team for emergency use.
- Obtain the assistance of utility companies as required for emergency operations.
- Furnish emergency power and lighting systems, as required.
- Survey habitable space and, with the Purchasing Department, determine the need for or relocation of essential equipment, services and functions.
- Provide facilities with emergency generator fuel during actual emergency or disaster.
- Set up an alternative Command Post in Housing South or Arts & Sciences Building.
- Identify/develop and equip emergency shelters in campus facilities.
- Coordinate with the Purchasing Department the acquisition or rental of equipment needed to execute the Emergency Response Plan.
- Coordinate with the Purchasing Department the hiring of specialized firms in response to the emergency situation at hand.

Director of Campus Safety or designate has the following responsibilities with regard to damage control:

- Secure all damaged facilities from improper or unsafe entry.
- Coordinate with municipal, county, state and federal agencies responding to the emergency.
- Coordinate efforts with Campus Facilities.

Policy for Reporting the Annual Disclosure of Crime Statistics and Expanded Reporting of Additional Hate Crimes

- The Lawrence Technological University Department of Campus Safety collects information with respect to campus crime statistics and campus security policies. The Department Of Campus Safety will prepare, publish and distribute an annual safety security report containing information on campus crime statistics and campus security policies.
- The Department of Campus Safety will submit to the Secretary of Education a copy of the crime statistics as the Clery Act requires.
- Beginning for the reporting year of 2010 the University will report four additional "Hate Crimes" of larceny-theft, simple assault, intimidation and destruction, damage or vandalism of property.

Policy Concerning the Reporting of Criminal Offenses and Coordination with Federal, State, County and Local Law Enforcement Agencies

- The University community may report crimes at the following places:
 1. Campus Safety: The Department of Campus Safety is open and operating 24 hours per day, 365 days per year-we never close. To contact Campus Safety on the University phone system: press 911 for emergencies. You may also call Safety Central at extension 3945 or direct dial to 248-204-3945. The Department of Campus Safety is physically located on campus in the Art & Design Center, building #1 on the campus map. The building is at the north end of campus at the corner of Civic Center Drive and the southbound Northwestern Highway Service Drive. The building is open 24 hours per day and reports may be made in person. The Department of Campus Safety's address is 21000 West Ten Mile Road Southfield, MI 48075
 2. The Southfield Police Department. Using a non-University system telephone press 911 for emergencies or press 248-796-5500 for non-emergencies. If you are using a cell phone and you dial 911 you will be routed to the Oakland County Sheriff's Office, request they transfer you to the Southfield Police. The Southfield Police Department is located

2/10 of a mile east of the north end of campus at the junction of Civic Center and Evergreen Roads. The Southfield Police Department's address is 26000 Evergreen Road Southfield, MI 48037

3. Office of the Dean of Students. Using the University phone system call extension 4100. Using a non-University phone system telephone you may also reach the office at 248-204-4100. The Dean of Students Office is physically located in the Taubman Student Services Center suite C405.
4. University Psychologist. Using the University phone system call extension 4118. Using a non-University phone system telephone you may also reach the office at 248-204-4118. The University Psychologist's office is physically located in the in the Taubman Student Services Center suite C405.
5. University Counselor. Using the University phone system call extension 4116. Using a non-University phone system telephone you may also reach the office at 248-204-4116. The University Counselor's office is physically located in the in the Taubman Student Services Center suite C405.
6. Director of Residence Life. Using the University phone system call extension 3940. Using a non-University phone system telephone you may also reach the office at 248-204-3940. The University Director's office is physically located in Taubman Student Services Center suite C 405.
7. Residence Hall Coordinator University Housing North. Using the University phone system call extension 7013. Using a non-University phone system telephone you may also reach the office at 248-204-7013. The Coordinator's office is physically located on the first floor.
8. Residence Hall Coordinator University Housing South. Using the University phone system call extension 3942. Using a non-University phone system telephone you may also reach the office at 248-204-3942. The Coordinator's office is physically located on the first floor.
9. LTU Office of Human Resources. Using the University phone system call extension 2151. Using a non-University phone system telephone you may also reach the office at 248-204-2151. The Human Resource's office is physically located in the Business Services Building on the north end of campus.

Policy on Annual Fire Safety Report (Beginning in 2010)

- LTU Campus Safety in Conjunction with LTU Residence Life shall issue an Annual Fire Safety Report under separate cover from the Annual Security Report. The Annual Fire Safety Report will include statistics regarding the number of fires, causes of fires, number of fire injuries and deaths and the value of property damage created by each fire in each of the residence halls.
- As a part of the Annual Fire Safety Report information will be provided about each on campus student housing unit which will include the fire safety system in use, number of regular mandatory fire drills or false alarms resulting in a fire drill, fire safety policies, fire education programs, and plans for any needed fire safety improvements.

Policy and Procedures on Missing Persons Who Reside on Campus (New 2008)

- Residential students will be given the option of providing confidential contact information naming a person to be contacted in the event that they are officially reported as missing.
- In the event that LTU Campus Safety is notified or has received a missing person report that the residential student has been missing for more than twenty four hours shall within the next twenty four hours do one or more of the following; notify the individual named in that students confidential contact information, if under the age of 18 years notify the residential students parent(s) or guardian(s). If the residential student is over the age of 18 years and has not provided confidential contact information LTU Safety will notify the City of Southfield Police.

Policy Concerning Voluntary Confidential Reporting

- If you are a victim of crime and do not want to pursue action within the University' Student Code of Conduct Judiciary system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a report may be filed with the Director of the Department of Campus Safety without revealing your name. The purpose of filing the report is to help ensure the future safety of others. The report is also used to keep accurate records of crimes.

Policy Concerning Limited Confidential Reporting

- Reports to the Southfield Police are a matter of public record and hence cannot be held in confidence.
- Reports to the Department of Campus Safety are not subject to the Family Educational Rights and Privacy Act (FERPA), which in part protects certain student educational records. These records are however subject to subpoena. LTU cannot guarantee that these reports or records will not be subpoenaed and made public as a result or function of law.

Policy Concerning Security and Access

- LTU is a private not for profit university. As such all persons on campus other than students, staff, faculty and administration are invitees of the University. The University under its "Public Welfare and Safety Regulations" may question and expel anyone on LTU property with or without specific purpose. Those who refuse to leave University property are subject to the City of Southfield Trespass Ordinance. Public Welfare and Safety Regulations may be found later in this report and in the current Student Handbook.
- Persons having business with the University may have access to the academic and administrative buildings during normal business hours. The buildings are secured according to its particular closing time. A Dean may grant extended hours past the building's closing time at their discretion. Campus Facilities and the Department of Campus Safety perform routine safety checks for maintenance items that could affect the buildings security integrity.
- Both Residence Halls are secured 24 hours per day. Authorized persons and residents may access the buildings by use of magnetic access cards or keys. Guests are subject to the residence hall regulations regarding guests in the residence halls. Those regulations titled "Guidelines for University Living" may be obtained at the Dean of Student's Office, the Office of University Housing and at both Residence Halls. Campus Facilities, the Residence Hall Coordinators and the Department of Campus Safety perform routine safety checks for maintenance items that could affect the buildings security integrity.
- The LTU Department of Campus Safety's Director, Assistant Director, Campus Safety Sergeants and Campus Safety Officers are not sworn police or public safety officers as determined by the laws of the State of Michigan. As such members of the department have no greater arrest powers than those of an average citizen.

- The LTU campus falls under the jurisdiction of the Southfield Police Department and other state and federal agencies depending on the offense and for situations requiring a police response.
- The LTU Department of Campus Safety's staff is charged with enforcing University regulations, providing assistance, crime prevention, crime reporting, protection of assets, protection from and mitigation of liabilities, keeping good order and enforcement of parking through the 46th District Court for infractions of handicap and fire lane statues.

Public Welfare and Safety Regulations

In the interest of public safety and to help maintain a safe and secure campus environment the Campus Safety Department in conjunction with the Office of the Dean of Students where applicable may enforce alleged violations of the following regulations. Alleged violations are enforced through the issuance of a University Violation Notice, which generates either a Student of Conduct referral to the Dean of Students office or the placement of a fine on a student's account depending on the type of violation. Minor violations of regulations such as improper parking, littering, holding overdue library books, etc., may result in fines, which if not paid, can result in the University's refusal to release grades, transcripts, or permits to register. The process for appealing University Violation Notices for non-Student Code of Conduct violations is indicated below.

1. Campus Safety Officers and University officials in the interest of public safety or in conjunction with an alleged violation of University regulations may request from anyone on University property to see suitable identification and to inquire as to what the party's purpose is for being on University property. Those parties so requested are required to produce identification and state an acceptable reason for being on University property.
2. The University reserves the right to ban access to University property to anyone, with or without specific reasons to do so. Campus Safety Officers and University officials in the interest of public safety may direct persons to immediately leave University property.
3. Guests, visitors and others who fail/refuse to produce suitable identification will be immediately escorted from University property and told not to return without suitable identification. They must also have a specific invitation to return to University property from a LTU host who is responsible for the guests or visitors compliance to University regulations.
4. Students are required to have their LTU identification card on them at all times when on University property. Failing an LTU identification card the student must produce some form of suitable picture identification when requested to do so by a Campus Safety Officer or University official, otherwise the student must immediately leave University property. Failure or refusal to produce an LTU identification card will result in a University Violation Notice.

5. Students who can otherwise be identified or confirmed as a student who fail/refuse to produce suitable identification will receive a University Violation Notice.
6. Students who fail/refuse to heed the directions of a Campus Safety Officer or University official will receive a University Violation Notice.
7. Student hosts whose guests or visitors fail/refuse to produce identification or to heed directions from a Campus Safety Officer or University official will receive a University Violation Notice relating to their guest's or visitor's behavior.
8. Those persons who cannot be identified as a student and who fail/refuse to produce suitable identification and fail/refuse to be immediately escorted off the property and are subject to the City of Southfield trespass ordinance. In this case, the perpetrator will be told not to return to University property and will be escorted off University property by the Southfield Police.
9. Students who fail/refuse to obey fire/tornado drills or actual alerts on University property will be referred to the Dean of Students Office for consideration of a Student Code of Conduct violation.
10. Students, guests or visitors who remain in University buildings after the building is closed and without specific permission to do so may receive a University Violation Notice.
11. Students, guests or visitors who litter on University property may receive a University Violation Notice.

MULTIPLE VIOLATIONS

Any students receiving more than four (4) violation notices during an academic year are subject to University sanctions as outlined in the Student Code of Conduct.

Appeals of University Violations Notices of Public Welfare and Safety Regulations

Any person receiving a University Violation Notice **for non-Student Code of Conduct violations** has the right to appeal. The appellant shall have fifteen (15) calendar days to request an appeal of the violation notice, after such time all appeal rights are terminated. Please contact the Campus Safety Department within fifteen (15) calendar days at 248-204-3945 Monday through Friday between 7:30 AM and 2:30 PM to file an appeal for an LTU Violation Notice.

Fines for Public Welfare and Safety Regulations

After the 15 calendar day appeal period, the Campus Safety Department will enter the fine onto the student's account without any additional notice to the student. The yellow copy of the University Violation Notice serves as notice of pending fines. If a student believes that fines were placed in error or has questions about fines placed on the student's account, please

contact the Campus Safety Department Monday through Friday between 7:30 AM and 2:30 PM, 248-204-3945. Business Services will be unable to answer questions regarding violation fines. These fines are in addition to any other fines or sanctions imposed by any court of jurisdiction.

BANNER uses the following codes to correspond to University Violation Notices:

CODE	DESCRIPTION	FINE
P006 =	Alcohol, controlled substance violations.	*
P007 =	Littering.	\$ 25.00
P008 =	Fire/Tornado drill or alert.	*
P009 =	Extended access/remaining in a closed building.	\$ 100.00
P0010 =	Failure to comply with the directions of a University Official or Campus Safety Officer.	\$ 100.00
P0010 =	Violation of any other University regulations	\$ 25.00 to \$100.00

* Alcohol, controlled substance violations and disregarding a fire or tornado drill or alert, are referred to the Dean of Student's Office for consideration of a Student Code of Conduct Violation(s).

PAYMENT OF UNIVERSITY FINES

- 1) All payments must be made at the University Cashiers office. No other University department may accept payment.
- 2) Outstanding fines are considered as balance due items and non-timely payment may result in late charges.
- 3) STUDENTS MAY NOT REGISTER FOR ADDITIONAL SEMESTERS, AND TRANSCRIPTS ARE NOT RELEASED UNTIL BALANCES ARE CLEARED.

General Procedures for Reporting a Crime or Emergency

- LTU Campus Safety Officers will respond to the scene of any sort of incident that occurs on campus. Incident Reports and Witness Statements are produced as documentation of an incident or event. Those persons who are involved or as a part of a police investigation may receive a copy of these reports. The Director or Assistant Director of Campus Safety in conjunction with the Registrar and Dean of Students will consider requests to view Incident Reports from persons not involved to the incident.

- The Southfield Police Department will respond when incidents rise to the level that police interaction or intervention is required or prudent.
- The University community may report crimes at the following places:
 1. Campus Safety: The Department of Campus Safety is open and operating 24 hours per day, 365 days per year-we never close. To contact Campus Safety on the University phone system: press 911 for emergencies. You may also call Safety Central at extension 3945 or direct dial to 248-204-3945. The Department of Campus Safety is physically located on campus in the Art & Design Center, building #1 on the campus map. The building is at the north end of campus at the corner of Civic Center Drive and the southbound Northwestern Highway Service Drive. The building is open 24 hours per day and reports may be made in person. The Department of Campus Safety's address is 21000 West Ten Mile Road Southfield, MI 48075
 2. The Southfield Police Department. Using a non-University system telephone call 911 for emergencies or press 248-796-5500 for non-emergencies. If you are using a cell phone when you call 911 you will be routed to the Oakland County Sheriff's Office, request they transfer you to the Southfield Police. The Southfield Police Department is located 2/10 of a mile east of the north end of campus at the junction of Civic Center and Evergreen Roads. The Southfield Police Department's address is 26000 Evergreen Road Southfield, MI 48037

Policy Concerning Professional Counselors and Pastoral Counselors Reporting of Crimes

- Professional and pastoral counselors reporting responsibilities are determined by prevailing Michigan law. Those seeking counseling from the LTU Counseling staff or pastoral counselors should ask the counselor to review their reporting requirements under Michigan law and licensure requirements.

Policy Concerning Security Awareness Programs

- The LTU Department of Campus Safety provides written and lecture driven safety programs for the University community. Twice per year the Director of Campus Safety addresses the student government and staff senate with safety updates and programs available from a number of government agencies as well as the department.

Policy Concerning Crime Prevention Programs

- The LTU Department of Campus Safety is a member of the Crime Prevention Association of Michigan, Southfield Police Departments PRIDE program, Michigan Auto Theft Investigators Association and the Michigan and International Association of Campus Law Enforcement Administrators. Each of these organizations provides information and training used in the production and presentation of the crime prevention program. Lectures are given at student and parent orientation, groups requesting information and lectures as well as Residence Life programs and sexual assault programs developed by the University Counseling staff.

Policy Concerning Non-Monitoring of Criminal Activity Off Campus

- LTU Division of Student Affairs has jurisdiction over activities related to fraternities and sororities on and off campus. The Division does not have a program designed to provide constant monitoring of off campus activity. The Division will take notice and may act if presented with information regarding off campus activity that involve the University.

Policy Addressing Alcoholic Beverages

- LTU's policy is as set out below which was excerpted from the LTU Student Handbook.

Alcohol Policy

Lawrence Technological University prohibits the use of alcohol when its use is inconsistent with state, local, or University regulations. It is the goal of the University to establish and sustain an environment on campus that is conducive to the intellectual, emotional, and social growth of all the members of its community. Lawrence Technological University has established the following policy governing the possession, sale, and consumption of alcoholic beverages on the University's campus. It is the University's goal through these policies and programs to encourage members of its community to make responsible decisions and to promote safe, legal, and healthy patterns of social interaction.

The University shall implement and enforce the laws of the state of Michigan as stated in the Michigan Liquor Control Code of 1998 as amended. It is the responsibility of each student, staff, and faculty member to familiarize himself or herself with the appropriate sections of the code and the provisions of this policy and to conduct one's self in a responsible manner.

The Michigan Liquor Control Code includes the following statements:

1. A person who has not reached the age of 21 years shall not possess any alcoholic beverage for the purpose of personal consumption.
2. A person shall not sell or give any alcoholic beverage to any person who has not reached the age of 21 years.

While persons of legal age, under the laws of Michigan, may consume alcoholic beverages, students are subject to disciplinary action for the possession or consumption of alcoholic beverages in public areas or for drunken or irresponsible

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behavior resulting therefrom. Lawrence Tech defines public areas as areas that are readily accessible to students, faculty, staff, and guests on the campus. Examples of spaces considered public are lobbies, lounges, recreational areas, classrooms, building corridors, offices, and campus grounds.

The University permits alcoholic beverages on campus as part of the operation of licensed University facilities and for some social events. The University deprecates the misuse and abuse of alcohol. Alcohol consumption will not be considered an excuse for misconduct. Violation of University policies may result in disciplinary action. In addition, such matters may be reported by the University to appropriate law enforcement authorities. Violators will be subject to penalties, which may include separation from the University or mandatory referral for treatment.

At events at which alcohol is served and in University facilities in which it is served, operators and event sponsors are responsible for complying with the laws of the state of Michigan, ordinances of the city of Southfield, and all policies of Lawrence Technological University. The executive vice president and provost, through the dean of students or designee, is responsible for administering the University alcohol policy. The Lawrence Tech Student Handbook.

The executive vice president and provost or dean of students or designee will approve in advance all events in licensed facilities or events held on or in unlicensed University premises at which alcohol is served and, if deemed necessary, impose additional conditions and restrictions on a sponsoring organization and on events. The sponsoring organization should be prepared to provide in writing information pertaining to the purpose of the activity, number of participants, location, and whether the activity is public or private.

A. Procedures for Specific Facilities

Policies and procedures for specific University facilities may be in place. Such facilities include but are not limited to residence halls, Dining Services facilities, Continuing Education facilities, and the University Technology and Learning Center. Such policies must be consistent with University policy.

B. Events Held on Campus

The use of alcohol at events held on the Lawrence Technological University campus is governed by the following regulations:

1. The sponsoring organization, department, or approved user of facilities will oversee adherence to the alcohol policy, assume responsibility for the event, and control and supervise the distribution of alcoholic beverages in accordance with all applicable laws, rules, and policies.
2. Campus Safety officers must regularly patrol the location of an event where alcohol is served unless this duty is determined by the Director of Campus Safety to be unnecessary.
3. No one under the age of 21 is permitted to possess, serve, or consume any alcoholic beverages. At any event where alcoholic beverages are served and/or sold, approval for the event will be based upon the age of the event participants as well as the nature of the event. For example, an event at which the majority of participants are under the age of 21 will not have alcoholic beverages available for consumption. However, a designated, physically defined, monitored area may be utilized for those of legal age if approved in advance.
4. All sale/use of alcoholic beverages on University property will be monitored by and subject to inspection by University officials.
5. No person will possess or be served alcoholic beverages without proof of legal age. Persons responsible for the sale of alcohol at permitted events must be of legal age to sell.
6. Events where alcoholic beverages are used, served, and/or sold shall not have alcohol or the consumption of alcohol as the theme. No element of an event where alcohol will be used, served, and/or sold shall encourage, in any manner, the consumption of alcohol.
7. Use of alcoholic beverages must not be detrimental to the environment or to health and safety.
8. No servers of alcohol may be permitted to consume alcoholic beverages while serving nor shall they be permitted to serve while intoxicated. Intoxicated people will not be served nor permitted to possess alcoholic beverages.
9. At all events where alcohol is used, served, and/or sold, non-alcoholic beverages and unsalted foods must be made available in quantity sufficient for the number of guests. All food should be visible and available.
10. Alcoholic beverages are not permitted to be sold or used prior to noon. For an event lasting three hours or more, sale or service must stop 45 minutes prior to the end of the event.
11. Under no circumstances may any alcoholic beverage be permitted to leave the approved area of the event. No alcoholic beverages may be brought into the event by an individual when alcoholic beverages are being served and/or sold by event organizers.

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12. Outdoor Events

In addition to the above, the following will hold for outdoor events:

- a. The area in which the outdoor event is held must be defined by physical barriers (e.g., snow fence).
- b. Bottles, cans, kegs, etc., may not be brought into the event area and/or alcohol serving area.
- c. The sale of alcoholic beverages or tickets for alcoholic beverages must end no less than 60 minutes before the end of the outdoor event. If tickets are sold, the redemption of tickets and distribution of such beverages must end no less than 45 minutes before the scheduled end of the outdoor event.

13. Student organizations considering sponsoring events at which alcohol is sold must, before taking action, consult with the appropriate administrative offices (Dean of Students, University Housing, Student Activities, Campus Facilities) and abide by the relevant administrative decisions and University regulations. Alcohol/punch-type parties (e.g., hairy buffaloes, drinks made with Everclear) beer bongs, and party bongs are prohibited. All required University permits and event forms must be submitted to appropriate University officials no later than 10 days before the event.

Policy Concerning Illegal Drugs, Controlled Substances

- The University policy on possession of illegal drugs and controlled substances is as shown below which was excerpted from the LTU Student Handbook.

Drug Policy

- Involvement in the illegal possession, use, sale, or sharing of drugs, or misconduct resulting therefrom is an offense subject to disciplinary sanctions up to and including expulsion from the University. The University may prohibit the use or possession of any drugs on the campus. The University expects all students to obey the law established and enforced by municipal, state, and federal agencies.

Policy Concerning Substance Abuse Treatment and Education

- The LTU Counseling staff provides counseling and referral services to students that are seeking voluntary or mandated substance abuse counseling the counseling staff may be reached as shown below.
 1. For Students-University Psychologist. Using the University phone system call extension 4118. Using a non-University phone system telephone you may also reach the office at 248-204-4118. The University Psychologist's office is physically located in the Taubman Student Services Center suite C405.
 2. For Students-University Counselor. Using the University phone system call extension 4116. Using a non-University phone system telephone you may also reach the office at 248-204-4116. The University Counselor's office is physically located in the Taubman Student Services Center suite C405.
 3. In cases of after hour emergencies for students the Residence Life staff has an "On Call" person designated 24 hours per. Members of the

University community requiring after hours, emergency counseling are directed to call the Department of Campus Safety at 248-204-3945.

4. For Employees-Employee Assistance program. Faculty and staff members may avail themselves of this program. The program provides confidential counseling from third party specialists. LTU does not obtain information as to the enrollment in the program or the information discussed in counseling. In cases where faculty or staff members are required to attend counseling as a result of a disciplinary matter, the administrators of the program will only notify LTU Human Resources to confirm or deny that that party had attended the required counseling. Those persons seeking counseling under this program are advised to call LTU Human Resources at 248-204-4151.

Policy Concerning Sex Offenses and Sex Offenders

- The LTU Counseling staff presents educational programs and lectures from experts on rape awareness, acquaintance or date rape and other forcible and non-forcible sex offenses.
- In the event of a sexual assault on campus and provided the victim desires to make a report; victims or those assisting the victim should as soon as is practical preferably immediately after the assault contact the Department of Campus Safety at 248-204-3945 or using a University phone system phone call 911.
- The Department of Campus Safety will contact the Residence Life "On Call" staff member to respond to campus and the Southfield Police Department.
- Sexual assault is an extremely serious crime. Victims and those assisting victims should be aware that criminal charges will most likely be filed against the alleged perpetrator. Preservation of evidence is critical to the successful prosecution of a sexual assault. It is strongly recommended that victim does not shower or change clothes after the assault. The local of the crime or crime scene should also be preserved.
- The "On Call" staff member will contact the University Counseling staff. The University Counseling staff may refer the victim to a sexual assault counseling center for immediate treatment.
- For off campus sexual assaults and provided the victim desires to make a report; victims or those assisting the victim should a soon as is practical preferably immediately after the assault contact the Department of Campus Safety at 248-204-3945 or using a University phone system phone call *911 (star 911).

- The Department of Campus Safety will contact the Residence Life “On Call” staff member to respond. Victims are encouraged to contact the police agency of jurisdiction where the assault took place.
- The University recognizes that victims may desire a living or academic change as a result of an assault. The Dean of Student’s Office will work with the victim to reach a mutually agreeable change of living or academic circumstances.
 1. Alleged sexual offenders who are students are subject to in addition of any criminal or civil proceedings, a Student Code of Conduct Violation. Alleged offenders are afforded due process under the Student Code of Conduct. A copy of the Student Code of Conduct may be obtained at the Office of the Dean of Students. Using the University phone system call extension 4100. Using a non-University phone system telephone you may also reach the office at 248-204-4100. The Dean of Students Office is physically located in the Taubman Student Services Center suite C405.

Policy Concerning Notice to the University Community Regarding Sex Offenders

- Members of the University may inquire about convicted sex offenders through the Michigan State Police web site: <http://www.michigan.gov/msp/> click on “Sex Offender Registry”. Or the U.S. Department of Justice’s national sex offender web site at <http://www.nsopr.gov/>
- Sexual Offender Registration. The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies (in Michigan, it is the Michigan State Police) to provide the Southfield Police Department with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at LTU.
- The Southfield Police Department may be contacted by using at 248-796-5500. The Southfield Police Department is located 2/10 of a mile east of the north end of campus at the junction of Civic Center and Evergreen Roads. The Southfield Police Department’s address is 26000 Evergreen Road Southfield, MI 48037.

Sexual Harassment Policy

It is the policy of Lawrence Technological University to maintain an environment free of sexual harassment for students, faculty, staff, or any other constituency. Sexual harassment is contrary to the standards of the University community. It diminishes individual dignity and impedes equal employment, educational opportunities, and equal access to freedom of academic inquiry. It will not be tolerated at Lawrence Technological University.

What Is Sexual Harassment?

Harassment on the basis of sex is a violation of the Elliott-Larsen Civil Rights Act; Michigan Civil Service Commission Rules; the Office of Federal Contract Compliance regulations; and Title VII of the Civil Rights Act of 1964. According to guidelines issued by the Equal Employment Opportunity Commission in 1980, "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, even between people of the same sex constitutes sexual harassment when:

1. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in a University activity; or
 2. Submission to, or rejection of, such conduct or communication by an individual is used as the basis for decisions affecting an individual's employment, education, or participation in a University activity; or
 3. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive employment or education environment.
- Sexual harassment can also exist when there has been no tangible job detriment (i.e., a significant change in employment status, such as hiring, firing, etc.). Courteous, respectful, pleasant, non-coercive mutual interactions between employees are not considered sexual harassment.

Personal (i.e., intimate) relationships that occur between persons who are in a supervisory - subordinate work relationship must be reported to the next level of management. In such situations, the department will take appropriate action." (According to the United States Supreme Court in *Oncala v. Sundowner Offshore Services, Inc.*, No. 96-569, 1998.) Although these guidelines, based on Title VII, apply specifically to sexual harassment in the workplace, they should be interpreted to apply to students as well under Title IX of the 1972 Education Amendments. As has been pointed out by the National Advisory Council on Women's Educational Programs (NACWEP), there is a serious problem "of harassment by gatekeepers-those who teach required courses or who have the authority to make critical decisions about a student's advancement. The extraordinary importance of such positions lends an exceptional degree of significance to every interaction with students, and makes sexual harassment of all types particularly harmful."

Common Types of Harassment

The NACWEP describes five classifications of harassment commonly reported by students and working women.

1. Generalized sexist remarks or behavior (e.g., "This is a man's job," "That's women's work," "Women/men are incompetent at/are better suited to..."). Leering or staring, crude sexual remarks, off-color jokes, suggestive stories, and other related behaviors are also grouped in this category.

"This type of behavior is close to racial harassment in appearance; the sentiments or actions involved are often fiercely anti-male or anti-female and are not intended to lead to sexual activity. They are directed to the (individual) because of gender and can often affect whole classrooms; the offense may be 'generalized' both by its nature and its audience. There can be an inherent sexual content in or underlying such remarks that establishes a tone which in its awkwardness is more damaging than many overt acts." (Frank J. Till, "Sexual Harassment: A Report on the Sexual Harassment of Students, the National Advisory Council on Women's Educational Programs, August 1980." Reprinted from *Sexual Harassment: Definition and Prevention*, State University of New York at Binghamton, 1988. Reprinted with permission.)

2. Inappropriate and offensive sexual advances (e.g., requests for social or sexual encounters, often accompanied by touching).

This type of harassment, while not necessarily threatening, usually makes the recipient uncomfortable. This discomfort may cause the recipient to avoid the perpetrator in the future, thus limiting his or her ability to function properly in the academic environment. Discomfort caused by harassment will almost certainly affect future professional and personal relationships.

3. Solicitation of sexual activity or other sex-related behavior by the promise of rewards (e.g., grades, promotions, promises of greater opportunities, etc.)

"This category, in its extreme, literally amounts to an attempt to purchase sexual behavior. In its more blatant forms this type of behavior can be prosecuted as a criminal act ... even 'banter' along this vein may cause harm. Students may be mystified and confused by the interaction due to the power of the initiator. This is especially the case where the student propositioned is young or naive, and may fail to fully grasp the significance of the request." (Till, "Sexual Harassment," 16)

4. Coercion of sexual activity by threat of punishment (e.g., refusal to comply with a sexual request or invitation results in a threat of failure, loss of job or promotion, or access to academic referrals).

"What is at stake is often more than one grade or a single recommendation - too frequently it is access to a discipline and so a career is jeopardized." (Till, "Sexual Harassment," 17)

5. Sexual crimes and misdemeanors (e.g., criminal sexual assault [rape, indecent exposure, etc.] across authority lines [faculty/student or employer/employee] or among colleagues and peers.

"This category refers to acts which, if reported to police authorities, would be considered crimes or misdemeanors." (Till, "Sexual Harassment," 22)

PREVENTING SEXUAL HARASSMENT

Although the ultimate burden for prevention of harassment rests with those in supervisory positions, others should be aware that their actions may be construed as harassment. Following are some suggestions to supervisors, staff, faculty, and students for preventing sexual harassment, regardless of who is the perpetrator and who is the recipient.

Avoid sexist remarks, off-color stories, or lewd jokes. Keep doors open when possible.

Ask someone to accompany you if you suspect that you may be harassed.

Make it plain that your intentions are not sexual in nature.

Make clear, through your behavior, conversation, and actions, that you find sexual harassment offensive and inappropriate.

COMBATING SEXUAL HARASSMENT

Employees, students, or faculty who feel they are experiencing this form of discrimination should:

1. *Say No Clearly.* Inform the harasser that his or her attentions are unwanted. If the behavior persists, write a memo to the harasser asking him or her to stop; keep a copy.
2. *Document the Harassment.* Record the date, time, and place of each incident. Keep a copy of this record at home.
3. *Get Emotional Support.* Talk to your family and friends.
4. *Document Work Evaluations.* Keep copies of performance evaluations and memos that attest to the quality of your work.
5. *Identify Witnesses/Other Victims.* You are probably not the first person who has been mistreated by this individual. Ask around; you may find others who will support your charge. (Sexual Harassment: What Every Working Woman Needs to Know, <http://www.cs.utk.edu/~bartley/other/pt05.html>).

The least effective way to deal with sexual harassment is to ignore it. Unless the recipient of unwanted sexual attention takes some kind of action (whether formal or informal), the harasser is very likely to continue or even escalate the harassing behavior.

The following suggestions for combating sexual harassment reflect a variety of options, ranging from informal methods to formal procedures.

Confidential Counseling

Students may obtain information about or assistance with sexual harassment issues from the Office of the Dean of Students. Staff, faculty, and administrators should seek help from the Office of Human Resources. University representatives can advise and

support complainants and witnesses in a confidential setting. The complainant, alleged harasser, and any witness shall be informed that all records of complaints, statements, interviews, contents of meetings, results of investigations, and any other

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relevant materials will be kept confidential by the employer, except where disclosure is required by a grievance process or pursuant to a legal action.

Unless otherwise authorized by law, disclosure or publication by any person of the complaint, the facts, or the identity of involved parties or witnesses is prohibited and subject to disciplinary action. Discussions with representatives of the above-mentioned offices will not be considered official reports to the University and will not, without additional action by the complainant, result in intervention or corrective action. When intervention and discipline result against the alleged harasser, appropriate reference will be made in his or her file to protect the privacy of the complainant and witnesses.

Informal Resolution Process

At the complainant's option, a sexual harassment report or complaint will be taken from staff by the Office of Human Resources and from students by the Office of the Dean Students or any dean, director, department head, the director of residence life, and/or their designees. Each College or other University organization will designate both men and women to receive complaints.

The person who receives a sexual harassment report of complaint will advise the person who makes the complaint about the informal and formal resolution alternatives available. At the complainant's option, the person receiving the complaint can: provide information about sexual harassment; help the complainant deal directly with the alleged offender; assist with or mediate a resolution of the problem within the complainant's unit; and/or; help the complainant prepare a written complaint and pursue formal action.

Informal resolution measures should address the particular circumstances. No action will be taken against the alleged offender if the resolution is kept informal. Any discussion with the accused individual should, unless the executive vice president and provost or Director of Human Resources specifically decide otherwise, include the supervisor of accused staff, faculty, or administrator. Any discussion with an accused student will include a member of the Division of Student Affairs and the student's department chair.

Formal Resolution Process

Either subsequent to or instead of following the informal process, a complainant may elect to make a formal charge of sexual harassment. The University will investigate all formal charges of sexual harassment and take appropriate actions pursuant to the results of the findings.

There are several mechanisms available to pursue a formal charge, and their availability depends on the status of the complainant:

1. A student should notify the Office of the Dean of Students. If this is not possible, then the student may contact the offices of the President or Provost.
2. A member of the staff, faculty, or administration may notify his or her supervisor, a department head or dean, or the offices of the President or Provost, the Office of Human Resources, or the Office of the Dean of Students. A student-employee may also notify any of these.
3. Contract employees should follow the same procedure followed by staff, faculty, and administrators.

Call the Office of Civil Rights at 216.522.4970 to make a sexual harassment complaint. Report all incidents of criminal sexual assault to the Department of Campus Safety at 248.204.3945 or the Southfield Police Department at 248.796.5500.

Counseling Can Help

Sexual harassment undermines the confidence of a student or employee and adversely affects his/her attitude and job or academic performance. All students and employees may talk, confidentially, to trained counselors in the Division of Student Affairs if they believe they have been sexually harassed.

Counselors can be an immediate source of help by: encouraging the victim to report the incident(s); acting as a liaison between the victim and management; helping the victim readjust to the work or school environment; and helping the victim regain confidence. (Reprinted from *Where Do You Draw the Line? Sexual Harassment in the Workplace*, American Counseling Association, 4. Reprinted with permission. No further reproduction authorized without written permission of American Counseling Association.)

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Counselors can also help management develop a proactive approach in dealing with sexual harassment issues by incorporating discussions on the topic during workshops, seminars, and/or training sessions.