INTRODUCTION

The Department of Public Safety is responsible for maintaining a safe environment on the properties of the University of Michigan-Flint. The department’s primary goals are:

• To deter, detect and respond to criminal activity on campus and near campus
• To assist students, faculty, staff, and visitors to the campus with security related problems

These goals are attained through selective hiring, intensive training, quality respectful service, and enforcing the policies of the university and all local, state, and federal laws. The Department of Public Safety is dedicated to the highest professional and ethical standards, which are upheld through a commitment to safety, courtesy, and excellence.

Because safety is everyone’s responsibility, we need your cooperation and assistance to enhance safety on and near campus. Please be aware of your surroundings and follow your instincts. Report all suspicious persons or activities to the department, no matter how minor you perceive the situation. If you are a victim of a crime, immediately contact the Department of Public Safety at 762-3333 or 911 to report the incident. The department is available to assist you 24-hours-a-day, seven-days-a-week.

Visit us at umflint.edu/safety

This handbook details the many services available to you and provides a reference to issues of campus safety and security. There are several other resources, including the University of Michigan Standard Practice Guide and the Statement of Student Rights and Responsibilities, which discuss various issues pertaining to students, faculty, and staff.

Welcome to the University of Michigan-Flint and Go Blue!
October 1, 2016

Dear Campus Community Members,

Please join me and welcome our department’s newest member and the University of Michigan –Flint Clery Compliance Officer, Sgt. Heather McDonald. Sgt. McDonald joins our team after spending 16 years of dedicated service at the U of M Ann Arbor campus. Sgt. McDonald’s attention to detail and commitment to quality is evident throughout this report.

The DPS is a professional, full-service law enforcement agency with the responsibility to provide police services to our campus community 24 hours a day and 365 days a year. We are committed to establishing a partnership with the community to address safety concerns, reduce crime and improve quality-of-life. This report is part of our on-going effort to inform you of the safety programs and services available to the University of Michigan-Flint community, the crimes that are reported to our police and security personnel, and the steps you can take to maintain a safe and secure campus. It also is provided as our compliance document as called for under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as well as the annual Fire Safety Report as required by the Higher Education Opportunity Act.

The DPS takes the commission of crimes against our students, faculty, staff and visitors seriously and aggressively responds to and investigates reported crimes. We collaborate with other law enforcement agencies and campus groups to reduce crime on campus. We collaborate with other law enforcement agencies and campus groups to reduce crime on campus. We offer free educational opportunities such as, but not limited to Rape Aggression Defense training (RAD), alcohol awareness sessions, active shooter and lock down educational sessions and bicycle/pedestrian safety classes. We are also committed to engaging the greater Flint community. DPS has taken a leadership role in the Urban Safety Corps project and sponsoring and organizing events such as Touch-A-Truck and a three-on-three “Stop the Silence” basketball tournament. Our community engagement efforts are built with the desired outcome of building trust and mutual respect between law-enforcement and those who they serve.

We welcome you to visit our department website and consider participating in one of our personal safety sessions or community events. Prevention is the best remedy for crime; therefore, all of us must ensure that our persons and property are secure and protected. Our goal is to develop and maintain a responsible, vigilant and caring population of involved people who report suspicious and unlawful behavior immediately to the DPS. Join the effort to help keep our campus safe and report criminal activity and suspicious behavior. Safety is everyone’s responsibility!

Go Blue!
Raymond D. Hall | Chief of Police
raydhall@umflint.edu | umflint.edu/safety
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EMERGENCY SERVICES

The Department of Public Safety (DPS) maintains a communications office, open 24 hours a day, seven-days-a-week, at the visitor’s entrance to the Mill Street Parking Deck. The administrative office is located in the Hubbard Building and is open Monday through Friday during regular office hours. DPS patrols campus buildings, parking lots, ramps, and all other campus grounds. Patrols are conducted by officers on foot, in motor vehicles, bicycle, or carts. The patrols are supplemented by closed circuit television cameras strategically located throughout campus. Patrols of the campus are conducted 24 hours a day, seven-days-a-week.

DPS maintains security and police employees on the staff. The security employees assist with the many service functions of the department and the prevention of crime through patrols and preventive techniques. The police employees are deputized as sworn, licensed police officers who enforce laws and make arrests when a situation calls for such action.

The University of Michigan-Flint has a written Memorandum of Understanding with the City of Flint Police Department.

When a UM-FLINT student is involved in an off-campus offense, police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Flint Police routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus.

Phone Numbers

Police, Fire, Medical Emergency................................................................. 911 (emergency only)
UM-Flint Department of Public Safety.................................................... 311 (on campus) or (810) 762-3333 (non-emergency)
Flint Police Department........................................................................... 911 or (810) 237-6870 (off-campus complaints)
Flint Fire Department................................................................................ 911 (emergency)

Sexual Assault Prevention, Awareness and Support:

Women’s Educational Center...................................................................(810) 237-6648
Y.W.C.A...................................................................................................(810) 238-SAFE

Note: Dialing 911 from an university phone will connect you with the Department of Public Safety. Dialing 911 from a pay telephone or cell phone will connect you with Genesee County Central Dispatch or the Flint Police Department. "University phone" does not refer to all phones within the confines of the University of Michigan-Flint. It refers only to those phones that are connected to the university’s central telephone network. University phones do not require the dialing of the first two digits for calls made within the university, and do require dialing “nine” prior to making a call to a location outside of the university.

REPORTING PROCEDURES

Students, faculty, staff, community members and guests are encouraged to contact the DPS to accurately and promptly report criminal activity or other emergencies on campus. In response to these reports, an officer will be dispatched, the incident will be documented, and the DPS will conduct an investigation. The investigation will allow the DPS through the Uniform Crime Reporting System, either the university or court, and the plan for prevention of further occurrences. The incidents documented by the DPS will be forwarded to the Michigan State Police to be included in the computation of statistical information collected through the Uniform Crime Reporting System. This information is then forwarded to the Federal Bureau of Investigation for the compiling of federal statistics.

Crimes should be reported to the DPS for inclusion in the annual security report and to aid in providing timely warning notices to the campus community. Campus crimes, arrest and referral statistics include those reported to DPS, designated campus officials (including but not limited to directors, deans, department heads, human resources staff, judicial affairs, advisors to students/student organizations, athletic coaches), and law enforcement agencies.
REPORTING PROCEDURES - continued

If you witness a crime, suspicious person, or suspicious incident contact the DPS at once. Your awareness and input are essential to campus crime prevention.

If an incident occurs off campus, the DPS will assist you in contacting the appropriate agency.

The DPS prepares written reports for all criminal activities, as well as written reports for vehicle and personal accidents. Copies of incident reports, for insurance purposes, may be obtained from the administrative office of Public Safety. The DPS is designated as the department responsible for compiling data for the Clery Act report.

The University of Michigan-Flint will, in an effort to provide timely notice to the UM-Flint community, provide an alert in the event of serious criminal incident which may pose a serious or on-going threat to members of the community. This includes any Clery Act crimes which are considered to represent a serious or continuing threat to students and employees.

Typically, timely warnings (Crime Alerts) are written by the Director of Public Safety, or designee and they are approved and distributed by the office of University Relations.

Timely warnings (Crime Alerts) may be distributed to the UM-Flint community via e-mail, postings on bulletin boards and exterior building doors, social media or person to person, depending on the seriousness of the incident. Updates to any particular case which warranted a timely warning may be sent via e-mail or social media.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provide the website address to access this report. Copies of this report also may be obtained at the Department of Public Safety in the Hubbard Building at 602 Mill St. or by calling (810) 762-3335. All prospective students and employees are informed in application and/or orientation packets of the report’s existence and the website address where it can be found.

Voluntary Confidential Reporting and Anonymous Reporting Procedures

Information on criminal activity may be reported anonymously by calling the University of Michigan’s Anonymous Tip Line at 1-800-863-1355. Crime Stoppers also has a Flint area police tip line at (1-800) 422-5245.

All reports will be investigated. Because police reports are public records under state law, DPS cannot hold reports of crime in confidence.

Campus “Professional Counselors” such as Counseling, and Psychological Services (CAPS) staff, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the Annual Security Report. However, as a matter of policy, they are encouraged to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. A professional counselor is defined as an employee whose official responsibilities include providing psychological counseling to members of the University community and who is functioning within the scope of his or her license or certification or under the supervision of a professional counselor.

Persons who are victims of a crime and do not want to pursue action within the University system or the criminal justice system still may want to consider making an anonymous report. With permission, the Director of DPS or his designee can file a report on the details of the incident without revealing a victim’s identity. The purpose of an anonymous report is to comply with the victim’s wish to keep the matter anonymous, while taking steps to ensure the future safety of the victim and others. With such information, the University can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. These anonymous reports of crimes can be given to any Campus Security Authority, such as a University Housing staff member, coach, Division of Student Affairs
staff, and advisors to students and student organizations. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution, however, identifying information remains anonymous.

Information for the reporting of sexual misconduct to the University may be found at: [www.umflint.edu/sill/reporting-sexual-misconduct](http://www.umflint.edu/sill/reporting-sexual-misconduct). The University may not be able to address fully reports received from anonymous sources unless sufficient information is furnished to enable the University to conduct a meaningful and fair investigation. The University will, however, take whatever steps it deems appropriate in the best interests of the overall University community, consistent with the information that is available.

If confidentiality is requested by the Complainant or the Respondent, or if the Complainant requests that the Complaint not be pursued, the University will take all reasonable steps to comply with this requests. In situations where a Complainant requests privacy, the University's ability to investigate and respond to the allegations may be limited. If the Complainant requests that the University not investigate and/or the offender is unknown, the University Title IX Coordinator will determine if an investigation is warranted, in consultation with the Assistant Vice Chancellor for Student Affairs and the Institutional Equity and Diversity Consultant.

The University will evaluate the request for no investigation in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The University will consider the following factors when determining whether it can maintain confidentiality: the seriousness of the alleged harassment; the age of the student harassed; whether there have been other complaints or reports against the Respondent; and the rights of the Respondent to receive information about the accuser and the allegations if a formal proceeding with sanctions may result. The University will ensure that the Complainant or Respondent's identity will only be revealed on a need-to-know basis. When a report of sexual misconduct is filed, the Complainant, the Respondent, and all identified witnesses who are named in the investigation, will be notified of the University’s expectation of confidentiality.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” requires colleges and universities to distribute an annual report to all current students and employees. The report must also be provided to any prospective student or employee upon request.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the University of Michigan-Flint; and on public property within, or immediately adjacent to and accessible from the campus. The Public Safety website is located at [www.umflint.edu/safety](http://www.umflint.edu/safety) and the annual security report can be located at [www.umflint.edu/safetyreport](http://www.umflint.edu/safetyreport).

The Department of Public Safety maintains a daily crime log that records criminal incidents reported to us. This log is available for inspection at the Public Safety dispatch office located in the Mill Street parking structure.
Policies for Preparing Annual Crime Statistics

The charts on pages 8 and 9 contain the number of reported crimes on the campus for the past three years. The statistics are for the calendar year January 1 to December 31 except where noted. The procedure for gathering annual crime statistics involves collecting reports of crime from the Department of Public Safety, local police, the Office of Student Life and campus security authorities for buildings owned or controlled by the University of Michigan-Flint and used for educational purposes.

The DPS maintains a liaison with the City of Flint Police Department to obtain and record incidents reported through the City of Flint Police Department that occurred on property owned or controlled by UM-Flint.

The DPS includes security considerations in the maintenance of campus facilities via regular communications with Facilities & Operations. The campus is maintained in a manner to minimize hazardous situations. The Department of Public Safety communicates physical safety concerns such as burned out lights or malfunctioning door locks to Facilities and Operations.

Criminal Offenses - UM-Flint Campus

Campus crime, arrest and referral statistics include those incidents reported to UM-Flint Department of Public Safety (DPS), other law enforcement agencies and designated campus officials considered to be “Campus Security Authorities” (CSAs). These incident reports also are reviewed by the DPS Chief of Police for consideration of timely warning publications. CSAs include but are not limited to University Housing staff; Division of Student Life staff; Office of Student Conduct; Office for Institutional Equity; Women’s Education Center; University deans, directors and department heads; student judicial affairs; senior human resource directors of Staff HR Services, and advisors to recognized student organizations.

Campus “Professional Counselors” in Counseling and Psychological Services (CAPS), when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the Annual Security Report. However, as a matter of policy, they are encouraged to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The crime classifications and geographical references in the statistics charts on pages 8 and 9 are those required to be disclosed by the Clery Act. “On-campus property” includes all property in and around Flint that is owned or managed by the University. See page 7 for a map. “Non-campus property” includes those U-M owned or managed locations outside of Flint as well as those properties owned or managed by recognized student organizations, such as fraternities, sororities and cooperative houses. “Public property” includes the streets and sidewalks contiguous to the UM-Flint on-campus property.
## CRIMINAL OFFENSES - UM-FLINT CAMPUS

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<th>Crimes Unfounded</th>
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**CRIMINAL OFFENSES - UM-FLINT CAMPUS**

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**Disciplinary Referrals**

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*Residential facilities are a subset of on-campus property statistics; they include incidents which occurred in First Street Residence Hall.

Riverfront Residence Hall was acquired in 2016; incidents occurring in this facility have been counted in on-campus crime but not identified in 2015 as on-campus residential.

**Hate Crime Reporting**

There were no hate crimes or crimes which manifested evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity reported for 2013, 2014, and 2015.

Registered sexual offender information is available through the Michigan State Police website at [www.mipsor.state.mi.us/](http://www.mipsor.state.mi.us/).

All statistics reported in the charts upon these pages include all reported offenses and attempted offenses requested from the area law enforcement agencies such as the Michigan State Police, Genesee County Sheriff Department, and City of Flint Police Department.

October 15, 2016 Note:

Data became available regarding statics documented in the areas of Rape and Dating Violence; this defined statistical data has been updated in the Annual Security and Annual Fire Safety Report.
UNIVERSITY OF MICHIGAN-FLINT
AT THE UNIVERSITY CENTER OF LANSING COMMUNITY COLLEGE

Interactive Map available at: http://www.lcc.edu/maps/main/
## Criminal Offenses – University of Michigan-Flint

### at the University Center of Lansing Community College

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<thead>
<tr>
<th>Offense</th>
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There were no hate crimes or crimes which manifested evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity reported for 2013, 2014, and 2015.

### Arrests, Citations, Summons

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### Disciplinary Referrals

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NR = Not Reported

UM-Flint does not maintain residential facilities on the Lansing Community College (LCC) campus.

All statistics reported in the charts upon this page include all reported offenses and attempted offenses obtained from the Lansing Community College Police and Public Safety Department for the University Center.

University of Michigan–Flint students, faculty and staff on the Lansing Community College campus are to comply with emergency policy and procedures for the LCC campus while on the LCC campus. These policies may be viewed on the LCC Campus Safety department website at www.lcc.edu/police/campus_safety.

Registered sexual offender information is available through the Michigan State Police website at www.mipsor.state.mi.us/.
DEFINITIONS

Crime Definitions in Accordance With the Federal Bureau of Investigation’s Uniform Crime Reporting Program

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 aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

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

Burglary
The unlawful entry of a structure to commit a felony or 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; safe-cracking; and all attempts to commit any of the aforementioned.

Criminal Homicide — Manslaughter by Negligence
The killing of another person through gross negligence.

Criminal Homicide — Murder and Non Negligent Manslaughter
The willful (non negligent) killing of one human being by another.

Dating Violence
Any violence committed by a person 1) who is or has been in a social relationship of romantic or intimate nature with the victim and 2) the existence of such relationship shall be 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 the purpose of 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.

(MCLA 750.81)

Domestic Violence
Includes Felony or misdemeanor crimes of violence committed-
By a current or former spouse or intimate partner of the victim;
By a person with whom the victim share a child in common;
By a person who is a cohabitant 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 parent against an adult or youth victim who is protected from that person’s acts under the domestic violence laws of the jurisdiction in which the crime of violence occurred.

(MCLA 750.81)
DEFINITIONS - continued

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

Liquor Law Violation
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.

Motor Vehicle Theft
The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft of all cases where automobiles are taken by persons not having lawful access though the vehicles are later abandoned — including joyriding.)

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

Stalking
The term “stalking” means
1) engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
Fear for the person's safety or the safety of others; or
Suffer emotional distress.
2) For the purposes of this definition—
Course of conduct means two or more acts, including, but not limited to, acts 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.
Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.
(MCLA 750.411h)

Weapons: Carrying, Possessing, Etc.
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.
DEFINITIONS - continued

Sex Offenses Definitions From the Uniform Crime Reporting Program

Sexual Assault
“Sexual Assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system.

Sex Offense - Forcible
Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

• Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. (MCLA 750.520b and 750.520d)

• 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. (MCLA 750.520c and 750.520e)

Sex Offense - Non Forcible
Unlawful, nonforcible sexual intercourse.

• Incest. Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. (MCLA 750.520b and 750.520d)

• Statutory Rape. Nonforcible sexual intercourse with a person who is under the statutory age of consent. (MCLA 750.520b and 750.520d)

Definitions From the Hate Crime Data Collection Guidelines of the Uniform Crime Reporting Handbook

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

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

Larceny - Theft (Except Motor Vehicle Theft)
The 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.
SAFETY TIPS

The Department of Public Safety offers the following safety tips:

• If possible, avoid studying alone. Always let someone know where you are and an approximate time when you will be finished.

• Keep your purse in a locked cabinet or locker. Never place your valuables in a highly visible area.

• Keep your personal belongings in view at all times. Never leave them, even for a moment, to use the restroom or get a drink.

• Never prop open doors, especially fire doors.

• If you observe an individual in the improper restroom, leave immediately and notify Public Safety.

• If you observe a suspicious person, report it to the Department of Public Safety.

• Always walk with another person. Never walk alone to your car at night. If a classmate is not available, call the Department of Public Safety and request an escort.

• Learn the locations of the blue light emergency telephones on campus.

• Walk on designated walkways that are well lit. Report poor lighting to the Department of Public Safety. Avoid shortcuts through the park, vacant lots, and other deserted places.

• Know the location of the Department of Public Safety and other safe areas.

• If you suspect that you are being followed, turn or cross the street. If you are being followed, use a blue light emergency phone or campus phone to call the Department of Public Safety. Find a safe area to proceed to, such as an office, highly visible area, or a place where there are people who can see you.

• Do not leave valuables, like your wallet, purse, or radar detector, in open view. Conceal or leave the items in a safe place, such as in a locker or trunk of your car.

• Do not give your keys away. Keys can be duplicated. Always keep your keys in your possession. Engrave valuables with your name and/or driver’s license number. University property should have serial numbers recorded and possess a university inventory tag.

• Require photo identification from maintenance and utility workers prior to allowing them access to your house or office. Verify that the workers have authorization to remove items from the office or your home.

• Report all thefts immediately.

• Keep police and fire emergency numbers near your phone.

• Do not let a stranger into your house, even if the stranger states that it is an emergency. Instead, offer to make a call for help.

• Be alert and aware of your surroundings when walking outdoors.

• Purses should be carried close to the body and secured under one arm, not swung from the strap.

• Do not walk, jog, or run alone, especially after dark.

• Do not hitchhike.

• Leave a light on at home when you are away. An inexpensive timer on several lights could discourage a break-in.

• Make arrangements with your neighbors or other neighboring office staff when you will be away from your home or office. Ask them to keep an eye on the place. Arrange for someone to retrieve your mail and discontinue newspaper delivery until you return.

• Transfer telephone calls to a neighbor or friend.

• Walk with confidence. Show that you are aware and in control. Body language works!
ALCOHOL AND OTHER DRUGS (AOD) POLICY

Introduction
The University of Michigan-Flint is committed to providing a safe, healthy learning community for all members. The University recognizes that the improper and excessive use of alcohol and other drugs may interfere with the university’s mission by negatively affecting the health and safety of students, faculty and staff. Problems such as vandalism, assault, harassment, sexual misconduct, and disruption of sleep and study space increase in relation to misuse. It is due to the harm caused by excessive and illegal use that the University has a vested interest in establishing polices to prohibit unlawful behavior, and sanctions to address policy violations by members of the UM-Flint community.

Under the Drug Free Workplace Act and the Drug Free Schools and Communities Act, the University is required to have an alcohol and other drug policy and distribute this policy annually to all employees and students. This policy must outline the University’s prevention, education and intervention efforts, and consequences that may be applied by both the University 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.

UM-Flint Alcohol and Other Drugs Policy
For the purpose of this Policy, the term “drug” includes:

1. controlled substances, as defined in 21 USC 802, which cannot be legally obtained
2. legally obtainable controlled substances which were not legally obtained, including:
   o Prescribed drugs when prescription is no longer valid (e.g. use of medication after a course of treatment is completed);
   o Prescribed drugs used contrary to the prescription;
   o Prescribed drugs issued to another person.

Michigan law prohibits manufacturing, using, dispensing, selling or supplying drugs. Furthermore, the law prohibits the manufacturing, dispensing, selling or supplying alcoholic beverages to a person under 21 years old. Employees, students, faculty and campus visitors may not unlawfully manufacture, consume, possess, sell, distribute, transfer or be under the influence of alcohol, illicit drugs or controlled substances on University property, while driving a University vehicle or while otherwise engaged in University business. The only exception to this Policy is that individuals of legal age may consume alcohol on University property in a manner consistent with University policy and State of Michigan law. University property, as defined in this Policy, includes all buildings and land owned, leased, or used by the University, and motor vehicles operated by employees, including personal motor vehicles, when used in connection with work performed for or on behalf of the University.

If alcohol is to be served at any event/meeting inside or outside of the licensed facility on campus, the General Counsel’s frequently asked questions web page should be referenced for proper handling: http://www.ogc.umich.edu/faq_alcohol.html

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 University property, while driving a University or privately owned vehicle, or while otherwise engaged in University 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.

The University of Michigan-Flint is a smoke-free campus. Please refer to https://www.umflint.edu/node/7910 and for more information.

Alcohol and Other Drugs Prevention Program
Changing the community culture from one that is indifferent to, or tolerates, the harm caused by excessive and illegal use, requires participation by all members of the community. The University of Michigan-Flint actively promotes an environment that discourages and/or prevents the harmful abuse of alcohol and
ALCOHOL AND OTHER DRUG (AOD) POLICY

ALCOHOL AND OTHER DRUG (AOD) POLICY - continued

other drugs, and strives to prevent subsequent negative outcomes. Strategies that are utilized include: informing students about alcohol and other drug policies, and possible consequences for policy violations; educational media campaigns, promoting legal, moderate use; providing information to students’ parents about alcohol issues on campus during parent orientation; facilitating various education, skill building, and intervention programs to assist students in gaining knowledge and skills; and providing resources and support for students who seek treatment services. For more information, please contact Counseling and Psychological Services (810-762-3456) or Health & Wellness Services (810-762-3441).

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’s 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
ALCOHOL AND OTHER DRUG (AOD) POLICY - continued

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
The University of Michigan-Flint encourages individuals with alcohol or other drug-related problems to seek assistance.

Students can contact a Counseling and Psychological Services (810-762-3456) or Health & Wellness Services (810-762-3441) for information on local, state and national resources available for those seeking assistance.

Faculty and Staff with alcohol or other drug related problems are encouraged to seek confidential, no cost services through the university’s Faculty and Staff Assistance Program (FASAP). Contact UM-Flint Human Resources at (810) 762-3150 for more information.

The MHealthy Alcohol Management program https://hr.umich.edu/benefits-wellness/health/mhealthy/physicalwell-being/alcohol-tobacco-programs/alcohol-management-program-moderation-or-abstinence offers brief, confidential health education and one-on-one counseling to anyone with mild to moderate alcohol problems. Choose from in-person and phone in options. The program serves anyone who wants to make changes to their alcohol use.

MHealthy Tobacco Consultation Service (734-998-6222) provides complete and easily accessible quit smoking/quit chewing tobacco programs open to all U-M employees, patients, and the general public. Group and individual programs are available.

UM-Flint Smoke-Free Campus information is available at https://www.umflint.edu/node/7910. Although not included in the Smoke-Free Campus Policy, using e-cigarettes and chewing tobacco is discouraged. Select buildings and classrooms on campus may have policies that address the use of e-cigarettes and chewing tobacco.

Alcohol and Other Drugs Policy and Student Organizations
The University of Michigan-Flint expects each student organization to adopt a policy about alcohol and other drugs to promote behavior that is consistent with this Policy. Student organizations will be held to the highest standards and will be expected to comply with all federal, state and local laws, thus minimizing criminal and civil liability to the organization and its members, while helping to ensure the personal safety and welfare of its members and guests.

The following guidelines are recommended:

1. It is illegal for student organizations to sell alcohol in the state of Michigan. Student organizations can significantly improve personal safety and reduce liability by not providing alcohol to any person.

2. If alcohol is to be present at an organization-sponsored activity, the organization can provide for the safety of its members and reduce its liability if:
   a. Alcohol is not the focus of the event;
   b. Attractive alternative beverages are provided;
   c. Procedures are in place to prevent service or sale to persons under the legal age of 21;
   d. Alcoholic beverages are not purchased with organization funds nor with the contributions of individual members;
   e. Alcohol is not served from common or self-serve containers;
   f. Service complies with this Policy, as well as the rules of the facility;
   g. Designated non-drinking hosts are assigned to attend the event;
   h. Assist any attendee who is intoxicated with finding alternative transportation home.

If alcohol is to be present at an event, the preferred method of serving alcohol is to use a caterer or hold the event at a site provided by a vendor who is licensed to sell and serve alcohol. If these methods
are not possible, the next best option is to request that guests of age bring a reasonable and limited amount of alcohol that only they will personally consume at the event. Schools, departments, units and administrative offices as appropriate are expected to encourage student organization compliance with these expectations and recommendations.

University 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.

The laws of the state of Michigan and University of Michigan's policies prohibit the consumption or possession for personal consumption of alcoholic beverages by persons under the age of 21 years. Further, Michigan laws and University policies prohibit the sale, service or giving of alcoholic beverages to persons under the age of 21. University of Michigan's policies, local ordinances and laws, state laws and federal laws also prohibit the unlawful possession, use and/or distribution of illicit drugs and alcohol.

Violation of University policies will be subject to campus disciplinary review and action, as follows:

Students: The University has established expectations for non-academic student conduct under the Statement of Student Rights and Responsibilities. The following illicit use of alcohol and other drugs is considered misconduct and subject to disciplinary action:
• "Illegally possessing or using alcohol"
• "Illegally distributing, manufacturing, or selling alcohol"
• "Illegally possessing or using drugs"
• "Illegally distributing, manufacturing, or selling drugs"

The Statement of Student Rights and Responsibilities, including sanctions, can be found at https://www.umflint.edu/sites/default/files/groups/Division_of_Student_Affairs/statement_of_student_rights_and_responsibilities_winter_2015.pdf and is administered by the Division of Student Affairs (DSA). Sanctions cover a wide range of educational assignments and obligations, including but not limited to suspension and expulsion from the institution. The Associate Vice Chancellor & Dean of Students oversees conduct and hearing processes for students as outlined in the Statement of Student Rights and Responsibilities.

Academic units of the university may also have written or implied policies concerning management of alcohol use and their response to the illicit use of alcohol and other drugs in the academic setting. Students are expected to know and understand these additional policies and abide by them.

Student Organizations: Policy violations by student organizations are handled through the Office of Student Conduct and Conflict Resolution. Information pertaining to the judicial process can be found at the following website: www.umflint.edu/osccr

Staff and Faculty: Sanctions for violations by faculty and staff are governed by policies within individual departments and any applicable guidelines set by university regulations (Standard Practice Guide 201.12 [http://spg.umich.edu/policy/201.12]), appropriate collective bargaining agreements, and other applicable policies or procedures. Appropriate sanctions may include: verbal or written warnings, a mandated rehabilitation program, probation, suspension, and termination. In each case there are likely to be different circumstances that are relevant for understanding the situation and determining the appropriate sanction.

External Sanctions
Federal laws impose significant criminal penalties for the unlawful possession, use, manufacture or distribution of alcohol and illicit drugs. These penalties include fines and/or imprisonment. 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
ALCOHOL AND OTHER DRUG (AOD) POLICY - continued

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: http://www.justice.gov/dea/druginfo/ftp3.shtml. This section is not intended as legal advice; consult with an attorney regarding your specific legal issues. For more information, please contact Student Legal Services at 734-763-9920 or visit http://studentlegalservices.umich.edu/ for more information.

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 is also 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/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) ticket as well as being cited for operating a vehicle while intoxicated. 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.

The University maintains the discretion to refer the individual for appropriate educational intervention(s).  

Michigan Law Governing Marijuana: The Michigan Medical Marijuana Act (MMMA) conflicts 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. The University of Michigan-Flint 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 UM-Flint Alcohol and Other Drug Policy and is prohibited at the University of Michigan-Flint (also referenced in the UM Standard Practice Guide 601.29).

Drugs: Unlawful possession, use, or distribution of alcohol or illicit drugs may lead to a referral to the appropriate local, state, and/or federal authorities for prosecution for a misdemeanor or a felony,
ALCOHOL AND OTHER DRUG (AOD) POLICY - continued

depending on the nature of the offense. The sanctions for such offenses may include fines and/or imprisonment.

The illegal sale, possession, and use of alcoholic beverages is prohibited on campus and in UM-Flint facilities. Department of Public Safety officers enforce State underage drinking laws and local ordinances on campus. The possession, use, and sale of illegal drugs is prohibited on campus and in UM-Flint facilities. Department of Public Safety officers enforce State and Federal drug laws on campus.

Employee Reporting Requirement
Under the Drug-Free Workplace Act, in addition to the other requirements of this Policy, the University of Michigan requires all employees who work in any capacity under a federal grant or contract to notify his or her University 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 University Human Resources, who will consult with the appropriate staff in the Division of Research Development and Administration regarding satisfying the University’s reporting obligations.

Marketing Standards
The University of Michigan-Flint will refuse advertising inconsistent with the fundamental missions of the University, or in conflict with the image the University seeks to project or the well-being of the University community. Examples of advertisements that will not be accepted include:

- Alcoholic beverages
- Tobacco products
- Sex as a product
- Gambling
- Paraphernalia associated with illegal drugs
- Dishonest, deceptive, or illegal advertising.

Distribution of Policy
A copy of this policy statement will be distributed to all faculty, staff and students three times per year (Jan., May, and September) via email.

Review of University Prevention Program and Policy
Biennially the University shall review its “Alcohol and Other Drugs Prevention Program and Policy” to determine effectiveness and implement changes, if needed, and to ensure that the university’s disciplinary sanctions are consistently enforced.

For More Information concerning this policy, contact the Office of the Vice Chancellor for Campus Inclusion and Student Life at 810-762-3434.

Updated and endorsed by UM-Flint ATOD Committee June 17, 2016
Approved by the UM-Flint Cabinet July 25, 2016
POSSESSION OF WEAPONS ON CAMPUS

Students
The following personal actions on university property or at official university functions shall be considered non-academic misconduct and be subject to disciplinary action: Use, possession, or storage of any weapon on university premises or at university-sponsored activities and events (unless approved by the Department of Public Safety; such approval will be given only in extraordinary circumstances).

Students must also be familiar with Regent Ordinance Article X (Weapons) that also applies to possession of weapons on campus.

Faculty/Staff
The University of Michigan Standard Practice Guide Section 201.94 was issued on 3/12/01 to address the subject of weapon possession on campus. This policy states;

I. Policy: Except as otherwise provided below, employees are prohibited at any time while on any property owned, leased, or otherwise controlled by the university, or elsewhere in the course of their employment with the university, from possessing or discharging any firearm; possessing or using any explosive or any knife, sword or machete having a blade longer than four (4) inches or, in the case of a knife with a mechanism to lock the blade in place when open, longer than three (3) inches; or possessing, discharging or using any other dangerous weapon. Employees are also prohibited at any time while on any property owned, leased or otherwise controlled by the university, or elsewhere in the course of employment, from possessing any chemical or any other dangerous substance or compound with the intent of causing injury to another. The prohibitions in this Standard Practice Guide apply regardless of whether the employee has a concealed weapon permit or is otherwise authorized by law to possess, discharge or use any such device.

The prohibition in the previous paragraph does not apply:

a) to a peace officer who is a member of the university’s Department of Public Safety, who is regularly employed by the university, and who has been authorized by the Director of the Department of Public Safety to carry weapons as outlined by Department of Public Safety policy; or

b) to an employee authorized by the university to possess or use such a device during the time when the employee is engaged in work for the university requiring such a device; or

c) during the time when the device is worn as part of a military or fraternal uniform in connection with a public ceremony, parade or theatrical performance; or

d) when the Director of the Department of Public Safety has waived the prohibition based on extraordinary circumstances. Any such waiver must be in writing, signed by the Director, and must define its scope and duration.

The Director of the Department of Public Safety may impose certain restrictions upon individuals who are otherwise authorized to possess or use such devices pursuant to the preceding paragraph when the Director determines such restrictions are appropriate under the circumstances.

II. Regulations: Employees who violate this policy may be subject to discipline, up to and including discharge.

Faculty/Staff should also be familiar with Regent Ordinance Article X (Weapons) that also applies to possession of weapons on campus.
POSSESSION OF WEAPONS ON CAMPUS - continued

Regent Ordinance Article X (Weapons)

Regent Amended Ordinance Article X (Weapons) applies to the possession of weapons on University properties.

Section 1. Scope of Article X. Article X applies to all property owned, leased, or otherwise controlled by the Regents of the University of Michigan and applies regardless of whether the individual has a concealed weapons permit or is otherwise authorized by law to possess, discharge or use any device referenced below.

Section 2. Possession of Firearms, Dangerous Weapons and Knives. Except as otherwise provided in Section 4, no person shall while on any property owned, leased, or otherwise controlled by the Regents of the University of Michigan: (1) possess any firearm or any other dangerous weapons as defined in or interpreted under Michigan law or (2) wear on his or her person or carry in his or her clothing any knife, sword or machete having a blade longer than four (4) inches, or, in the case of a knife with a mechanism to lock the blade in place when open, longer than three (3) inches.

Section 3. Discharge or Use of Firearms, Dangerous Weapons and Knifes. Except as otherwise provided in Section 4, no person shall discharge or otherwise use any device listed in the preceding Section on any property owned, leased or otherwise controlled by the Regents of the University of Michigan.

Section 4. Exceptions.

1. Except to the extent regulated under Subparagraph 2., the prohibitions in Article X do not apply:
   a) to University employees who are authorized to possess and/or use such a device pursuant to Standard Practice guide 201.94;
   b) to non-University law enforcement officers of legally established law enforcement agencies or to other non-University employees who, in either situation, are authorized by their employer to possess or use such a device during the time the employee is engaged in work requiring such a device;
   c) when someone possesses or uses such a device as part of a military or similar uniform or costume in connection with a public ceremony or parade or theatrical performance;
   d) when someone possesses or uses such a device in connection with a regularly scheduled educational, recreational or training program authorized by the University;
   e) when someone possesses or uses such a device for recreational hunting on property which has been designated for such activity by the University provided such possession and use is in strict compliance with applicable law; or
   f) when the Director of the University’s Department of Public Safety has waived the prohibition based on extraordinary circumstances. Any such waiver must be in writing and must define its scope and duration.

2. The Director of the Department of Public Safety may impose restrictions upon individuals who are otherwise authorized to possess or use such a device pursuant to Subsection (2) when the Director determines that such restrictions are appropriate under the circumstances.

Section 5. Violation Penalty. A person who violates this Article X is guilty of a misdemeanor, and upon conviction, punishable by imprisonment for not less than ten (10) days and no more than sixty (60) days, or by fine of not more than fifty dollars ($50.00) or both.

(1) Statement of Student Rights and Responsibilities, University of Michigan-Flint
SEXUAL HARASSMENT

It is the policy of the University of Michigan to maintain an academic and work environment free of sexual harassment for students, faculty, and staff. Sexual harassment is contrary to the standards of the university community. It diminishes individual dignity and impedes equal employment and educational opportunities and equal access to freedom of academic inquiry. Sexual harassment is a barrier to fulfilling the University’s scholarly, research, educational, and service missions. It will not be tolerated at the University of Michigan.

Sexual harassment violates the University’s long-standing policy against discrimination on the basis of sex. Sexual harassment is also illegal. It is prohibited in the employment context by Title VII of the 1964 Civil Rights Act, in the education context by Title IX of the Educational Amendments of 1972, and, in both employment and education contexts, by Michigan’s Elliot-Larsen Civil Rights Act, adopted in 1976.

A claim under this policy may be brought by the University or by a faculty, staff, or student member of the University community based on the conduct of any University employee. Complaints based on conduct by students who are not also employees of the University are addressed in the Statement of Student Rights and Responsibilities, which is administered by the Office of Student Conflict Resolution. Persons who lodge sexual harassment complaints or participate in the investigation of such a complaint are protected from retaliation (e.g. adverse action or consequences) for those actions. Retaliation will not be tolerated at the University of Michigan.

Sexual harassment can be a very serious matter having far-reaching effects on the lives and careers of individuals. Intentionally false accusations can have similar impact. A person who knowingly and intentionally files a false complaint under this policy is subject to University discipline. Both a person who sexually harasses another, and a person who knowingly and intentionally files a false complaint under this policy, are subject to University discipline.

An individual may engage in conduct of a sexual nature that may not be sufficiently severe, persistent or pervasive to constitute sexual harassment as described below, but is nonetheless inappropriate. Such conduct also will not be tolerated by the University, is prohibited by the University and is subject to discipline up to and including termination of employment.

**Definition of Sexual Harassment**

For the purposes of determining whether a particular act or course of conduct constitutes sexual harassment under this policy, the following definition will be used:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, education, living environment, or participation in a University activity;
2. submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that person’s employment, education, living environment, or participation in a University activity; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual’s employment, education, living environment, or participation in a University activity.

(2) Selected portions of the Policy on Sexual Harassment, SPG 201.89-0, revised 8/25/11.
SEXUAL HARASSMENT - continued

Response and Procedures

Prevention and Education. The University is committed to preventing and eliminating sexual harassment of students, faculty, and staff. To that end, this policy will be published on the University’s web site. Information regarding sexual harassment and this policy will be included in orientation materials for new students, faculty, and staff and made available in the Office of Institutional Equity and other appropriate locations on each campus. In addition, appropriate educational sessions will be conducted by the University on an ongoing basis to (1) inform students, faculty, and staff about identifying sexual harassment and the problems it causes, (2) advise members of the University community about the rights and responsibilities under this policy, and (3) train personnel in the administration of this policy.

Assistance with Sexual Harassment Concerns. The Office of Institutional Equity is responsible for ensuring and monitoring the University’s compliance with federal and state nondiscrimination laws. However, a discrimination-free environment is the responsibility of every member of the community. The University can take corrective action only when it becomes aware of problems. Therefore, the University encourages persons who believe that they have experienced or witnessed sexual harassment to come forward promptly with their inquiries, reports, or complaints and to seek assistance within the University. Individuals also have the right to pursue a legal remedy for sexual harassment in addition to or instead of proceeding under this policy.

Confidential Counseling. Information about or assistance with sexual harassment issues may be obtained from a variety of University resources. Prior to or concurrent with lodging a sexual harassment complaint, individuals may find it helpful to consult with a counselor or otherwise seek assistance. The following offices provide advice and support to individuals who believe they are experiencing sexual harassment. All information shared with these offices will remain confidential to the extent permitted by law and University policy. Discussions with representatives of these offices will not be considered a report to the University regarding the problematic behavior and will not, without additional action by the complainant, result in intervention or corrective action.

UM-Flint Division of Student Affairs - Counseling Services and Ombuds (Students)
(810) 762-3456
http://www.umflint.edu/dsa/

UM-Flint Faculty Ombuds (Faculty)
(810) 762-3424
http://www.umflint.edu/provost/faculty_ombuds.htm

Lodging a Complaint. An individual may complain to the University about alleged sexually harassing behavior or retaliation by contacting a University official, such as a supervisor; Dean, Director or department head; the Office of Institutional Equity; the appropriate Human Resources Office; the Dean of Students (for students); the Dean’s Office of the Horace H. Rackham Graduate School (for graduate students); the Center for the Education of Women; and the Department of Public Safety. If an employee is represented by a union and the terms of the collective bargaining agreement provide for a different procedure for pursuing a sexual harassment complaint, the terms of the collective bargaining agreement shall prevail. If the complaint is against a student, the complainant may elect to pursue a formal charge through the appropriate student grievance procedure. In addition, any member of the University community may utilize appropriate University resources for guidance and support during the investigation process (e.g., Center for the Education of Women, Sexual Assault Prevention and Awareness Center, etc.)
SEXUAL HARASSMENT - continued

**Investigation and Investigation Procedures.** The University will handle sexual harassment complaints consistently with procedural guidelines developed to ensure prompt and equitable resolution of such complaints. Complainants and Respondents will be given copies of the procedural guidelines, and the guidelines will also be made readily available to the University community. The matter will then proceed to investigation or other forms of effective and fair review. The investigation or review may be performed by the Office of Institutional Equity, or jointly with another office, as determined by OIE.

The purpose of an investigation, which will include interviewing the parties and witnesses, is to gather and assess evidence. During the course of an investigation, the investigating office will work collaboratively with other appropriate University offices. For example, if a faculty member is involved in a complaint, the Office of Institutional Equity would generally work collaboratively with the Office of the Provost; the appropriate Dean, Director or Department Head; and Academic Human Resources. If a staff member is involved in the complaint, the Office of Institutional Equity would work collaboratively with Staff Human Resources, the supervisor, the Unit Human Resources Representative and other appropriate department and University officials.

Possible outcomes of an investigation are (1) a finding that the allegations are not warranted or could not be substantiated, (2) a finding that the allegations are substantiated and constitute sexual harassment or inappropriate behavior and, if so, (3) referral to the appropriate administrative authority for corrective action.

**Corrective Action.** Corrective action could include a requirement not to repeat or continue the harassing or retaliatory conduct, a reprimand, denial of merit pay increase, reassignment, suspension and termination. The severity of the punishment will depend on the frequency and severity of the offense and any history of past discriminatory or retaliatory conduct. A finding of sexual harassment may be cause for the separation of the offending party from the University, in accordance with University procedures, including, for qualified faculty, the procedures set forth in Regents’ Bylaw 5.09. Every effort will be made to assure University-wide uniformity of sanctions for similar offenses.

**University Action.** The University may assume the role of a complainant and pursue a report or complaint of sexual harassment, either informally or formally. The University may respond to complaints or reports by persons external to the University community about alleged sexually harassing conduct by University employees. If the accused is a faculty member to whom Regents’ Bylaw 5.09 applies, the Provost or executive authority of the relevant unit may initiate the procedures of Bylaw 5.09 at any stage in the process, if the circumstances indicate that such action is warranted.

**Reporting Requirements.** To assure University-wide compliance with this policy and with federal and state law, the Office of Institutional Equity must be advised of all reported incidents of sexual harassment and their resolution. The Office of Institutional Equity will monitor repeated complaints within the same unit or against the same individual, where identified, to assure that such complaints are appropriately handled.

**Retaliation.** The University will take appropriate steps to assure that a person who is good faith reports, complains about, or participates in an informal resolution or formal investigation of a sexual harassment allegation will not be subjected to retaliation. The University also will take appropriate steps to assure that a person against whom such an allegation is made is treated fairly. The University will also take appropriate follow-up measures to assure the goals of this policy are met. Persons who believe they are experiencing retaliation are strongly encouraged to lodge a complaint with the University using the same procedure for lodging a sexual harassment complaint. The Procedural Guidelines for Handling Harassment complaints may be found at: http://www.hr.umich.edu/procedures/spg201-89-0.html

Footnote - Selected portions of the University of Michigan Policy on Sexual Harassment, SPG 201.89-0
STUDENT SEXUAL MISCONDUCT POLICY

Introduction

The University of Michigan-Flint (“University” or “UM-Flint”) values civility, dignity, diversity, education, equality, freedom, honesty, and safety, as described in the Statement of Student Rights and Responsibilities, and is firmly committed to maintaining a campus environment free from sexual harassment, sexual assault, and other forms of sex-based discrimination (collectively referred to in this policy as sexual misconduct).

Sexual misconduct jeopardizes the mental, physical, and emotional welfare of our students, as well as the safety of our community. Sexual misconduct diminishes students’ individual dignity and impedes their access to educational, social, and employment opportunities. It can permanently impact students’ lives and may cause lasting physical and psychological harm. Sexual misconduct violates our institutional values and its presence in the community presents a barrier to fulfilling the University’s scholarly, research, educational, and services missions. Sexual misconduct, therefore, will not be tolerated at the University of Michigan-Flint and is expressly prohibited. Anyone who is aware of sex-based misconduct by a university student should promptly report by taking the appropriate steps to reduce or eliminate the harassment, prevent its recurrence, and address its effects.

This policy provides information regarding the University’s prevention and education efforts related to student sexual misconduct, as well as how the university will proceed once it is made aware of allegations of student sexual misconduct in keeping with our institutional values and to meet our legal obligations under Title IX and other relevant laws. The university community will be made aware of this policy through: publication on the university’s Division of Student Affairs website, institutional equity website, and DPS website; annual e-mail notifications to faculty, staff and students; distribution at annual residence hall meeting, educational programs and workshops; and the Annual Campus Security Report.

Nothing in this policy will be interpreted to violate individual constitutional rights of expression, to infringe upon academic freedom, or to compromise the university’s education mission. Offensive speech alone in not legally sufficient to establish a violation of this policy. The expressive conduct must constitute sexual misconduct as defined within this policy for a violation to occur. Sexual misconduct, however, is not a legally protected expression or a proper exercise of academic freedom.

DEFINITIONS

A. Violations

Sexual Misconduct - umbrella term used to encompass unwanted or unwelcome conduct of a sexual nature that is committed without valid consent, including sexual assault, sexual harassment (including stalking), and other forms of sex-based discrimination. Men or women can engage in sexual misconduct, and sexual misconduct can occur between people of the same or different sexes. Sexual misconduct can include both intentional conduct and conduct that results in negative effects. Sexual misconduct can also include retaliation in connection with the Complainant’s allegations under this policy.
STUDENT SEXUAL MISCONDUCT POLICY - continued

Sexual Assault - unwanted or unwelcome touching of a sexual nature, including hugging, kissing, fondling, oral sex, anal or vaginal intercourse, or other physical sexual activity that occurs without valid consent.

Sexual Harassment - unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if: 1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s education, living environment, employment, or participation in a university-related activity; 2) submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual’s education, living environment, employment, or participation in a university-related activity; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual’s educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual’s education, living environment, employment, or participation in a university-related activity. Sexual harassment may occur via various communication devices, via social media or via the internet. Conduct reported as sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the alleged behavior. Although repeated incidents generally create a stronger claim of sexual harassment, a serious incident, even if isolated, may violate this policy.

Examples of sexual harassment include, but are not limited to: unwanted sexual statements; unwanted personal attention (e.g., cyber-stalking); unwanted physical or sexual advances that would constitute sexual assault (as defined in this policy); electronic recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without the knowledge and consent of all parties involved; touching oneself sexually for others to view; and voyeurism (e.g., spying on others who are in intimate or sexual situations).

Stalking - any unwanted contact between a Respondent and their target of a sexual or romantic nature that directly or indirectly communicates a threat or places the target in fear. This includes but is not limited to: following a person; repeated and unwanted telephone calls; making repeated and unwanted contact by e-mail or on social media sites (e.g., Twitter, Facebook); or leaving gifts for their target.

Intimate Partner Violence - unwanted or unwelcomed touching of a sexual nature or use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed towards a partner in an intimate relationship, such as domestic violence and dating violence. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Intimate partner violence can be a single act or a pattern of behavior in relationships. Intimate partner relationships can include both short or long-term relationships (current or former) between persons intended to provide some emotional/romantic and/or physical intimacy.
B. General

**Complainant** - An individual who reportedly experiences sexual misconduct, regardless of whether that individual participates in the disclosure or review of that report by the university at any point. The university may assume the role of a Complainant.

**Consent** - Clear, freely given, and unambiguous agreement to engage in a particular activity. Consent cannot be procured by the use of physical force, compelling threats, intimidating behavior or coercion. A person who is incapacitated or who is unable to give consent due to age or an intellectual and/or other disability cannot validly give consent.

Either party at any point can withdraw consent. Moreover, consent to engage in one sexual activity, or past agreement to engage in a particular sexual activity, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in sexual activity. For the purposes of this policy, the issue is whether the accused student knew or should have known that the activity in question was not consensual, based on a reasonable person standard.

**Coercion** - Unreasonable pressure for sexual activity. Continued pressure beyond the point when someone has made it clear that they do not want to engage in sexual behavior.

**Force** - Use of physical violence and/or imposing on someone physically to gain sexual access. Force can also include threats, intimidation (implied threats), and coercion that are used to overcome resistance.

**Incapacitated** - Lacking the physical and/or mental ability to make informed and rational judgments. This lack of ability can have a variety of causes, including but not limited to, sleep, alcohol, drugs, blackouts, or flashbacks.

**Investigator/Institutional Equity and Diversity Consultant** - A University of Michigan-Flint employee who reviews and investigates reports of sexual misconduct under this Policy in support of the work of the Division of Student Affairs. On the University of Michigan-Flint Campus, the Investigator is the Institutional Equity and Diversity Consultant (213 University Pavilion, 303 E. Kearsley Street, Flint, MI 48502-1950. Phone 810-237-6517) or designee. The Investigator is responsible for maintaining the files related to investigations under this Policy.

**Reporter** - An individual who reports to the university a concern regarding possible sexual misconduct by a student. A Reporter need not be a Complainant.

**Respondent** - A university student or participant in a university program who is reported to have violated this policy.

**Student Conduct Officer** - A University Official appointed by the Vice Chancellor for Student Affairs who is responsible for managing reported violations of the Statement of Students Rights and Responsibilities, including informal resolutions and sanctioning. The Student Conduct Officer is responsible for maintaining all files related to the Statement of Student Rights and Responsibilities. The Student Conduct Officer is also responsible for reporting all sanctioning to the University Title IX Coordinator or designated deputy.

**Title IX** - Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. § 1681 et seq.; 34 C.F.R. Part 106) is a federal law that prohibits sex-based discrimination in education programs that receive federal financial assistance.
STUDENT SEXUAL MISCONDUCT POLICY - continued

Title IX Coordinator - The University of Michigan official charged with ensuring the university’s overall compliance with Title IX and related policy. Inquiries or complaints may be addressed to the University of Michigan Senior Director for Institutional Equity, and Title IX/Section 504/ADA Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, MI 48109-1432, (734) 763-0235, TTY (734) 647-1388.

University Program - A university-sponsored activity that is geared toward elementary, secondary, or post-secondary students.

SCOPE OF POLICY
For purposes of this policy, sexual misconduct encompasses a range of behaviors that create a hostile educational environment, including sexual assault and sexual harassment. Individuals who are concerned about inappropriate student behavior regardless of whether the actions may violate this policy should still report these incidents to the Assistant Vice Chancellor for Student Affairs, 359 University Center, 303 E. Kearsley Street, Flint, MI 48502-1950. Phone (810) 237-6649.

This policy applies to sexual misconduct that is committed by a university student or a participant in a university program whenever that sexual misconduct occurs:

• In the City of Flint;
• On university-controlled property;
• In connection with a University or University-recognized program or activity; or
• When the conduct occurs outside of the city of Flint or outside of University-controlled property and poses an obvious and serious threat of harm to any member(s) of the university community.

This policy does not cover:

• Sexual misconduct reportedly committed by faculty or staff. Such misconduct will continue to be addressed in accordance with SPG 201.89-0.
• Sexual misconduct committed by a third party that is not affiliated with the university.

Individual subjected to sexual misconduct by third parties not affiliated with the university may still utilize university resources and the university will attempt to take prompt action to eliminate the harassment and prevent its recurrence; however, the university’s response against the accused may be limited.

At the university’s discretion, this policy and related processes may also apply to reported violations of other university policies if, in the university’s judgment, those other allegations are directly related to the reported sexual misconduct.

REPORTING
The university is committed to providing a campus environment free from sexual misconduct. Therefore, if the university finds that it has enough information or becomes aware of possible incidents of sexual misconduct, it may proceed with the investigation even if no formal complaint has been filed or the individuals involved are unwilling to cooperate.
The university encourages the reporting of sexual misconduct to university officials. Reports of sexual misconduct to university officials may be made by:

- A person who believes they experienced sexual misconduct; or
- A person who has information that sexual misconduct may have been committed by a university student or a participant in a university program.

**Third-Party Reporting.** Third parties who are not affiliated with the university and who believe they have experienced sexual misconduct by a student or who have information that sexual misconduct may have been committed by a university student or a participant in a university program, may bring their complaint against the student to the university by contacting the Assistant Vice Chancellor for Student Affairs, 359 University Center, (810) 237-6649.

**Mandatory Reporting for Certain University Officials.** Any faculty or staff whose roles include responsibility for the safety and security of any part of the university community, and those whose knowledge of a possible violation could be imputed to the university, must timely forward all information to the Assistant Vice Chancellor for Student Affairs, in addition to other reporting obligations such as direct reporting to law enforcement. Examples of individuals who may receive reports of student sexual misconduct and who are required to forward them to the Assistant Vice Chancellor for Student affairs in compliance with this Policy include Campus Security Authorities (e.g., regents, executive officers, deans (including associate and assistant deans), department chairs, supervisors, academic advisors, directors and coordinators of any undergraduate and graduate programs, coaches, resident advisors, sponsors of sponsored student organizations, and Department of Public Safety staff).

All reports should be made to the Assistant Vice Chancellor for Student Affairs, 359 University Center, (810) 237-6649. Reports may also be made to the Institutional Equity Office, 213 University Pavilion, (810) 237-6517.

**Anonymous Reports.** Anonymous reports of violations of this policy may be made to [www.umflint.edu/wec/forms/sexual-misconduct-incidents-form.htm](http://www.umflint.edu/wec/forms/sexual-misconduct-incidents-form.htm). The university may not be able to address fully reports received from anonymous sources unless sufficient information is furnished to enable the university to conduct a meaningful and fair investigation. The university will, however, take whatever steps it deems appropriate in the best interest of the overall university community, consistent with the information that is available.

**Confidentiality Concerns.** If confidentiality is requested by the Complainant or the Respondent, or if the Complainant requests that the Complaint not be pursued, the university will take all reasonable steps to comply with this request. In situations where a Complainant requests privacy, the university’s ability to investigate and respond to the allegations may be limited. If the Complainant requests that the university not investigate and/or the offender is unknown, the University Title IX Coordinator will determine if an investigation is warranted, in consultation with the Assistant Vice Chancellor for Student Affairs and the Institutional Equity and Diversity Consultant. The university will evaluate the request for no investigation in the context of its responsibility to provide a safe and non-discriminatory environment for all students. The university will consider the following factors when determining whether it can maintain confidentiality; the seriousness of the alleged harassment; the age of the student harassed; whether there have been other complaints or reports against the Respondent; and the rights of the Respondent to receive information about the accuser and the allegations if a formal proceeding with sanctions may result.
STUDENT SEXUAL MISCONDUCT POLICY - continued

The university will ensure that the Complainant or Respondent’s identity will only be revealed on a need-to-know basis. When a report of sexual misconduct is filed, the Complainant, the Respondent, and all identified witnesses who are named in the investigation, will be notified of the university’s expectation of confidentiality.

Timing. To promote timely and effective review, the university strongly encourages Reporters and Complainants to make reports of possible sexual misconduct as soon as possible but within 180 calendar days. If reports are made after 180 days of the incident, the Assistant Vice Chancellor for Student Affairs and the Institutional Equity and Diversity Consultant, in consultation with the University Title IX Coordinator, will determine the appropriate university response, which may include an investigation. The lapse of time may make it more difficult to gather relevant and reliable information and prevent similar misconduct.

Intentionally Filing a False Report. The university understands that sexual misconduct is often not witnessed by others and that reports of sexual misconduct are not always substantiated by evidence. Therefore, individuals should not be discouraged from reporting sexual misconduct under this policy simply because there is a lack of evidence. However, any member of the university community who knowingly files a false complaint or provides false information under this policy or intentionally misleads university officials who are investigating or reviewing a complaint of alleged sexual misconduct is subject to disciplinary action.

Reports to Local Law Enforcement. The university encourages those who believe they experienced a sexual assault or any other crime to file a report with local law enforcement. University staff is available, upon request, to assist the individual in making the report. Collection and preservation of evidence relating to a reported sexual assault is essential for law enforcement investigations in particular, so prompt reporting to law enforcement is especially critical.

Respect for Medical Amnesty Law. The university’s primary concern is for student health, wellness, and safety. Sometimes students are reluctant to seek help after experiencing sexual misconduct, or may be reluctant to help others who may have experienced sexual misconduct, because they fear being held responsible by the university or law enforcement for underage alcohol consumption or providing alcohol to an underage individual. Students should not be reluctant to report instances of sexual misconduct because they fear being charged with other policy violations or criminal prosecution. The State of Michigan has adopted a medical amnesty law to encourage underage individuals to call or seek prompt and appropriate medical attention. This law provides amnesty from prosecution for alcohol possession or consumption for underage individuals who report experiencing sexual misconduct or who assist those who report experiencing sexual misconduct.
Michigan law continues to prohibit underage individuals from purchasing, consuming, or possessing, or attempting to purchase, consume, or possess alcohol and from having any bodily alcohol content. Michigan law, however, includes an exemption from prosecution of an underage individual for the following:

- Voluntarily accessing a health facility or agency for treatment or observation after consuming alcohol;
- Accompanying an underage individual who voluntarily accesses a health facility or agency for treatment or observation after consuming alcohol; and
- Initiating contact with law enforcement or emergency medical services personnel for the purpose of obtaining medical assistance in connection with their own personal consumption of alcohol or consumption by others.

Confidential Reporting. Those who wish to access confidential assistance or resources, or to explore reporting options without initiating further action from the university, should contact Counseling, Accessibility, and Psychological Services (CAPS), 264 University Center, (810) 762-3456.

UNIVERSITY RESPONSE PROCEDURE

A. Interim Measures

Once a report of sexual misconduct has been made to the university, information will be forwarded to the Department of Public Safety (DPS) to ensure appropriate distribution of university-wide warnings and maintenance of accurate statistics, the Institutional Equity and Diversity Consultant, and the Assistant Vice Chancellor for Student Affairs. The university will also offer the appropriate support services and notification of institutional policies to the Complainant and the Respondent. The university will take the appropriate steps to prevent and/or address retaliatory conduct following a report.

The Division of Student Affairs may also implement interim measures, as needed to protect the students involved and the larger university community. Interim interventions may include separation of the parties’ academic and living situations or other interventions the Assistant Vice Chancellor for Student Affairs and the Institutional Equity and Diversity Consultant deem appropriate, in consultation with the University Title IX Coordinator. These measures may be kept in place until the end of any review or appeal process. Failure to abide by the interim interventions is a violation of this policy and may lead to additional disciplinary actions.

B. Grievance Process

1. Investigation. The investigator will determine the most effective method of reviewing the concerns raised by the reported sexual misconduct. In all cases, the university will respond to the report in a prompt, thorough, procedurally fair, and effective manner. Upon receipt of a report, the university will strive to complete its investigation within sixty (60) calendar days.

   In most cases, the Investigator will conduct a fact-finding investigation, which includes meeting separately with the Complainant, Respondent, and pertinent witnesses, and reviewing and analyzing other relevant information. Occasionally, a different or less formal response to the report may be warranted.
2. **Support Person(s).** At any time during the course of an investigation, the Complainant and the Respondent may both provide a written statement, and other supporting material, regarding the matter under review. During the investigative process, the Complainant and the Respondent may also have a support person(s) present at any meeting with the Investigator. The support person(s) may not participate directly in the investigative process, but may be present to provide support to the Complainant or Respondent.

3. **Concurrent Law Enforcement Investigations.** In the event that a Complainant files a report with local law enforcement, the university will not delay its own investigation nor will it delay taking steps to protect the Complainant or campus community through interim measures. However, if necessary, the university may schedule the fact-finding portion of its investigation in a manner that does not hinder law enforcement’s evidence gathering. If the Respondent requests a reasonable delay of the resolution process until external proceedings are resolved, the university will evaluate the circumstances of the case (including the length and impact of the delay on the Complainant and community, and the integrity of the resolution process) before determining whether it will grant the request. Standards for criminal investigations are different from the standards for violation under this policy, and therefore the university is not required to rely on law enforcement reports and/or actions to make decisions under this policy. The university is, however, committed to appropriate coordination with its Department of Public Safety and with local law enforcement.

4. **Standard of Proof.** The Investigator’s findings will be made using the *preponderance of the evidence* standard. This standard requires that the information supporting each finding be more convincing than the information offered in opposition to it. Under this standard, individuals are presumed not to have engage in the conduct reported *unless* a preponderance of the evidence supports a finding that sexual misconduct occurred.

5. **Investigation Findings and Outcome Notification.** In most cases, when an investigation is conducted, the Investigator will prepare a written report at the conclusion of the investigation. Before the report is finalized, the participating Complainant and Respondent will be given an opportunity to review their own statement.

The Investigator’s written report will contain, at a minimum: 1) summary of the complaint; 2) investigator’s findings, and 3) summary of the investigator’s rationale in support of the findings.

The Investigator’s report and findings must be reviewed and approved by the University Title IX Coordinator. The university’s written findings will then be made available to the Student Conduct Officer and then simultaneously to the participating Complainant and Respondent, in the manner and to the extent appropriate to honor due process and privacy considerations. The university neither encourages nor discourages the subsequent disclosure or sharing of the written notification by either party.

In cases where a Complainant and/or Respondent has chosen not to participate in the university’s review of the sexual misconduct allegation but desires to be notified of the outcome, the university may notify the Complainant. If a Complainant has expressed a desire, in writing, not to be notified of the outcome, the university will honor that decision and will not send the notification.
C. Sanctions.

If the Respondent is found to have committed the alleged sexual misconduct, the university will take further action to prevent the recurrence of that misconduct and remedy its effects.

The Assistant Vice Chancellor for Student Affairs or Student Conduct Officer will meet with the Respondent to discuss sanctions. The Assistant Vice Chancellor for Student Affairs will determine the appropriate sanctions and inform the Respondent in writing within fifteen (15) university business days.

The sanctions applied to students found responsible for sexual misconduct are designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while honoring the university’s educational mission. Sanctions may also serve to promote safety or to deter students from future threatening or harmful behavior. Some behavior is so harmful to the university community or so deleterious to the educational process that it may require more serious sanctions, such as removal from university housing, specific courses or activities, suspension from the university or expulsion.

Dual Roles. When the Respondent holds a role within the university in addition to that of a student (e.g. student-employee), the sanctions may apply to all roles held by the student provided there is a sufficient nexus between the alleged conduct and the position held by the student. If the student’s alleged sexual misconduct occurred in their employment capacity, the review and sanctioning process will be completed according to SPG 201.98-0. If the student-employee is found to have engaged in sexual misconduct after that review, the student-employee may be subject to sanction both in connection with their employment and their student status, as appropriate, under applicable processes and in accordance with any procedures set forth in any applicable collective bargaining agreement.

D. Appeal Process.

Either party may appeal the sanctions imposed. Given the personal and sensitive nature of these circumstances, and out of the respect for the rights of all participants, a review of the matter will be efficient and narrowly tailored.

1. Grounds for Review. A party may only seek review of the sanctions on the following grounds:
   a) A material deviation from the procedures affects the outcome of the case;
   b) There is new and relevant information, with reasonable diligence and effort, that was unavailable at the time of the investigation and resolution that could reasonably affect the outcome; and/or
   c) The sanctions are not appropriate or proportionate to the determined violation(s).

To request a review, the party must submit a written appeal to the Assistant Vice Chancellor for Student Affairs within ten (10) university business days of the notification of decision regarding any sanctions. The Assistant Vice Chancellor for Student Affairs may modify the ten (10)-day limitation period when reasonable.

Both parties will be notified if either party submits an appeal and will be informed of the grounds of the appeal. A party may submit a short written response to the request for appeal within five (5) university business days of the notification.
STUDENT SEXUAL MISCONDUCT POLICY - continued

2. Procedure. If the appeal satisfies the requirements listed above, the matter will be reviewed by the Faculty Student Concerns Committee as described within the Statement of Student Rights and Responsibilities. In a closed session, the Faculty Student Concerns Committee will review the matter based on the relevant considerations identified in the request for appeal. The Faculty Student Concerns Committee may conclude that there are no relevant issues of concern and, therefore, recommend that the Student Conduct Officer affirm the sanctions.

If the Faculty Student Concerns Committee identifies issues of concern, the committee will provide the Student Conduct Officer with one of the following recommended actions and any additional instructions or recommendations it deems appropriate under the circumstances:

• If there was a material deviation from procedure, remand the matter to the University Title IX Coordinator and/or Investigator with corrective instructions from the Faculty Student Concerns Committee;
• If newly-discovered information appears relevant, refer the matter to the University Title IX Coordinator and the original Investigator to determine whether any modification may need to be made to the original investigative report; or
• If the sanctions appear inappropriate or disproportionate, alter the sanctions accordingly.

The Faculty Student Concerns Committee will prepare a written report in response to any appeal within ten (10) university business days of receiving the appeal.

The Vice Chancellor for Student Affairs may accept or modify the recommendations made by the Faculty Student Concerns committee. The Vice Chancellor for Student Affairs’ final decision will be made available to the participating parties simultaneously, to the extent appropriate to honor due process and privacy concerns within five (5) university business days of receiving the Faculty Student Concerns Committees’ report.

PROTECTION AGAINST RETALIATION
The university will take appropriate steps to ensure that a person who in good faith participates in a sexual misconduct investigation or resolution, or assists others in doing so, or is accused of violating this policy will not be subjected to retaliation. This protection exists even if a complaint is dismissed or the Respondent is not found to have violated this policy. The university will take appropriate steps to ensure that all participants in an investigation are treated fairly. Anyone who believes that he or she is experiencing retaliation is strongly encouraged to report this concern using the same procedure for reporting possible sexual misconduct under this policy.

RELATED INFORMATION

Education and Training. The university will ensure that all employees who are involved in processing, investigating, or resolving complaints of sexual misconduct receive appropriate training. The Institutional Equity and Diversity Consultant and the Division of Student Affairs will coordinate educational programming for the university community to minimize sexual misconduct by students and to inform the university community regarding the university’s policies and procedures for responding to such behavior.
Resources and Roles. Members of the university community are encouraged to contribute to the prevention, intervention, and effective response to student sexual misconduct. All members of the community may play a role in building a safe and just educational environment by:

- Modeling healthy and respectful behavior in personal and professional relationships;
- Increasing personal awareness of what constitutes sexual misconduct;
- Speaking out against anti-social behavior that serves to encourage sexual misconduct or to discourage reporting;
- Developing the necessary skills to be an effective and supportive ally to survivors of sexual misconduct;
- Intervening in situations that can lead to sexual misconduct and related behavior; and
- Interrupting an incident of sexual misconduct when it is safe to do so.

The university has created or identified resources both across campus and in the larger community to reduce, eliminate, and address the effects of student sexual misconduct. Many programs or units serve to ensure a safe campus, educate about sexual misconduct, assist and advocate for survivors of sexual assault, and ensure a fair process when misconduct occurs.

To learn more about how to prevent sexual misconduct on campus and support education efforts, see the following resources:

**Women’s Educational Center** • 213 University Center • (810) 237-6648
*Advocacy and support, referrals to counseling, and educational programming*

**Institutional Equity and Diversity Consultant** • 213 University Pavilion • (810) 237-6517
*Investigations and educational training*

**Counseling, Accessibility, and Psychological Services (CAPS)** • 264 University Center • (810) 762-3456
*Professional personal counseling, accessibility, advocacy, and mental health services for all University of Michigan-Flint students*

**Office of Student Conduct and Conflict Resolution** • 359 University Center • (810) 762-3431
*Information about students’ rights and responsibilities and the conduct process*

**Department of Public Safety** • 103 Hubbard Building • (810) 762-3333
*Receives reports of criminal incidents and oversees security on campus*

Community Resources:

**YWCA of Greater Flint** • (810) 762-SAFE
*Counseling and support, legal advocacy, 24-hour crisis support hot line, shelter for women who have been abused and/or sexually assaulted.*

Effective: September 12, 2013
SEXUAL ASSAULT PREVENTION AND AWARENESS

The University of Michigan-Flint campus provides the following sexual assault prevention and awareness services:

• Short-term counseling
• Referrals and advocacy
• Liaison with University offices
• Educational handout

The University of Michigan-Flint educates the university community about sexual assault and prevention through various programs offered throughout the year. The Women’s Educational Center (WEC) offers sexual assault education and information programs to University students and employees upon request. The WEC offers a number of programs that have become annual signature events. These include the Love your Body week, the Vagina Monologues performance, Women’s History Month events, and programs to raise awareness about relationship violence and sexual assault.

All services are strictly confidential. Volunteer opportunities may be available. For information, contact the Women’s Educational Center, 359 University Center, (810) 237-6648.

WHAT YOU CAN DO TO STOP ACQUAINTANCE RAPE

Take all relationships seriously. Every person has the right to be treated with respect and dignity.

Communicate effectively. This means voicing your needs and listening to what is being said. Always try to express yourself as clearly and assertively as possible. Be aware of your body language. Make sure the other individual knows what you mean, want, and need in each situation.

Accept the decisions of others. It is never okay to manipulate, pressure, intimidate, or force someone into sexual activity.

Discuss your expectations. Share your feelings and thoughts about sexual activity in dating and intimate relationships with the other person.

Crime Prevention and Awareness

The Department of Public Safety discusses crime prevention, personal safety, and theft prevention during new student and transfer orientation sessions. DPS offers Rape Aggression Defense System (RAD) training and alcohol/drug awareness training several times a year. RAD training is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. Certified RAD instructors will teach the courses provided. Alcohol/drug awareness training includes identifying the effects of alcohol/drugs, legal issues and resources available. Drunk driving simulations provide hands on approach to this training session.
Education of Members of the University Community

Campus security and fire safety procedures are discussed during new student orientation. The Department of Public Safety participates in forums and programs in the residence halls to explain University security, public safety, and fire safety measures and procedures at UM-Flint. Members of the Department of Public Safety conduct crime prevention and general security and safety awareness presentations when requested by various community groups, including students and employees of the University. During these presentations, the following information is typically provided: crime prevention tips; statistics on crime at UM-Flint; active shooter training; fire safety information; information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security/safety and for the security/safety for others on campus. During the 2015 calendar year, DPS conducted over 43 events and presentations. Programs included information regarding alcohol education, fire safety, personal safety, and crime prevention for the UM-Flint community. Environmental Health & Safety, Genesee Early College Program, Early Child Development Center, Women's Educational Center and Residential Life participated in and/or conducted 30+ educational programs for students and employees. The programs conducted by these offices included general crime prevention and security awareness programs, such as safety education forums, programs and discussions about topics such as alcohol abuse, domestic violence, self-defense, fire safety, emergency response and evacuation procedures, sexual assault prevention, and theft prevention.

Education and Prevention Programs

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

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

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

1) Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
2) Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
3) Defines what behavior and actions constitute consent to sexual activity in the State of Michigan and/or using the definitions of consent found in the Student Code of Conduct if state law does not define consent;
4) Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, indenturing safe and effective intervention options, and taking action to intervene;
Education of Members of the University Community - continued

5) Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;


The university has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation.

The university offered the following primary prevention and awareness programs for all incoming students in 2015:

| Name of Program         | Date of Program | Location of Program | Which prohibited behavior covered?*
|-------------------------|-----------------|---------------------|-----------------------------------
| Transfer Orientation    | January 2, 2015 | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| International Orientation| January 5, 2015 | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Transfer Orientation    | March 31, 2015  | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Transfer Orientation    | April 16, 2015  | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Transfer Orientation    | April 29, 2015  | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| International Orientation| April 30, 2015  | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Transfer Orientation    | May 11, 2015    | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Freshman Orientation    | May 27, 2015    | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Transfer Orientation    | June 5, 2015    | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Freshman Orientation    | June 10, 2015   | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Transfer Orientation    | June 17, 2015   | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Freshman Orientation    | June 24, 2015   | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Transfer Orientation    | June 30, 2015   | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Freshman Orientation    | July 8, 2015    | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Transfer Orientation    | July 14, 2015   | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Freshman Orientation    | July 22, 2015   | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Freshman Orientation    | August 5, 2015  | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Transfer Orientation    | August 12, 2015 | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Transfer Orientation    | August 17, 2015 | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Freshman Orientation    | August 19, 2015 | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| International Orientation| August 25, 2015 | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Transfer Orientation    | August 26, 2015 | Kiva Room, UCEN     | DoV, DaV, SA & S                  |
| Transfer Orientation    | August 28, 2015 | Kiva Room, UCEN     | DoV, DaV, SA & S                  |

The university offers individual primary prevention and awareness programs for all new employees on the 1st day of new employment. The program is conducted during new employee orientation.
The university offered the following **ongoing awareness and prevention programs for students** in 2015:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location of Program</th>
<th>Which prohibited behavior covered?*</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD Training</td>
<td>01/08/2015</td>
<td>Michigan Room A, UCEN</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>RAD Training</td>
<td>01/15/2015</td>
<td>Michigan Room A, UCEN</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>RAD Training</td>
<td>01/22/2015</td>
<td>Michigan Room A, UCEN</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>RAD Training</td>
<td>01/29/2015</td>
<td>Michigan Room A, UCEN</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>Spring Break Safety Tips</td>
<td>03/05/2015</td>
<td>KIVA, UCEN</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>Rape Culture</td>
<td>03/10/2015</td>
<td>IC, UCEN</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>RAD Training</td>
<td>03/13/2015</td>
<td>Michigan Room A, UCEN</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>RAD Training</td>
<td>03/20/2015</td>
<td>Park Place, NBC</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>RAD Training</td>
<td>03/27/2015</td>
<td>Michigan Room A, UCEN</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>RAD Training</td>
<td>04/03/2015</td>
<td>Michigan Room A, UCEN</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>Take Back the Night</td>
<td>04/07/2015</td>
<td>Happenings Room, UCEN</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>Stop the Silence</td>
<td>06/25/2015</td>
<td>DDA Flat Lot</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>Sexual Assault (student government)</td>
<td>08/25/2015</td>
<td>Hubbard Building</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>My Consent Day</td>
<td>09/09/2015</td>
<td>UCEN</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>Touch-A-Truck</td>
<td>09/26/2015</td>
<td>Lots R &amp; S</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>RAD Training</td>
<td>09/29/2015</td>
<td>Tuscola Room, WSW</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>RAD Training</td>
<td>10/01/2015</td>
<td>Tuscola Room, WSW</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>RAD Training</td>
<td>10/06/2015</td>
<td>Tuscola Room, WSW</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>RAD Training</td>
<td>10/08/2015</td>
<td>Tuscola Room, WSW</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>Safety March</td>
<td>10/27/2015</td>
<td>Interactive Safety March</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>RAD Training</td>
<td>11/03/2015</td>
<td>Tuscola Room, WSW</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>RAD Training</td>
<td>11/05/2015</td>
<td>Tuscola Room, WSW</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>RAD Training</td>
<td>11/10/2015</td>
<td>Tuscola Room, WSW</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>RAD Trainings</td>
<td>11/12/2015</td>
<td>Tuscola Room, WSW</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
</tbody>
</table>

* DoV = Domestic Violence, DaV = Dating Violence, SA = Sexual Assault, and S = Stalking

The university offered the following **ongoing awareness and prevention programs for employees** in 2015:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location of Program</th>
<th>Which prohibited behavior covered?*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Staff Training</td>
<td>06/17/2015</td>
<td>Michigan D, UCEN</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>Faculty Orientation</td>
<td>08/25/2015</td>
<td>Michigan A, UCEN</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
<tr>
<td>Faculty Orientation</td>
<td>08/27/2015</td>
<td>Tuscola Room, WSW</td>
<td>DoV, DaV, SA &amp; S</td>
</tr>
</tbody>
</table>

* DoV = Domestic Violence, DaV = Dating Violence, SA = Sexual Assault, and S = Stalking
EMERGENCY PHONES

Become familiar with the emergency telephone system on campus. These phones are identified by either the blue light on top of a pedestal or the red emergency call box. To contact the Department of Public Safety with one of these telephones, pick up the receiver or push the button on the phone. When an emergency telephone is activated, the Public Safety dispatcher will be alerted and an officer will be sent to the location of the telephone. Designated emergency telephones do not require dialing. There are over 100 emergency telephones located throughout campus. A map of exterior emergency blue light phones can be found on page 43.

Security and Access to Campus Facilities

Most academic and administrative buildings do not have a UM-Flint officer assigned to them. However, University of Michigan-Flint Public Safety officers patrol through the academic and administrative buildings on a regular basis. Officers patrol the campus via foot, bike and cars. For information about the security protocol for a specific building, contact UM-Flint Department of Public Safety at (810) 762-3335.

Residence Halls are patrolled by University of Michigan-Flint Public Safety Officers on a routine basis. Residence Hall staff enforces security measures in residence halls in order to promote a safe and respectful community environment.

The University of Michigan-Flint is a part of the city of Flint and therefore is open and accessible to members of the community including visitors and guests. The academic and administrative buildings are open to the public, at a minimum, during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. Accesses to some of these buildings are also controlled by card access after normal business hours, and all of these buildings have varied levels of access. For information about the access protocol for a specific building, contact UM-Flint Department of Public Safety at (810) 762-3335. A map of exterior emergency blue light phones is located on page 43.
ADDITIONAL SERVICES PROVIDED BY THE DEPARTMENT OF PUBLIC SAFETY

Car Problems. If you experience car trouble on campus, call the Department of Public Safety. The department is available to assist you with such problems as:

- Dead car batteries
- Frozen door locks
- Lost cars
- Keys locked in the car
- Flat tires

Provide your location and the make, model, year, color, and license plate number of your vehicle. If possible, lift the hood and stand by your vehicle. Public Safety personnel will respond and assist you as soon as possible.

Medical Assistance. Emergency requests for medical treatment and ambulance service should be directed to the Department of Public Safety, using the emergency 911 number. The department will provide basic first aid and will contact the Emergency Medical System (EMS) if necessary.

Escorts. Escort service is available 24 hours a day, seven-days-a-week for all members of the University of Michigan-Flint community. If you need an escort, call the department and give your name, location, and destination. A safety employee will be glad to meet you and walk you to your car or other campus destination.

Personal Injury Reports. If you or someone you know is ill or injured on university property, contact the Department of Public Safety via any blue light emergency telephone or university telephone. A Public Safety employee will be dispatched to perform basic first aid and will call for further assistance, if needed.

Lost and Found. The Department of Public Safety receives all lost and found articles on campus. If an item is lost or found on campus, contact the department by calling 762-3335 on any campus phone. An officer will respond to pick up the found item. The department maintains a log of all reported lost items. All attempts to return found property to the owner will be made.

Unclaimed property will be handled in accordance to State of Michigan law. When the owner of found property cannot be identified, it will be returned to the person who found it as prescribed by the law. Exceptions: Employees whose job functions include providing a clean, maintained, and safe environment are not able to claim found articles, even after the 90 day waiting period. Department of Public Safety, Facilities and Operations and other employees who are entrusted with a higher level of access to campus areas are prohibited from receiving unclaimed found articles. Unclaimed property will be donated to a local charity or destroyed as prescribed by law.

Locksmith Services. The Department of Public Safety, in conjunction with Facilities & Operations, provides locksmith service for offices and buildings owned by the university. Lock core changes and issuance of keys are maintained by the Department of Public Safety. Lock repairs, door hardware problems, or any other repair service of locks and doors are provided by Facilities & Operations. Keys will only be issued to authorized persons with proper identification after receiving a completed key request form. Key request forms are available from the Department of Public Safety.

Automobile Accident Reports. If you or someone you know is involved in an automobile accident on campus, call the Department of Public Safety immediately. The Department of Public Safety is qualified to take accident reports. Please do not contact the Flint Police Department. They will not take a report on an accident on university property. You can contact the Department of Public Safety via any of the blue light emergency telephones located throughout campus. Indicate the parking lot you are in, whether there are any injuries, the make, and color, of the vehicles involved.
ADDITIONAL SERVICES PROVIDED - continued

Emergency Notifications. If you are on campus and need to be contacted in regard to an emergency situation, contact should be made with the Department of Public Safety at 762-3335. The dispatcher will ask the nature of the emergency in an attempt to determine if the emergency constitutes your immediate removal from class or if the notification can take place at the beginning or end of your class. The name and telephone number of the caller will be taken in case the notification could not be successfully made. Emergency notifications should be limited to “true emergencies” only. Notifications will not be made for missed appointments, meetings, or lack of transportation.

PARKING PERMITS AND IDENTIFICATION CARDS (M-Cards)

STUDENT PARKING PERMITS
Information Technology Services (ITS) distributes parking permits and/or validation stickers to students registered for the current semester in conjunction with the M-Card distribution at the beginning of the semester (preferred method) at the University Pavilion State located on the north end of the building.

New Students (registered for the current semester): Please be sure to bring your government issued photo ID along with the Make, Model, and License Plate Number for your vehicle to receive your M-Card Student ID and Parking Permit.

Returning Students who already have their Parking Permit (registered for the current semester): Please bring your M-Card and Parking Permit to receive your validation sticker.

Temporary Student Workers (not registered for the current semester): Parking permits for temporary appointments are available at the DPS administrative office. Students can also obtain their parking permit during the remaining portion of the semester at the M-Card stations in the open computing labs at 206 MSB and 3174 WSW. Students are issued only parking permit validation per semester. The parking permits are transferable from car to car. There is no additional fee to receive a student parking permit.

Faculty and staff parking permits are available at the beginning of the fall semester at the DPS administrative office in the Hubbard Building. Returning faculty and staff must present their parking permit to receive a parking validation sticker. Faculty and staff are charged a fee for the parking permits as set by the university. The fee can be paid by payroll deduction or paid for at the time of issuance. No cash can be received, checks only please. Parking permits are required to be displayed to use any of the UM-Flint parking facilities. Visitor parking is available in the Mill Street Parking Deck and in lots with proper notification of the Department of Public Safety.

CHECK M-CARD MEAL PLAN
You are able to check the meal plan on your M-Card by going to http://www.myplan.housing.umich.edu/. You will need your Uniqname and UMICH (Keberos) password to login.
PARKING PERMITS
AND IDENTIFICATION CARDS (M-Cards) - continued

STOLEN OR LOST M-CARDS
There is a $10 fee to replace M-Cards that are lost, stolen, or damaged. You must pay the fee at the Cashier’s Office, located at 261 University Pavilion, and bring the receipt to the M-Card Station before the M-Card can be replaced.

No fee will be charged for M-Cards that must be replaced because of name or department changes, expired cards, or a card that no longer functions due to normal wear. When requesting a no-fee replacement, your old M-Card must be returned at the M-Card Station prior to receiving the replacement.

Note: All photo ID and non-photo ID cards are property of the University of Michigan and must be surrendered upon request.

FOUND M-CARD
If an M-Card is found and returned to the M-Card Station, an e-mail will notify the cardholder of where they can retrieve it.

PREVIOUS M-CARDS
Once a replacement M-Card is issued, all previous M-Cards become invalid. If a cardholder locates a previously lost M-Card (after a replacement card is issued), the previously lost card cannot be re-activated or used to turn in to an ID Issuing Station to avoid paying a replacement fee or receive a refund. According to the University’s Standard Practice Guide 601.13, each member of the University is allowed only one identification card, the M-Card, at a time.

OBTAINING AN M-CARD
UM-Flint students, faculty, and staff can obtain a new or replacement Photo ID card (M-Card) by going to one of the UM-Flint M-Card Stations which are open during normal lab hours in 206 MSB and 3174 WSW.

At the beginning of every semester, ITS distributes M-Cards at the University Pavilion Stage. For the next distribution period, please contact the ITS Helpdesk at (810) 766-6804 or check the ITS Blog at http://blogs.umflint.edu/ITS.

A valid government issued picture identification card (such as a driver’s license or passport) is required to obtain your M-Card.

M-CARD USES
• Prove that you are a current student
• Picture identification for student services on campus
• Functions as a library card and a debit card for using the copiers in the Frances Willson Thompson Library
• Picture identification for UM-Flint Recreation Center
• Functions as a debit card for the Dining Dollars meal plan account in the Riverview Dining Room and the University Center Food Court.
• Faculty and staff who pay for parking on the UM-Flint campus can easily use their M-Card for parking in the faculty staff parking facilities on the University of Michigan-Ann Arbor campus.
PARKING PERMITS AND IDENTIFICATION CARDS (M-Cards) - continued

PARKING VIOLATIONS
The Department of Public Safety issues parking violation tickets to vehicles parked in violation of Flint ordinances and university regulations. Parking enforcement is continuous for violators of handicap, fire zones, and prohibited parking areas. Permit violations are enforced with time restrictions throughout the year.

Once a parking violation is issued, the violation is turned over to the 67-5 District Court. The 67-5 District Court has complete authority over the final disposition of all violations.

What to do if I get a violation? If you receive a parking violation, you can contest it or pay the fine.

To contest a parking violation:
• Contact the 67-5 District Court at 766-8968.
• You can call the Department of Public Safety for an explanation of the violation.
• Make an appointment at the 67-5 District Court to discuss the violation with the court magistrate.

To pay the violation:
• Use the pre-addressed envelope on the parking violation.
• Do not send cash. Only checks or money orders are accepted.
• Seal the payment in the envelope, attach a stamp, and drop it in any mailbox.
INCLEMENT WEATHER

The Department of Public Safety is alerted to severe or inclement weather by weather radio and a civil defense receiver. Upon receiving this information, notification is made to the university community in various ways.

WEATHER CLOSING

In the event of inclement weather, the decision on whether to close the university is made by the chancellor or designee after consultation with various personnel. The decision is made as quickly as possible for the safety and convenience of students, faculty, and staff.

If the decision is made to remain open, all regularly scheduled classes are expected to meet as planned. However, if the decision is to close the campus, University Relations will alert area radio and television stations, and will announce the closing on the University of Michigan-Flint website (www.umflint.edu), broadcast an alert on the emergency alert system, and send out an e-mail to all students, faculty and staff.

Do not call the Department of Public Safety with questions in reference to school closings. The department dispatcher needs to remain available to handle emergency conditions and notifications required during the current weather condition.

DEFINITIONS

Watches are issued by the National Severe Storm Forecast Center that covers a large area to indicate when and where severe thunderstorms and/or tornadoes are most likely to occur. A severe thunderstorm watch implies that storms may develop to sufficient strengths to produce large hail and/or damaging winds. A tornado watch means that there is a risk but the occurrence is uncertain of both tornadoes and severe thunderstorms. No notification will be made under these conditions by the Department of Public Safety.

Warnings are issued by the local National Weather Service office when severe weather is occurring, indicated by radar or reported by trained spotters or other reliable sources. Warnings advise of a threat to life or property. All departments and building occupants will be notified by the public address system and/or by Department of Public Safety employees. Students and staff with disabilities should be assisted to the designated shelter areas, using elevators when necessary.

Severe Thunderstorm is defined by the National Weather Service as a severe thunderstorm having winds of 58 mph or more, or hail one inch in diameter or larger.

Tornado is a violent column of rotating air that is in contact with the ground.

In the event of an emergency, the department will assist people in locating the appropriate shelter areas. All persons will be asked to remain in the shelter area until the emergency condition is terminated.

The department reminds all faculty and staff that upon leaving the office, turn off the lights and secure the door. This will assist the department in a walk-through check of the buildings to determine if all areas are evacuated as well as to prevent criminal activity.
EMERGENCY RESPONSE

Your safety is the top concern of the University of Michigan-Flint. In the event of an emergency on campus, the University of Michigan-Flint website [www.umflint.edu](http://www.umflint.edu), will contain detailed information for you. This information may include:

- Status of the university, including cancellation of classes
- Emergency contact information
- All press releases related to an emergency

Communication in the midst of a crisis is paramount to helping our campus community reduce risk. The University of Michigan-Flint will provide students, faculty and staff with alerts and informational updates as necessary.

TAKE ACTION TO PROTECT YOURSELF

One of the best ways to protect yourself in an emergency is to receive UM-Flint Emergency Alerts through the Emergency Alert System. You will get a voice or text message from the university alerting you to a major campus emergency. It is simple to sign up and you can do it right now. Students/faculty/staff can sign up using the link located at [www.umflint.edu/emergency/](http://www.umflint.edu/emergency/)

In the event of a campus closing due to inclement weather, please read the Inclement Weather Plan located at [http://www.umflint.edu/emergency/inclement_weather.htm](http://www.umflint.edu/emergency/inclement_weather.htm).

The following systems may be used to warn or notify building occupants of an emergency:

- Public address system
- E-mail
- Fire alarm
- Notification in person or by telephone
- Emergency Alert System

If you discover an emergency condition that requires immediate attention (fire, serious injury, chemical spill, etc.) immediately call the Department of Public Safety at (810) 762-3333 or 911 from any campus telephone and provide the following information:

- Your name, location, and telephone number
- Describe the emergency situation, location, and actions already taken
- Report the extent of the injuries.

The University of Michigan-Flint will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Parents and other members of the community who are interested in receiving information when there is an emergency on campus can go to the UM-Flint website at [www.umflint.edu](http://www.umflint.edu) or tune-in to a local radio or television station.
When returning to classrooms and work areas, be aware of hazards that may exist, such as broken glass, electrical wires, tripping hazards, chemical hazards, etc. Hazards should be reported to your instructor or supervisor, Public Safety, or Facilities & Operations. DO NOT ATTEMPT TO MAKE ANY REPAIRS.

The UM-Flint Office of Disability Support Services (762-3081) provides a wide range of valuable services to individuals with disabilities that may require accommodations while at UM-Flint. Additionally, special assistance should be given to these individuals when evacuating or seeking protective shelter.

- Visually impaired individuals may require assistance or guidance to the nearest shelter or assembly area.
- Hearing impaired individuals may not hear the alarm or announcement. They may require others to relay pertinent information in writing to them or act as their guide.
- Mobility impaired individuals may not be able to walk long distances or utilize stairs without some assistance. If the person is in a wheelchair, they may need assistance to get to a safe area with a telephone where Public Safety can be called to further coordinate their assistance to the assembly area.

If you have a permanent or temporary disability, during an emergency immediately notify your instructor or the nearest UM-Flint staff person for assistance.

There are generally three types of emergencies. Those that require one to evacuate, seek protective shelter, and require medical attention. Some examples of emergencies that may require one to evacuate to take shelter include: Fire, Tornado/severe weather, Hazardous material, Active shooter.

**Evacuation:** Building occupants will stop all activities when the fire alarm sounds or when instructed by Public Safety to evacuate and do the following:
- Remain calm and do not run or panic,
- Gather in groups of 3 - 4 people and evacuate using the “buddy system” as directed by your instructor or supervisor,
- Promptly move to the nearest exit and assemble outside of the designated area,
- Identify unaccounted individuals and report their names to your instructor or supervisor, and
- Do not enter the building until the “ALL CLEAR” is given by Public Safety.

**Shelter:** Building occupants will stop all activities when instructed by Public Safety to go to a protective shelter and do the following:
- Remain calm and do not run or panic,
- Gather in groups of 3 - 4 people and using the “buddy system” as directed by your instructor or supervisor, promptly move to the nearest protective shelter in your building,
- Identify unaccounted individuals and report their names to your instructor or supervisor, and
- Do not return to work areas or classrooms until the “ALL CLEAR” is given by Public Safety.

**Medical:** Medical emergencies must be reported to Public Safety. If you or someone else requires emergency medical care, call Public Safety and report the name, condition, and location of the injured person. Only individuals trained in first aid, CPR, or emergency medical procedures should respond directly to medical emergencies. Universal precautions should be followed at all times when there is potential exposure to bodily substances.

**DRILLS:** The University schedules and conducts evacuation and shelter drills for each building at least twice a year. Twice during each academic year, the UM-Flint Emergency Alert System will activate a test to “All Members” registered with the system to assess the operation and functionality of the system.

General information about these testing procedures, which may be announced or unannounced, is publicized each year to the UM-Flint community by e-mail.
EMERGENCY RESPONSE - continued

CAMPUS MASS NOTIFICATION
Consistent with the Clery Act, a “crime alert notification” will be issued for serious crimes against people. It will include the incident/crime, date and time of incident, location, safety information and a personal safety message. Additionally, an “emergency alert” will be issued if there is an immediate threat to health or safety of students, faculty, staff and/or campus community taking into account the safety of the community. When appropriate, a status update may be given then a final alert message will also be forwarded.

University Relations has set up an emergency response call center to assist with campus communications and recovery. It will be activated as necessary to handle emergency calls from the campus or surrounding areas depending on the nature of the incident. It can be expanded to include multiple locations.

UM-FLINT EMERGENCY ALERT SYSTEM
The UM-Flint Emergency Alert is a method of providing urgent notification messages to a mass audience in a relatively rapid time frame. The system is comprised of a variety of communication modes through which students, faculty and staff can be notified of an active, major campus emergency:

- Text messages (SMS) to cell phones
- Voice messages to cell or land phones
- E-mail (note that all campus e-mail addresses are added to the alert system)

1. Students are encouraged to register their emergency contact information:

   • Log into the Student Information System website using personal login, “Personal Information” from the main menu, select “Sign up for UM-Flint Emergency Alerts.”
   -or-
   • Log onto www.umflint.edu/umemergency. Link to the Student Information System page where UMID number and PIN can be entered. The remainder of the information will be the same as above. UM-Flint students’ e-mail addresses will be automatically entered into the system.

2. Faculty and Staff are encouraged to register their emergency contact information through Wolverine Access, under Campus Personal Information. All UM-Flint faculty and staff e-mail addresses will be automatically entered into the system.

Fire Alarms and Extinguishers. In the event of a fire, an alarm will sound throughout the affected building. If you hear an alarm, vacate the building immediately. Never use an elevator during a fire alarm. If you discover a fire, no matter how small, activate the nearest fire pull box, and then contact the Department of Public Safety. Do not try to fight a fire yourself unless you are properly trained to use a fire extinguisher and the fire is small and contained. After evacuating the building, stay clear of the building. Allow room for fire-fighting equipment to maneuver around the building as necessary.

Fire extinguishers are maintained by the Department of Public Safety. If you discharge or observe a discharged fire extinguisher, contact the department. The fire extinguisher will be replaced with a properly filled extinguisher.
RESIDENTIAL HOUSING MISSING STUDENT NOTIFICATION POLICY AND PROCEDURE

If a member of the University community has reason to believe that a student who resides in on-campus housing (First Street Residence Hall and Riverfront Residence Hall) is missing, he or she should immediately notify the Department of Public Safety (DPS) at 810-762-3333. DPS will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing (First Street Residence Hall and Riverfront Residence Hall) have the option to identify confidentially an individual to be contacted by UM-Flint in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, UM-Flint will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the UM-Flint housing web site www.umflint.edu/housing. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should DPS determine that the student has been missing for 24 hours, UM-Flint will notify the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, UM-Flint will notify the student’s parent or legal guardian immediately after DPS has determined that the student has been missing for 24 hours.
## CAMPUS NOTIFICATIONS

<table>
<thead>
<tr>
<th>Subject Line</th>
<th>Definitions</th>
<th>Examples</th>
<th>Message Creator (primary/Backup)</th>
<th>Authority to Approve</th>
<th>Send by one or more of the following methods</th>
<th>Sender (primary/backup)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Emergency Alert</td>
<td>Any significant emergency or dangerous situation involving an immediate threat to the health or safety of the UM-Flint Campus</td>
<td>Armed Intruder, Tornado, Fire/explosion, Gas leak, Bomb threat, Hazmat incident</td>
<td>University Relations or designee</td>
<td>Incident Commander or designee</td>
<td>Emergency Alert System, Email, Public address systems, Fire alarms, Social media, Telephones, Person to person</td>
<td>University Relations or designee, Public Safety Director or designee, Other EAS authorized users</td>
</tr>
</tbody>
</table>
| **a.** Crime Alert – On Campus  
**b.** Crime Alert – Off Campus | Triggered by crimes that have already occurred but represent an ongoing threat. | Sexual assaults, Burglaries, Armed robberies, Arson, Motor vehicle thefts | University Relations or designee | Public Safety Director or designee | Email, Public posting, Social media, Person to person | University Relations or designee, Public Safety Director or designee |
| **3** Public Safety Advisory | Non-threatening incidents or advisories | String of larcenies, Crime tips, Road closures | Public Safety Director/University Relations or designee | Public Safety Director or designee | Email, Social media Postings | University Relations or designee, Public Safety Director or designee |
| **4** Campus Closure  
**Building Closure** | To be used when an emergency closure is required | Snow, Ice, Flooding, Power Outage | University Relations or designee | Chancellor, Assistant Vice Chancellor for Business and Finance or designee | Emergency Alert System, Email, Public Address Social media Postings, Person to person | University Relations or designee, Assistant Vice Chancellor for Business and Finance or designee |
| **5** Informational Email from Department (specific topic identified in subject line) | To be used for information emails | Special events, Training, Exercises, Flu outbreaks | University Relations or designee | Department Director or designee | Email, Social media | University Relations or designee, Department Director or designee |

Revision 8/23/2014
EMERGENCY ALERT SYSTEM PROCESS FLOW CHART

Report/Discovery of Incident
- Call received by DPS Dispatch of incident
- Situation witnessed by DPS
- Potential or active emerging issue being monitored by Crisis Management Team members.

Information Gathering & Fact Verification
- DPS promptly investigates the reported situation
- Verify accuracy of report
- Evaluate level of risk or threat

Internal Communication (DPS, AVCBF/EHS, UREL)
- Dispatch notifies DPS Supervisor/Director of situation
- DPS Supervisor (IC) informs DPS Director or designee
- IC or designee contacts UREL, AVCBF or designee
- UREL prepares draft message with available facts, contacts other subject matter experts to assist with language if necessary

Decision to Activate UM-Flint Emergency Alert System is made:
- DPS activates university building public address systems
- UREL confirms final language of message and sends when instructed by IC, AVCBF or their respective designee
- Back up Authorized Employees are available to send message:
  - UREL acts as primary with two additional backups
  - EHS & AVCBF are able to activate/send UM-Flint Emergency Alert
  - DPS Director or designee able to send if all other users are not available
- EO notification is coordinated between AVCBF/EHS
- UREL coordinates and activates additional notifications on Facebook, Twitter, posting on UMF website

Monitor Situation, Revise Alert if Conditions Change
- Authorized individual (sender) monitors EAS Message Broadcast
- Update alert with new/revised instructions if necessary
- Issue "All Clear", if appropriate
- Follow up with documenting incident, compiling data & timelines, schedule debriefing, discuss at next All Hazard Planning Team meeting.
- Following the debriefing, revise process, approach/methodology, if needed
FIRE SAFETY REPORT

The University of Michigan-Flint Department of Public Safety must be contacted for any fire that is reported on campus. After the initial response is made and the area is safe, DPS will make record of the incident. If a member of the University of Michigan-Flint community finds evidence of a fire that has been extinguished, and the person is not sure whether the Department of Public Safety has already responded, the community member should immediately notify DPS to investigate and document the incident.

These reports as well as any item identified by a fire drill or visual observation will be used to improve fire safety on campus. These improvements may include additional training, equipment or construction needed to improve fire safety. Barring any unforeseen circumstances, there are no future improvements necessary at this time.

For use in this report, the definition used for fire is: Any instance of open Flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

The Department of Public Safety maintains a fire log for purposes of this report. This log is available for inspection at the Department of Public Safety communications office located in the Mill Street parking structure located at 402 Mill Street.

The University has two residence halls-First Street Residence Hall and Riverfront Residence Hall and each suite and all public areas in the buildings are equipped with smoke detectors and a water sprinkler system. Tampering with fire safety equipment places the lives of everyone in danger. Tampering with or misuse of the fire alarm system, fire extinguishers, or any other fire safety equipment is prohibited and subject to immediate suspension from Housing and Residential Life, referral to the University Conduct Officer, as well as legal action and fines.

Fire and evacuation drills are performed once per month in the housing units on campus. All residents are required to evacuate the building or take shelter during the drill. Department of Public Safety personnel will monitor and assist in the coordination of the drill activities. Drills provide UM-Flint an excellent opportunity to practice our emergency preparedness and evaluate the effectiveness of the plan. Exercises and drills could include a variety of scenarios involving fire, hazardous materials, medical emergencies, bomb threats, and tornado warnings.

Members of the University of Michigan-Flint community receive fire safety education during new student and employee orientations.

All residents must immediately leave the facility when a fire alarm sounds. Treat all alarms as real emergencies. Familiarize yourself with the exits, sounds, and procedures for evacuating a building. Get to know your exit routes before there is an emergency.
Most fires are preventable. All housing residents are asked to comply with the following policies regarding fire prevention:

• Keep all furniture, trash, personal items out of hallways.
• Keep suite/room decorations and posters to a minimum.
• Smoking is prohibited in Housing and Residential Life.
• Make sure all electrical cords and appliances are in proper working order. All appliances should bear the Underwriter Laboratories or Factory Mutual certification seal.
• Do not overload electrical outlets. Staff reserves the right to unplug any outlet for health and safety reasons.
• Do not prop open stairwell, hallway, or fire doors.
• Touchier style halogen lamps and bulbs are prohibited in public and suites/rooms.
• Fire doors, hallways, and stairwells must be clear of obstructions at all times. Fire doors must be free to close automatically, especially in an emergency to keep a fire from spreading.

PROHIBITED AND PERMITTED ITEMS IN HOUSING

PROHIBITED ITEMS: Most of the items listed above have been determined to present unacceptable environmental and fire safety hazards, and many have been the cause of residence hall fires around the country. Other items on the list pose different health or safety risks, interfere with University property or services, and/or are illegal. If any of these articles are found to be in a resident suite/room, the resident(s) will be requested to remove it from the building immediately. If the item is not removed within a specified time frame, or in cases where the safety of residents may be unduly at risk., Housing and Residential Life reserves the right to impound unauthorized or prohibited personal property. Residents will be held financially and contractually responsible for damages incurred as a result of possession or use of prohibited items.

It is prohibited to keep any item, including room decorations, which may pose a fire hazard. These items include, but are not limited to, lit cigarettes or other lit smoking devices; lit or unlit incense; lit or unlit candles; natural cut trees, branches or greens; halogen lamps; and any open flame source.

• air-conditioners not installed by Housing and Residential Life
• airsoft guns
• alcohol
• candles, incense, oil lamps—lit or unlit
• certain technologies and devices
• coffemakers without an automatic shutoff
• drug-related paraphernalia (e.g., bong, pipe, roach clip, hash-style pipe)
• electric blankets
• firearms, fireworks, explosives
• fog machines
• halogen lamps or bulbs (all types, including clip-on, touchier, and desk styles)
• heating pads without an automatic shutoff
• hot plates or any cooking appliance with exposed elements
• illegal drugs or prescription drugs without a prescription
• in-room grills
• mercury thermometers
FIRE SAFETY REPORT - continued

- natural, cut trees, branches, and/or greens (such as holiday trees, wreaths, and garland)
- oil-based popcorn poppers
- paintball guns
- refrigerators of more than 5.5-cubic food capacity and/or amperage draw of more than 1.5
- satellite dishes mounted in any fashion to any interior or exterior area of a residence hall
- sleeping pods, capsules, or enclosures that interfere with hearing a fire alarm or evacuating a suite/room or building
- space heaters
- sun lamps
- toaster ovens
- warmers for candles or oils
- warm-mist humidifiers
- waterbeds/waterchairs
- waterpipes (hookahs)
- weapons, including any used for decorative or collecting purposes

PERMITTED ITEMS: All the items on this list must, where applicable, be Underwriters Laboratory (UL-certified. This is not an all inclusive list. If unsure about item, check with Housing and Residential Life (810) 237-6571 or the Hall Director. Residents will be held financially and contractually responsible for damages incurred as a result of unsafe use of permitted items.

- coffee makers with an automatic shutoff
- computers
- cool-mist humidifiers
- curling irons
- electric razors
- fans
- heating pads with an automatic shutoff
- holiday lights
- hot-air popcorn popper
- irons with automatic power shutoff
- microwaves (800 watts or less)
- personal electronics
- portable hair dryers
- refrigerators, compact or mini style, with 5.5-cubic food capacity or smaller and amperage draw of 1.5 or less
- toasters
- touchier lamps with compact fluorescent bulbs
SMOKING: The University of Michigan-Flint residence hall is a smoke-free facility. All individual suites/rooms, hallways, lounges, lobby, and stairwells are smoke-free environments. All residents and guests are expected to observe the no-smoking regulation. Littering with smoking materials, such as cigar or cigarette butts, is unacceptable.

FIRE EVACUATION PROCEDURES: All residents must immediately leave the facility when an alarm sounds. Treat all alarms as real emergencies. Familiarize yourself with the exits, sounds and procedures for evacuating the building. Get to know your exit routes before there is an emergency.

If an alarm sounds, immediately do the following:

- Stay calm. Do not panic.
- If time permits, put on a coat and hard-soled shoes, quickly.
- Take a towel with you to prevent smoke inhalation.
- Close windows.
- Check your door knob and door. If either is hot, do not open your door. Exit through window if applicable or summon help. If the door and doorknob are cool, exit cautiously and close your door. If time permits, take your key card with you.
- Walk quickly and leave the building via the nearest available exit in your area and alert others to do the same.
- Be sure that individuals with known mobility, hearing, visual disability, or other concerns are assisted to the nearest exit or safe location using the “buddy system.”
- Remember that smoke is the greatest danger in a fire, so in the event that you are evacuating from an area filled with smoke, keep your head not more than 8-12 inches off of the floor, where the air is less toxic.
- Use the stairwells to evacuate (do not use elevators). Once in the stairwell, check to see that the door is closed and proceed down to the first level. Gather at the emergency gathering point 100 feet away from the Residence Hall.
- Identify and report any missing persons to the Department of Public Safety.
- DO NOT reenter the building until you are instructed to do so.
- Failure to exit in an immediate and orderly fashion may result in disciplinary action and/or the issuance of citations.

Trapped in a building during a fire:

- STAY CALM. DO NOT PANIC.
- Keep all doors and windows closed.
- Place an article of clothing inside or outside the window, if a window is available, as a marker for the emergency rescue crew. DO NOT LEAVE THE WINDOW OPEN.
- Stuff objects, such as wet cloth towels, into openings to prevent smoke from entering the area.
- Wet clothing if possible. Wrap wet clothing around face to minimize smoke inhalation. Fill sinks and tubs with water if possible to maintain a supply of water.
- Keep your head no more than 8-12 inches off the floor where the air is less toxic.
- Shout at regular intervals to alert emergency crews of your location.
- Maintain contact with the Department of Public Safety by telephone as long as possible.
FIRE SAFETY REPORT - continued

SEVERE WEATHER
The University’s Department of Public Safety monitors local weather conditions. Information concerning severe weather that may require immediate action is obtained from the National Weather Service, or nearby city community and/or governmental emergency service agencies.

An alarm is sounded when a severe weather/tornado watch or warning is announced by the National Weather Service. In the event of a Tornado WARNING, the Department of Public Safety will notify all residence hall occupants to immediately seek protective shelter in the Murchie Science Building.

Watches are issued by the National Severe Storm Forecast Center to indicate when and where severe thunderstorms and/or tornadoes are most likely to occur. A severe thunderstorm watch implies that storms may develop to sufficient strengths to produce large hail and/or damaging winds. A tornado watch means that conditions are favorable for the occurrence of both tornadoes and severe thunderstorms.

Warnings are issued by the National Weather Service offices when Severe Thunderstorms or Tornadoes are indicated by radar or reported by trained spotters or other reliable sources.

Severe Thunderstorm is defined by the National Weather Service offices as a severe thunderstorm having winds of 58 m.p.h. or more, or hail 3/4 of an inch in diameter or larger.

IF A TORNADO WARNING IS ISSUED:

• Quickly gather in small groups of 3-4 people and use the “buddy system” while promptly moving to the Murchie Science Building for shelter.
• Take direction from your RA or professional staff members.
• Seek shelter under sturdy or heavy furniture, tables or desk on the first floor.
• Avoid elevators, top floors of buildings, areas with glass windows or doors, large open spaces, and unsecured objects.
• Assist individuals with known mobility, hearing, visual disability, or other concerns to the nearest shelter area. If you cannot get them into the shelter safely, notify the Department of Public Safety.
• If time permits, take a flashlight, radio or cellular telephone with you.
• Identify and report any missing persons to the Department of Public Safety.
• The Department of Public Safety will advise you when it is safe to return to your floor and/or suites.

RETURNING TO ROOMS AFTER AN EMERGENCY EVENT:
As building and operations return to normal following an emergency incident and building occupants return to their suite, individuals need to be aware of the following potential hazards that may exist:

• broken glass and other sharp objects
• electrical wires
• tripping hazards
• partial power to equipment
• chemical hazards

Hazards should be reported to a Residential Life staff member. Do not attempt to make any repairs or enter an area in which these hazards are present.
## ANNUAL FIRE SAFETY STATISTICS

<table>
<thead>
<tr>
<th>Year</th>
<th>First Street Residence Hall</th>
<th>Building</th>
<th>Date/Time</th>
<th>Nature/Cause</th>
<th>Injuries</th>
<th>Deaths</th>
<th>$ Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>Yes</td>
<td>First Street Residence Hall</td>
<td>None</td>
<td>Not Applicable</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2014</td>
<td>Yes</td>
<td>First Street Residence Hall</td>
<td>None</td>
<td>Not Applicable</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2013</td>
<td>Yes</td>
<td>First Street Residence Hall</td>
<td>None</td>
<td>Not Applicable</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Fire Drill Data:**
- **2015:** University of Michigan-Flint acquired Riverfront Residence Hall in 2016; therefore, there is no activity to report for 2013-15.

**Data published September 28, 2016 erroneously omitted two (2) fires from calendar year 2013; these fires have been updated in the Annual Security and Annual Fire Safety Report.

The University of Michigan-Flint acquired Riverfront Residence Hall in 2016; therefore, there is no activity to report for 2013-15.
The Regents of the University of Michigan:
Michael J. Behm, Grand Blanc; Mark J. Bernstein, Ann Arbor; Laurence B. Deitch, Bloomfield Hills; Shauna Ryder Diggs, Grosse Pointe; Denise Illitch, Bingham Farms; Andrea Fischer Newman, Ann Arbor; Andrew C. Richner, Grosse Pointe Park; Katherine E. White, Ann Arbor; Mark S. Schlissel, ex officio.

University of Michigan-Flint, Chancellor
Susan E. Borrego

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For other University of Michigan information call 734-764-1817.

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