The Campus Security Act requires colleges and universities to:

- Publish an annual report each year by October 1 that contains three years of campus crime statistics and required campus security policy statements.

- Disclose crime statistics for the campus, public areas immediately adjacent to or roads running through the campus, and certain non-campus facilities. Statistics are gathered from campus police or security, local law enforcement, and other University officials who have “authority and responsibility” for student and campus activities.

- We must provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat” to students, employees, and guests of the university.

- We must disclose a public crime log for any crime that occurred on campus or within the patrol jurisdiction of the University Police and is reported to the University Police.

- Northern Michigan University Public Safety and Police Services is responsible for preparing and distributing the report. Public Safety and Police Services works with many other departments and agencies in obtaining the required statistics to complete the report. (i.e. Dean of Students, Housing and Residence Life, Student Activities and the Marquette City Police Department).

- This report is available on the university web site located at http://publicsafety.nmu.edu.

PUBLIC SAFETY AND POLICE SERVICES

(Location: 102 Services Building, phone 227-2151, emergency 911)

The NMU Public Safety and Police Services Department is staffed 24 hours a day, seven days a week, 12 months a year. The staff members include highly trained and dedicated law enforcement officers. These officers are responsible for the overall safety of the campus community.
Whether you want to report a crime, need information on crime prevention or have questions on parking, Public Safety and Police Services is available 24 hours a day.

For more information, contact Public Safety and Police Services at the number provided above.

**Public Safety and Police Services Mission and Value Statement:**

**Mission Statement**

*To assist in providing a safe and secure living and learning environment for the University community consistent with the values and mission of the University.*

**Statement of Principles and Values:**

Northern Michigan University Public Safety and Police Services is an organization comprised of people of integrity, committed to providing quality service to the university community in an honest, fair, professional and courteous manner.

A partnership will be pursued with the University community based on mutual trust, confidence, commitment and communication to maintain and improve the quality of life and promote the safety and welfare of our campus.

The members of this agency pledge collectively and individually to constantly grow, develop and engage in reassessment to meet the current and future problems and challenges of our university community. Public Safety and Police Services will continue to pursue total quality with the guidance of the following principles and values:

**Trustworthiness:**

- Honesty: both in communication and conduct. A commitment to truthfulness, sincerity and candor.
- Integrity: We will be honest and forthright and meet the highest ethical standards.
- Promise Keeping: Creates a legitimate basis for others to rely on us to make all reasonable efforts to fulfill commitments.

**Respect:**

- We will continue to recognize the diversity and the importance of each individual we serve.

**Responsibility:**

- Accountability: Accepting responsibility for our decisions and actions.
- Pursuit of excellence: Employ the very best work habits with continuous improvement.

**Justice and Fairness:**

- Equity
- Due Process
Open
Consistent

**Caring:**
Compassion: We will respect and care about others and their feelings.
Caring: Concern for interest of others.

**Civic Virtue:**
Efficiency: We will meet society’s expectations and our own responsibility to be prudent with our own resources.

Leadership: We will work together to be the very best in everything with do.

The values of Northern Michigan University Public Safety and Police Services embody the department’s philosophy, vision and values. These values serve as a foundation and catalyst upon which the department establishes its policy, strategy, tactics, and its actions. In completing its mission-to protect and serve the university community of Northern Michigan University – the department as a whole and each of its members as individuals are responsible for adhering to all the principles and values that make up the law enforcement code of ethics.

**UNIVERSITY POLICING AND SECURITY POLICIES**

Campus police officers, law enforcement authority, and interagency cooperation.

The Board of Trustees of Northern Michigan University exercised their authority under Public Act 120, passing a resolution granting the same powers and authority as granted by law to peace and police officers in the State of Michigan to the officers of the Public Safety and Police Services Department of Northern Michigan University. In addition, our officers are sworn Deputy Sheriffs for Marquette County. University police officers must have a bachelor degree and are required to attend a regional police academy governed by the Michigan Commission on Law Enforcement Standards. Officers are required to attend mandatory in-service training throughout the year to enable them to perform more efficiently and more safely.

**Interagency Cooperation**

Northern Michigan University Public Safety and Police Services works closely with several agencies; i.e. Marquette City Police Department, Marquette County Sheriff’s Department and the Michigan State Police. We rely on these relationships for support on several levels. In addition to sharing critical information, the Department of Public Safety and Police Services has immediate contact with the Regional Dispatch 911 Center. This arrangement gives us immediate access to mutual aid and support from area agencies.
Reporting Criminal Incidents and Other Emergencies

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies to the Department of Public Safety and Police Services by dialing 911. Individuals may also report incidents in person at the department office located at 100 Services Building, Sugar Loaf Avenue/Co. Rd. 550.

Dispatchers are available 24 hours a day to answer calls. In response to a call, Public Safety and Police Services will dispatch an officer to take the incident report. All reports filed are forwarded to the Dean of Students office for review and potential action. Public Safety and Police Services will investigate a report when deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Dean of Students Office.

If assistance is needed from the Marquette City Police Department or other law enforcement agency, Public Safety and Police Services will contact the appropriate department.

This publication contains information about on-campus and off-campus resources. This information is made available to provide NMU community members with specific information about the resource available in the event they become the victim of a crime.

Crimes should be reported to the University Police department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

The university has installed emergency two way call boxes (blue light phones) throughout campus for use during emergencies. By pressing the red button on the blue light phones, users can communicate directly with our dispatch center. Locations are digitally displayed to the dispatch center.

Monitoring and Recording Criminal Activity at Off-Campus Organizations

The university relies on its close working relationships with local law enforcement agencies to receive information about incidents involving students on campus. The Department of Public Safety and Police Services will actively investigate any crime information it receives concerning or involving a member of the campus community. If the University is notified of a situation in which a campus community member is the victim of a crime, the department may issue a Campus Safety Alert, detailing the incident and providing tips so that other community members may avoid similar incidents.
Confidential Reporting Procedures

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

Confidential Reporting Procedures (Counselors)

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, 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 disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

Pastoral Counselor:
An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor:
An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

TIMELY WARNING NOTICES

Campus Safety Alerts

To help prevent crime or serious incidents, the Department of Public Safety and Police Services, in conjunction with other departments on campus, issues Campus Safety Alerts in a timely manner to notify community members about certain crimes in and around our community. Members of the community who know of a crime or other serious incident should report that as soon as possible to the Department of Public Safety so that a Campus Safety Alert can be issued if warranted.
If community members report crimes or serious incidents to other University administrators, those administrators will notify the Department of Public Safety and Police Services. In these situations, the Director of Public Safety will make a decision, in consultation with other administrative personnel, whether to disclose the incident through a public notice.

**Distribution of Immediate Campus Safety Alerts**

If a situation arises in which the campus community may be at special risk due to a crime incident or possible suspect, Public Safety distributes alerts in various ways. This is accomplished by putting the alert on the Public Safety Web site, through university wide emails, cell phone text alerts, the university and local television stations, radio stations, local paper and bulletin boards throughout the campus as quickly as possible.

**Daily Activity Log**

The Department of Public Safety and Police Services maintains a Daily Crime Log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, in a non-campus building or property, public property, or within the department's patrol jurisdiction.

The Daily Crime Log is available for public inspection at the department’s headquarters or at [http://publicsafety.nmu.edu](http://publicsafety.nmu.edu).

The Daily Crime Log include the nature, date, time and general location of each crime reported to the department as well as the disposition of the complaint, if this information is known at the time the log is created.

The department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances.
POLICY FOR MISSING PERSONS

Purpose

Establish a policy on the investigation of Missing Persons.

Applicability

All University employees, full time, part time, temporary, casual labor, students and visitors.

Policy

It is the policy of Northern Michigan University to actively investigate any report of a missing person(s) as defined below. There is no waiting period before the commencement of an investigation and procedures will be governed by federal, state and local laws.

A missing person is defined as a “person affiliated with the University being a student, faculty or staff member” or any other person last seen on the property of Northern Michigan University and reported as missing.

Or

A person affiliated with the University but not on campus at the time they were reported missing.

References

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Requirements will be met by Housing and Residence Life adding a statement to the Housing Application requesting a person’s name to contact if they are missing.

Initiating Department/Division

Public Safety and Police Services
Housing and Residence Life
Dean of Students
Crime Prevention Education and Awareness

Crime prevention is a top priority of the department. Together with other campus offices, the department provides programs to enhance personal safety, teach proactive crime-reduction strategies, and help community members develop self esteem which contributes to a healthy living environment.

The university’s crime prevention program relies on the foundation of a layered approach by being proactive in the area of patrolling campus, crime prevention education and training, building and area security surveys. This type of approach relies on the team approach of eliminating or minimizing criminal opportunities, whenever possible, and encouraging community members to take responsibility of their own and others safety.

Members of this department are available to assist any individual or group in planning, presenting and coordinating programs of interest or concerns.

Rape Aggression Defense

Rape Aggression Defense is a program of realistic, self-defense tactics and techniques. The RAD System is a comprehensive course for a woman that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. RAD is not a martial arts program. Our courses are taught by certified RAD Instructors and provide you with a workbook/reference manual. This manual outlines the entire Physical Defense Program for reference and continuous personal growth. The RAD System of Physical Defense is currently being taught. The growing, wide spread acceptance of this system is primarily due to the ease, simplicity and effectiveness of our tactics, solid research, legal defensibility and unique teaching methodology. The Rape Aggression Defense System is dedicated to teaching women defensive concepts and techniques against various types of assault, by utilizing easy, effective and proven self-defense/martial arts tactics. Our system of realistic defense will provide a woman with the knowledge to make an educated decision about resistance.

We operate on the premise that a spontaneous violent attack will stimulate a natural desire to resist, on the part of the victim (supported by research). We educate women about "The Flight or Fight Syndrome", while showing them that enhancing their option of physical defense is not only prudent, but a necessity if natural resistance is to be effective.

Safety and survival in today's world requires a definite course of action. We provide effective options by teaching women to take an active role in their own self-defense and psychological well being.
Operation Identification Program

Operation Identification is a program that is a system for marking personal property. The participant marking property uses an engraver, a diamond pen, or a tungsten-carbide marking pen. Students then engrave their driver’s license on the item and keep a permanent record of their property. Operation Identification has been proven to reduce thefts in communities where the program has been implemented. The reason is people are reluctant to steal things, which are marked because it increases the risk of getting caught, further making items hard to fence or sell. In addition, items identified can be put into the law enforcement information system (LEIN) and can be returned to the owner if found. Students can request an operation identification program in their residence hall by calling the Crime Prevention office at 2154 or Public Safety at 2151. Some items students might want to record are radios, stereos, televisions, computers, appliances, bikes, and cameras to mention a few.

Blue Light Emergency Phones

NMU began a proactive program with the installation of “Code Blue” emergency telephones that provide two-way communications from the phone site direct to Public Safety Dispatch 911 emergency lines. The purpose of the phone is for emergency contact to Public Safety allowing immediate response by patrols.

The phones are located strategically throughout campus at different locations with plans for future sites. New installations are being completed during new construction projects.

Public Safety Officers physically inspect the nineteen emergency phones each week and report any malfunctions to telephone services for repair.

Public Safety Escort Service

The Department of Public Safety continues to provide escort service campus wide during the hours of darkness. Student lot guards, when on duty, provide this service; otherwise department Patrol Officers will make the transport when requested.

Information for this program is disseminated at orientation sessions; housing and residence life book, at campus education programs and is listed in the campus student paper “North Wind”, as well as, postings throughout all building locations of the University Community.

Security Surveys

Security surveys are conducted on a regular basis with members of the University community. The primary goal of these surveys is to identify areas of the campus that may present vulnerabilities to ones’ safety. The department works with the appropriate facilities office to address concerns noted in the surveys.
Concealed Weapons Permit

If you are visiting campus with a weapon and have a CCW, you can register and store it at Public Safety and Police Services.

Residence Hall Fire Prevention Information

All the residence halls at Northern Michigan University are protected with a fire protection system. This system includes an approved fire suppression system, along with smoke detectors located in the common areas and individual rooms. These components are connected to the central fire alarm system located at Public Safety and Police Services and are monitored twenty four hours a day. The system also reports to three additional locations located in the building; the resident directors, resident advisors, and the main desk located in the lobby.

Fire drills: The department in conjunction with housing and residence life conducts monthly fire drills from each residence hall during the academic year. The university requires complete evacuation of buildings during a fire alarm. Individuals who ignore fire alarms and required evacuation may face disciplinary action.

Policy Regarding the Possession and Use of Alcoholic Beverages by Students

Alcoholic Beverages

Northern Michigan University seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety, and welfare of all members of its community. In keeping with these objectives, the university has established a policy and guidelines governing the possession, sale, and consumption of alcoholic beverages on the university campus that conform to the laws of Michigan. Underage possession and/or consumption of alcoholic beverages is not permitted on property owned or controlled by the university. Intentionally or knowingly selling, or intentionally or knowingly “furnishing” alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the university. Legal consumption and possession of alcoholic beverages is limited to designated locations only. The complete policy and guidelines concerning alcoholic beverages is published annually in the university Student Handbook.

Illegal Drugs

The university does not condone the possession, use, or distribution of marijuana, LSD or other hallucinogens, narcotics or any other illegal drugs by anyone in any campus facility. Any individual known to be possessing, using, or distributing such drugs is subject to campus disciplinary action and criminal arrest, imprisonment and/or fine according to state law.
Sexual Assault Response/Prevention Policy

Acquaintance rape or date rape is the most prevalent form of sexual assault on college campuses. Sexual assault as defined in this policy is criminal sexual conduct, and a violation of the Michigan Penal Code. Although Northern Michigan University does not undertake to duplicate the prohibitions of the criminal law, sexual assault, including date rape, violates the University's Student Code of Conduct. A reported sexual assault will be treated with the highest degree of concern by the University.

A University student charged with sexual assault may be prosecuted pursuant to the Michigan Penal Code and may also be subject to University disciplinary action up to and including expulsion. In addition to criminal prosecution, University employee charged with sexual assault may be subject to University disciplinary action up to and including termination of employment.

The University affirms the need for a comprehensive sexual assault prevention education program. Prevention education and awareness efforts are essential in order to better insure a safe learning and living environment on our campus.

This policy provides the following information to members of the University community:

- Definition of sexual assault;
- Policy concerning sexual assault victims;
- University response to reported sexual assault, including services available to victims of sexual assault;
- Education and prevention efforts and programs; and
- Information regarding periodic review of this Policy.

**DEFINITION**

Sexual assault is sexual contact without consent. More specifically, "sexual assault" for purpose of this Policy means any of the forms of criminal sexual conduct described in Sections 520 (b) through 520 (g) of the Michigan penal Code (MCL 750.520 (b)-(g)) involving a University student as the victim. Regardless of the relationship that exists between the parties, if consent is not given or force or coercion is used against a party, any sexual contact is within the definitions of criminal sexual contact and sexual assault. Sexual assault is intrinsically injurious and degrading, and will be treated as resulting in injury for the purpose of the University Student Code, Regulation 2.2.1, General Regulatory Statement, and also as a violation of the Student Code, Regulation 2.2.21, Personal Abuse, which prohibits acts which injure, threaten, endanger, or degrade a member of the University community. Use or abuse of alcohol or other drugs by a person charged with a sexual assault does not diminish, and may increase, personal responsibility. The same criminal offenses and penalties apply in cases of acquaintance rape or date rape as in cases of rape involving a stranger. A victim of sexual assault may be either female or male.
Policy Concerning Sexual Assault Victims and the Accused

If you are the victim of a sexual assault which is reported to the University, it is the policy of the University that:

Victim:

- You and the matter you report will be treated with the greatest concern and seriousness, regardless of your gender or the gender of the suspect.
- Your name will not be released to the public or the media.
- You will be treated with dignity, courtesy, sensitivity, and understanding and you will not be prejudged or blamed for what occurred.
- You will be provided with information regarding your options for reporting the sexual assault, and your right to make choices based on this information will be respected.
- You will be advised of, and if you desire, assisted in receiving services from the University departments and from community service agencies that provide assistance to victims of sexual assault.
- University staff will neither coerce you to report a sexual assault as a lesser offense nor prevent or discourage you from reporting a sexual assault to another person or authority.
- You will have the opportunity to pursue all legal and/or disciplinary remedies and obtain counseling services without academic penalty by the University (to be accommodated as deemed appropriate by the Office of the Dean of Students on an ad hoc basis).
- If you request, the University staff will take any reasonable steps to prevent unnecessary or unwanted contact or proximity with the suspect.
- If you file a complaint with Public Safety, staff from that office will investigate your complaint. You will be notified of victim’s rights and remedies accorded in the Crime Victim’s Rights Act and you will be kept up-to-date on the status of the investigation. If the Health Center provides medical assistance, appropriate methods for preserving evidence of criminal sexual assault will be followed.
- You may be made aware of, and assisted in exercising, any options provided under law regarding the mandatory testing of sexual assault suspects for communicable diseases and notification to the victim of the results of the testing.

Accused:

It is the goal of Northern Michigan University to ensure that students accused of sexual misconduct have access to needed resources, services and information. NMU strives to offer a reasonable variety of resources, services and information, to the extent possible to all parties to the complaint, including, but not limited to, the following rights:

- The right to a timely notice of disciplinary charges, including the nature of the charge and possible sanctions;
• The right to a hearing on the charges, including timely notice of the hearing date, and adequate time for preparation;
• The right to have counsel (as defined in the student code of conduct as a member of the University community) to accompany and assist in the campus hearing process. Counsel may advise the accused but may not take part directly in the hearing itself;
• The right to refuse to answer some or all questions to avoid self-implication, and the right not to have this silence used against the accused student;
• The right to question adverse witnesses at the administrative judicial panel;
• The right to have basic rules of evidence (relevance and credibility) observed in the hearing;
• The right to a written notice of the outcome and sanction of the hearing;
• The right to submit an impact statement to the administrative judicial panel.
• The right of access to campus resources for medical, counseling, and advisory services.

University Response to Reported Sexual Assault

There are a variety of avenues available for making a report of a sexual assault and obtaining support and other assistance. The following University departments can be of special assistance to victims of campus sexual assault:

• Public Safety, 911 (Emergency) or 227-2151 (102 Services Building)
• Office of the Dean of Students 227-1700 (University Center)
• The Health Center, 227-2355 (Gries Hall)
• Counseling Center, 227-2981 (201 Cohodas Administrative Center)
• Residence hall staff (and resident director or resident advisor)

Depending upon which department receives the initial report, different services will be emphasized; however, all the University departments listed above work together closely to provide support and assistance, and to review available services and options.

Students who have been sexually assaulted are strongly encouraged to report the incident to Public Safety so that criminal charges may be pursued against the assailant, or to the Office of the Dean of Students, to initiate charges within the University judicial system. In cases in which Public Safety is not the first office contacted by the victim, information regarding the incident will be reported to Public Safety in accordance with the Student Right to Know and the Campus Security Act. This report will not include the name of the victim without the victim’s consent. In addition, Public Safety is required to report information concerning criminal acts on an annual basis under the requirements of the Uniform Crime Reporting Act and the Campus Security Act.

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.
A report of sexual assault will initiate a response from the University as explained below.

1. Public Safety: When a report of a sexual assault is received, Public Safety will immediately assign a specially trained "case officer" to investigate the incident and work with the victim through all stages of the investigation, prosecution and/or University judicial system action. The case officer will also inform the victim of other support services available including the services of the Marquette Women's Center Rape Victim Support Team.

2. The office of the Dean of Students: The Office of the Dean of Students will provide information to the victim about options for pursuing a charge against the assailant through the University's judicial system. After receiving a complaint, the Dean of Students will request an investigation by Public Safety. If the results of this investigation indicate a possibility that the University's Student Code has been violated, the Dean of Students will initiate the appropriate judicial proceedings. If the investigation yields unclear evidence, appropriated follow-up activities may be initiated. The Dean of Students will also determine the necessity for safeguards in the best interest of the students involved.

3. The Health Center: The Health Center provides services to NMU student and staff who have been victims of sexual assault. The physician provides examination, treatment, and information about the possibility of venereal disease and pregnancy, and provides referrals to other support services as appropriate. Health Center hours are from 8 AM to 5 PM throughout the school year. If a student is in need of emergency medical services after 5 PM or on weekends, he or she should go to Marquette General Hospital Emergency Room (225-3560). If possible, when receiving medical care after a sexual assault it is important to have physical evidence collected for possible future legal action.

4. The Counseling Center: The Counseling Center provides support to students dealing with the emotional impact of a sexual assault. The Center staff will provide assistance in decision making regarding reporting of the assault to Public Safety or the Dean of Students, contacting parents or significant others, modification of living arrangements, handling academic schedules and commitments, etc. Services are also provided to students who come to the Center for other reasons and in the course of treatment disclose a past sexual assault. Strict confidentiality is maintained.

5. Residence Hall Staff: Residence hall staff will provide immediate support and assistance to a student who reports a sexual assault as well as to others who may be involved. Staff will inform the victim of the services available from the Counseling Center, Public Safety, the Health Center, and the Office of the Dean of Students, and will help the victim obtain those services that are desired. These staff members can also be helpful when the student returns to the residence hall.

6. Other Support Services: Faculty and staff who are contacted by someone who has been sexually assaulted are encouraged to provide empathetic support, to respect the victim's confidentiality, and to consult with, or refer the victim to Public Safety, the Office of the Dean of Students, or the Counseling Center.
If the victim declines University services, she or he may be referred to the Women's Center (225-1346), a private therapist, or other help as appropriate.

**Changing Living and Academic Positions**

If a Northern Michigan University resident who is a survivor of a sexual assault or relationship of recorded violence requests a change in her or his living arrangements or academic schedule, the Dean of Students and Housing and Residence Life will assist in these changes as long as they are reasonably available.

**Sex Offender Registration**

Electronic Link to Sex Offender Information

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

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

**Sex Offender Registration**

In accordance with the Wetterling Act, Megan's Law and the Campus Sex Crimes Prevention Act of 2000, it is now mandatory that all registered sex offenders report to the law enforcement agency having jurisdiction in which the institution of higher learning is located. [Michigan Sex Offender Website](#)
Policy Statement:
Northern Michigan University is committed to providing a learning environment that is conducive for students to develop to their fullest potential. Our mission is to work collaboratively to protect, as much as possible, the health, safety and welfare of our students and the members of the university community.

Purpose:
This policy establishes the Behavioral Review Team as an official Northern Michigan University Team and establishes official policy for team responsibilities and operations.

Team Purpose and Responsibilities:
The purpose of the Behavioral Review Team is to review behavioral incidents and ensure a systematic response to students whose behavior may be disruptive or harmful to themselves or University community and to assist in protecting the health, safety and welfare of students and other members of the university community.

The Charge for This Team:
Assess situations involving a student who poses a potential risk of harm to persons or property in the university community or is of substantial disruption to university activities in accordance with policies stated in the Student Code of Conduct.
Consult with administration, faculty, staff and other students affected by the inappropriate behaviors of a disruptive student.
Coordinate the University response to a violent threat, or significantly disruptive student.
Develop a specific strategy to manage the threatening or disruptive behavior with regard to the safety and rights of others and to minimize the disruption to the university community.
Make recommendations to responsible University officials on appropriate action consistent with University policy and procedure statements and with state and federal law.

Team Composition:
Assoc. Provost – Student Services/Enrollment, Academic Affairs, Provost & VP
Director, Public Safety (or Designee)
Head and Associate Professor, Counseling and Consultation Services
Director, Housing and Residence Life (or Designee)
Dean of Students
Associate Dean of Students
Chief of Staff/Physician

Procedural Guidelines for Case Management
The beginning of each semester a notice will be sent to faculty and staff, through appropriate communication channels, stating the team is available for consultation when they are concerned about potentially harmful, threatening, or disruptive behavior of a student or students. This notice will be presented as a proactive measure.
If anyone on the campus community observes an incident of serious disruptive or threatening behavior, property damage, or a broken law, Public Safety and Police Services should be contacted immediately. If a violation of an institutional rule occurs, the Dean of Students should be contacted immediately. In time-sensitive high-risk situations, a special team meeting may be called by any member. All meetings will be chaired by the Associate Provost/Student Services. If unavailable, the meeting will be chaired by a designated committee member. The team will meet with affected members of the University community who desire to discuss the situation. Please note that incidents regarding non-students (i.e. visitors, faculty/staff) should be directed to the Director of Public Safety who may notify the Threat Assessment Team. The desired outcome of a consultation meeting is a recommended course of action based upon the Student Code of Conduct. Specific issues for consideration include the assessment of potential violence, evidence of mental illness as the possible cause of the behavior, containment of disruption, appropriate behavioral boundaries within existing University policies and specific departmental procedures of courses of action. Recommended departmental courses of action will be made only through appropriate administrative channels.

Case Information and Confidentiality Procedures: Members of the team may provide each other or faculty/staff/students involved in a particular case, or outside parties in connection with the situation, with information as is necessary to protect the health, safety, and privacy of the student or other persons and to generate a recommended course of action in accordance with applicable legal and professional standards of confidentiality. This includes the release of information pursuant to the Student Records Pursuant to the Family Educational Rights Act and Privacy Act of 1974. If the student is involved in harmful, threatening, or disruptive activities and is already a client of the Student Counseling Center and or a patient of the Student Health Center, contact information about that student may not be obtained by the team from those agencies without written authorization of the student, in accordance with federal and state law.

Workplace Violence Policy

It is the policy of Northern Michigan University that all acts of violence by employees, students or visitors will be taken seriously and will be dealt with appropriately. All violent acts, or threats of violence should be reported and a single incident is sufficient ground for investigation, and may result in disciplinary action including termination, and/or arrest and prosecution.
Procedures

I. SCOPE: This policy applies to all faculty, staff and student employees of the University and applies to acts of violence, intimidation, and inappropriate aggression of various types.

II. DEFINITION: Workplace violence is defined as any physical assault, with or without weapons, behavior that a reasonable person would interpret as violent (e.g., throwing items, pounding on objects, or destroying property) and specific threats to inflict physical harm or damage property.

III. WEAPONS: Northern Michigan University Ordinances specifically prohibit the possession of weapons on property owned, leased or under the control of the University.

A. Weapons are defined under the ordinance as any object capable of firing a projectile.

B. This prohibition includes keeping a weapon in a vehicle in a parking area.

C. Faculty, staff and students are prohibited from carrying concealed weapons on any property owned or under the control of the University.

D. The only exceptions are certified police officers employed by the University or a recognized police agency.

E. Violations of this ordinance may result in disciplinary action and/or criminal prosecution.

IV. PERSONAL PROTECTIVE OR RESTRAINING ORDERS: Faculty, staff or students who have been issued a personal protective order or restraining order shall provide Public Safety with a copy of the order.

V. CONTRIBUTING FACTORS: Several factors have been identified as contributing factors to incidents of workplace violence.

- Exchange of money
- Working alone at night and during early morning hours
- Availability of valued items
- Availability of prescription drugs
- Performing Public Safety functions
· Working with patients, clients, customers, or students known or suspected to have a history of violence.

· Employees, including former employees, with a history of assaults, or who exhibit belligerent, intimidating or threatening behavior

· Employees or students who have been the object of belligerent, intimidating, or threatening behavior from family members or significant others.

A. The Public Safety Crime Prevention and Security Specialist may conduct a security survey of the workplace to determine the potential for workplace violence.

B. Any department head or employee may request a security survey of their work area by calling the Crime Prevention Office at the Department of Public Safety.

VI. REPORTING PROCEDURES:

A. EMERGENCIES: For immediate assistance in an emergency (assault, direct threat of violence, attempted suicide, or any incident involving hostage, or weapon) or any crime in progress, or if you believe the situation is an emergency, dial 9-1-1.

B. REPORTING A CRIME: Call the Department of Public Safety dispatcher line at 911 or 227-2151.

C. REPORTING ACTS OF WORKPLACE VIOLENCE: If the act appears to represent an immediate threat or harm to any individual, it should be reported to Public Safety immediately.

1. Any supervisor who becomes aware of an act of violence shall immediately report it to the Director, Public Safety (or designee).

2. In situations where a person witnesses an instance of workplace violence Public Safety should be contacted immediately.

3. Any employee who becomes aware of an act of violence shall immediately report it to their supervisor.

D. WHEN IMMEDIATE ACTION IS NOT REQUIRED: When concerned that a violent incident may occur and the concern is not based upon a threatened, attempted or actual violent incident, the employee should notify their immediate supervisor.
1. Supervisors who become aware that an employee is concerned about an incident of potential violence should notify the Director, Public Safety (or designee).

2. If the act appears to represent an immediate threat or harm to any individual, it should be reported to Public Safety immediately.

E. This policy excludes incidents of sexual harassment because they are dealt with under separate University policy.

F. Some disruptive, threatening, or violent behavior is prohibited by Michigan law. When appropriate, the University will refer cases to the Marquette County Prosecuting Attorney for possible criminal prosecution.

G. An individual may be excluded from NMU property for certain reasons, including disruptive, threatening, or violent behavior. Faculty, staff or students may be suspended or put on leave under applicable University policies.

H. No person who files a complaint, testifies, assists, or participates in any manner in an investigation, proceeding or hearing, shall be intimidated, threatened, coerced, or discriminated against by any other person within the University community.

VII. THE ROLE OF PUBLIC SAFETY:

Public Safety’s primary role is to provide an immediate response to a crisis in progress. Not only by dispatching police officers but also by requesting and coordinating other emergency services, if needed. Prior to an actual occurrence, Public Safety’s involvement will include the following: Participation on the Threat Assessment Team, providing physical security for threatened or at-risk persons, confronting the potentially violent person (under certain circumstances); enforcing applicable laws; and thoroughly investigating and documenting all incidents and actions. In addition, Public Safety will conduct all employee background investigations and serve as the repository for all personal protective orders.

VIII. THE ROLE OF HUMAN RESOURCES:

Human Resources is responsible for assisting in the prevention of violence in the workplace by providing advice and counsel to managers, supervisors, and employees when faced with threats or other situations that have the potential for violence. Human Resources will assist campus departments in the implementation of appropriate personal practices used in the hiring, supervision and retention of employees. They will also assist, as appropriate, in the investigation of threats of violence and addresses related issues that are of legitimate concern to employees.
IX. THREAT ASSESSMENT TEAM:

A. There are three key elements in Northern Michigan University's approach to addressing the occurrence of workplace violence. The first is a commitment to progressive and humane human resource practices, including comprehensive background investigations. The second is an unequivocal refusal to tolerate violent acts. The third is the use of a threat assessment team (TAT) as a key response tool.

B. When a situation of potential or actual violence arises, any University employee may activate the workplace violence response mechanism by reporting it to any supervisor or Public Safety. In all cases, the information is channeled to the Director, Public Safety (or designee) whose responsibility is to immediately make a determination if the allegation warrants convening the threat assessment team.

X. COMPOSITION OF THE THREAT ASSESSMENT TEAM:

A team approach has been developed and implemented to address concerns about an employee or incident which could be potentially threatening to the campus community. The team approach allows the supervisor or employee to meet with appropriate professionals at the same time and provides a broad perspective on how to handle a potential problem. There may be times when only one or two team members will be called to respond to a particular incident. Confidentiality is adhered to except when danger to self or other becomes apparent. Federal laws require mandated reporting to appropriate authorities when potential violence to an identified person or workplace is reported.

Director, Public Safety (or designee)

Director, Human Resources (or designee)

Risk Manager

Dean of Students (Incidents Involving Students)

University Counseling Center Representative

University Community Representative (Faculty or Staff member)

Student Representative (Incidents Involving Students)

Employee Assistance Program Representative

Employee's Department Head
A. When an incident is referred to the Threat Assessment Team by the Director, Public Safety, they will investigate the incident and determine measures to prevent reoccurrences. A report outlining the result of the investigation and recommendations for preventive action will be prepared and submitted to the University President.

B. The Threat Assessment Team may also be asked to assess the risk of violence in the workplace and make recommendations to address the situation and prevent violence from occurring.

C. The following protocol will be followed by the Threat Assessment Team or Public Safety:

1. Reviewing Previous Incidents
2. Visiting the scene of an incident as soon as possible
3. Interviewing threatened or injured employees and witnesses
4. Examining the workplace for security risk factors associated with the incident, including previous reports of inappropriate behavior by the perpetrator.
5. Determining the cause of the incident
6. Taking corrective action to prevent the incident from recurring
7. Recording the findings and corrective actions taken

XI. DISSEMINATION OF THE POLICY:

The workplace violence policy is disseminated to all University Vice Presidents, Deans, Directors and Department Heads. They will distribute it among their employees.

Crime Statistics

The Department of Public Safety and Police Services maintains a close relationship with the area police departments to ensure that it is notified of any crime report that is made directly to them.

The Department of Public Safety and Police Services will disclose any crime report made directly to any local law enforcement agency by a member of the campus community.
Definitions of Reportable Crimes

Arson:

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

Murder:

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.

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.

Aggravated Assault:

A person who assaults an individual without a weapon and inflicts serious or aggravated injury upon that individual without intending to commit murder or to inflict great bodily harm less than murder.

Felonious Assault:

A person who assaults another person with a gun, revolver, pistol, knife, iron bar, club, brass knuckles, or other dangerous weapon without intending to commit murder or to inflict great bodily harm less than murder.

Assault with Intent to do Great Bodily Harm less than Murder:

Any person who shall assault another with the intent to do great bodily harm less than the crime of murder.

Burglary:

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

**Motor Vehicle Theft:**

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

**Weapon Law Violations:**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations:**

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone’s); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:**

The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**SEX OFFENSE DEFINITIONS**

**Sex Offenses-Forcible:**

Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

A. **Forcible Rape** - The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the
victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With An Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-forcible:

Unlawful, non-forcible sexual intercourse.

A. Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.
1.0 PHILOSOPHY

It is a privilege for a Northern Michigan University student to participate in intercollegiate athletics. Student athletes represent Northern Michigan University; therefore their behavior is expected to reflect high standards on all levels: social, academic, and athletic.

1.1 PURPOSE

1.1.1 The purpose of this publication is:

.01 To inform the student athletes and the Northern Michigan University community of acceptable standards of behavior for student athletes;

.02 To outline a process to evaluate student athlete behavior that is not considered acceptable;

.03 To allow for the imposition of disciplinary action against a student athlete whose behavior is not acceptable.

1.2 DEFINITIONS

1.2.1 The Athletic Code Violation Review Committee will consist of the Athletic Director, Director of Public Safety, and the Dean of Students, or their designees.

1.2.2 Criminal activity is defined as Felony level offenses; or serious Misdemeanor level offenses, which include, but are not limited to, criminal activity that involved violence, assaultive behavior, stalking behavior, sexual assault, and drug or alcohol offenses.

1.2.3. Student athletes as defined in this document refers to students engaged in the intercollegiate athletics programs of Northern Michigan University.

1.2.4. Team activities are defined as any association with other team members for the purposes of furthering the interest of the team in the pursuit of participation in intercollegiate athletics, team meetings, team practices, recruitment of new student athletes, or the participation as part of the team in intercollegiate athletic activities.

1.3 SCOPE

Student athletes whose behavior does not conform to the acceptable standards expected of Northern Michigan University student athletes will be subject to review by the Athletic Code Violation Review Committee.
1.3.1 We do not give a copy of the NMU Student Code to our athletes because it is no longer printed. We refer the athletes to the web-site.

1.3.2 All student athletes will be required to acknowledge that they are under obligation, as a condition of their participation in intercollegiate athletics at Northern Michigan University, to immediately self report any violations of the Athletic Code to their coach or the Athletic Director. Failure to self report any violations of the Athletic Code will subject the student athlete to possible disciplinary action by the Athletic Code Violation Review Committee.

1.3.3 Any action taken pursuant to the Athletic Code will be considered separate and distinct from any action that may be taken by the Office of the Dean of Students, other administrative action taken by the University (including, but not limited to, action taken under The Drug and Alcohol Education/Assessment/Counseling Policy and Program for Student Athletes Engaged in the Intercollegiate Athletics Program of Northern Michigan University) or any action taken by law enforcement or criminal justice agencies against the student athlete.

1.3.4 All student athletes will be subject to review under the Athletic Code if the athlete:

.01 Is in violation of Northern Michigan University's Student Code,

.02 Is in violation of The Drug and Alcohol Education/Assessment/Counseling Policy and Program for Student Athletes Engaged in the Intercollegiate Athletics Program of Northern Michigan University;

.03 Has committed criminal activity that consists of an act or acts prohibited under municipal, state, or federal law as defined in this document,

1.4 PROCEDURES

1.4.1 The Athletic Code Violation Review Committee will either confer or hold a meeting to review and investigate all alleged violations of this code pursuant to section 1.3.4.01-03 above. Members of the committee shall initiate the review process upon becoming aware of an alleged violation. The committee should confer or meet within three working days of becoming aware of the alleged violation.

1.4.2 Coaches shall notify the Athletic Director of all alleged violations of the Athletic Code on becoming aware of the alleged violation.

1.4.3 The Athletic Code Violation Review Committee after conferring or meeting to review an alleged violation of the Athletic Code should receive input from the coach or any other party who has relevant information that is pertinent to the alleged violation of the Athletic Code.
1.4.4 The Athletic Code Violation Review Committee shall determine, based upon the seriousness of the alleged violation, whether a student athlete will be suspended from team activities pending the resolution of the alleged violation.

1.4.5 Once alleged charges are resolved, the Athletic Code Violation Committee shall review the outcome of the charges to determine the appropriate University response or action.

1.4.6 The Athletic Code Violation Review Committee shall determine the disciplinary action or penalty to be imposed on the student athlete under section 1.4.4 and 1.4.5, including but not limited to: (1) a permanent or limited suspension from all team activities; and (2) partial or permanent revocation of athletic scholarships.

1.4.7 In the event that the Athletic Code Violation Review Committee cannot reach consensus as to what action to take on an alleged violation of the Athletic Code, the matter will be referred to the Special Assistant to the President/Athletic Director, to determine what action, if any, should be taken against the student athlete.

1.4.8 The Athletic Director shall provide notice of disciplinary action taken by the Athletic Code Violation Review Committee to the Special Assistant to the President/Athletic Director, the Vice President for Finance and Administration, the President, the student athlete's coach, and the Athletic Council Chairperson within two business days. Members of the Athletic Code Violation Review Committee will be available to the Athletic Council to provide a briefing on the action taken by the committee. It will also be the Athletic Director's responsibility to notify the student athlete of any disciplinary action taken by the Athletic Code Violation Review Committee.

1.4.9 Student athletes may appeal disciplinary action taken by the Athletic Code Violation Review Committee to the Vice President for Finance and Administration, or in cases decided by the Vice President, to the President.

NORTHERN MICHIGAN UNIVERSITY

United States Olympic Education Center Athletic Code

1.0 PHILOSOPHY

Student athletes training at the United States Olympic Education Center are guests of Northern Michigan University. The university provides financial aid to these student athletes in the form of room and board, a waiver of out-of-state tuition fees, use of training facilities, and other academic and athletic services. In exchange for these privileges, USOEC student athletes are expected to reflect high standards on all levels: social, academic, and athletic.
1.1 PURPOSE

1.1.1 The purpose of this publication is:

.01 To inform the USOEC student athletes, the United States Olympic Committee, participating National Governing Bodies, and the Northern Michigan University community of acceptable standards of behavior for USOEC student athletes:

.02 To outline a process to evaluate USOEC student athlete behavior that is considered unacceptable:

.03 To allow for the imposition of disciplinary action against a USOEC student athlete whose behavior is not acceptable.

1.2 DEFINITIONS

1.2.1 The term "USOEC student athlete" is defined as those student athletes accepted by the NGB, the USOC, and NMU as resident athletes training at the United States Olympic Education Center at Northern Michigan University.

1.2.2 Unacceptable behavior is defined as any behavior that violates the NMU Student Code, the USOEC Athlete Handbook, and/or local, state, or federal laws.

1.2.3 Criminal activity is defined as felony level offenses: or serious misdemeanor level offenses which include, but are not limited to, criminal activity that involves violence, assaultive behavior, stalking behavior, sexual assault, and drug or alcohol offenses.

1.2.4 The USOEC Athletic Code Violation Review committee will consist of the USOEC Director, Director of Public Safety, and the Dean of Students, or their designees.

1.3 SCOPE

Student athletes whose behavior does not meet acceptable standards expected of USOEC student athletes will be subject to review by the USOEC Athletic Code Violation Review Committee.

1.3.1 All USOEC resident student athletes will be given a copy of the USOEC Athletic Handbook and the NMU Student Code. All athletes will be required to sign a document indicating that they understand that participating in the USOEC program is a privilege and that they agree to the standards of behavior outlined in the Athlete Handbook and Student Code.

1.3.2 All student athletes will be required to acknowledge that they are under obligation, as a condition of their participation in the USOEC program, to immediately self-report any violations of the USOEC Athletic Code to their coach or the USOEC Director. Failure to self-report any violations of the Athletic Code will subject the student athlete
to possible disciplinary action by the USOEC Athletic Code Violation Review Committee.

1.3.3 Any action taken pursuant to the USOEC Athletic Code will be considered separate and distinct from any action that may be taken by the university’s Dean of Students office, the NGB, the USOEC, United States Olympic Committee, or any action taken by law enforcement or criminal justice agencies against the student athlete.

1.3.4 All USOEC student athletes will be subject to review under the USOEC Athletic Code if the athlete:

.01 Is in violation of Northern Michigan University’s Student Code,

.02 Is in violation of the USOEC's Athlete Handbook,

.03 Has committed criminal activity that consists of an act or acts prohibited under municipal, state, or federal law as defined in this document,

1.4 PROCEDURES

1.4.1 The USOEC Athletic Code Violation Review Committee will either confer or hold a meeting to review and investigate all alleged violations of this code pursuant to sections 1.3.4.01-.03 above. Members of the committee shall initiate the review process upon becoming aware of an alleged violation. The committee should confer or meet within three working days of becoming aware of the alleged violation.

1.4.2 Coaches shall notify the USOEC Director of all alleged violations of the USOEC Athletic Code on becoming aware of the alleged violation.

1.4.3 The USOEC Athletic Code Violation Review Committee after conferring or meeting to review an alleged violation of the USOEC Athletic Code should receive input from the coach or any other party who has relevant information that is pertinent to the alleged violation of the USOEC Athletic Code.

1.4.4 Once alleged charges are resolved, the USOEC Athletic Code Violation Committee shall review the outcome of the charges to determine the appropriate University response or action.

1.4.5 The USOEC Athletic Code Violation Review Committee shall determine the disciplinary action or penalty to be imposed on the student athlete including but not limited to partial or permanent revocation of financial support and use of campus facilities and services.

1.4.6 In the event that the USOEC Athletic Code Violation Review Committee cannot reach consensus as to what action to take on an alleged violation of the USOEC Athletic Code, the matter will be referred to the Special Assistant to the
President/Athletic Director to determine what action, if any, should be taken against the student athlete.

1.4.7 The USOEC Director shall provide notice of disciplinary action taken by the USOEC Athletic Code Violation Review Committee to the Special Assistant to the President/Athletic Director, the student athlete's coach, the USOEC and the appropriate NGB within two business days. The Dean of Students' office will inform the student athletes of any disciplinary action taken by the USOEC Athletic Code Violation Review Committee. The Special Assistant to the President/Athletic Director will notify the NGB’s and the USOEC.

1.4.8 Student athletes may appeal disciplinary action taken by the USOEC Athletic Code Violation Review Committee within 72 hours to the Special Assistant to the President/Athletic Director, or in cases decided by the Associate Vice President, to the President.

### Student Code Penalty Explanations

Explanations of the penalties that can be imposed for a violation of the Student Code are listed below:

- **A. Warning:** An official written reprimand.

- **B. Warning Probation:** Warning Probation is a temporary status for a specified period of time not to exceed four (4) months, during which further violations of the Student Code may result in more severe disciplinary action.

- **C. Disciplinary Probation:** Disciplinary Probation is a temporary status for a specific period of time not to exceed one (1) year during which further violations of the Student Code may result in Suspension or Expulsion.

- **D. Suspension:** A decision of Suspension terminates the student's status as an enrolled student for a specific period of time up to a maximum of one year and prohibits the student from attending classes. A suspended student may not enter onto any part of campus without specific authorization from the Dean of Students or designee. Students who reside on campus shall remove their belongings from their place of residence within 24 hours of notice that the penalty of suspension has been executed.

  - The terms of Suspension may also include a probationary status and/or other conditions which may apply at the same time that the disciplinary decision is rendered and/or to a period following the student's reinstatement.
• At the discretion of the judicial board or administrator who hears the case, the suspension may be held in abeyance.
• A violation of the terms of suspension or suspension in abeyance may result in an extension of the period of suspension, which may be summarily imposed by the Dean of Students.
• In those cases where the student is materially hindering the University in the discharge of its basic responsibilities to maintain an orderly educational atmosphere and to function without interruption as an institution of higher education, or where there is serious threat to the safety of persons or property, the Dean of Students or designee may temporarily suspend from classes or otherwise restrict the student for a period of up to seven (7) class days or until such time as the adjudication process is completed.

E. **Expulsion:** A decision of Expulsion terminates the student's status as an enrolled student for an indefinite period of time. An expelled student may not enter onto any part of campus without specific authorization from the Dean of Students or designee. Students who reside on campus shall remove their belongings from their place of residence within 24 hours of notice that the penalty of Expulsion has been executed. Readmission and the conditions for readmission, if any, shall depend upon an evaluation by the Dean of Students following an application for readmission by the student.

In addition to penalties of Warning, Warning Probation, Disciplinary Probation, Suspension, and Expulsion, Special Conditions may be deemed appropriate. Special Conditions may include, but are not limited to, financial restitution for damage of property, temporary suspension of various privileges, or community service projects within the University community.

**Note:** In regard to Warning Probation and Disciplinary Probation, the student shall automatically be removed from the status when the imposed probationary period expires. The period of probation shall be in effect only while the student is enrolled for credit at Northern Michigan University.

**Access to Campus Facilities and Residence Halls**

Access to campus buildings and grounds is a privilege extended to students, faculty, staff and authorized guests. The University encourages an open environment with limited constraints to ensure the reasonable protection of all members of the community. Except for residence halls, most campus facilities are open during weekday business hours. Individuals who wish to access University building or property during non-business hours or for special events should contact the appropriate department administrator, Conference and Event Services, or the Department of Public Safety and Police Services.
An automated card access control system is also installed in several academic and administrative buildings. University members with questions about the system should contact Public Safety and Police Services at 906-227-2151.

Resident Hall Access

Residence Hall Security Standards

Providing for security in residence halls is an important responsibility of the staff of the Office of Housing and Residence Life. The standards outlined below are intended as minimum requirements to ensure the safety and security of students, staff, and property. In this effort, it is essential that all door and window hardware is in good working order, all staff aware of these standards, and staff reliably fulfill their responsibilities with regard to residence hall security.

**Academic Year:** During the academic year all exterior residence hall doors will be locked by 10 or 11 p.m., depending on the preference of the respective hall council, and unlocked at 7:30 a.m. First floor public area windows will also be closed and secured at that time as well. An on-duty resident adviser or desk clerk will be assigned the responsibility for locking the doors and first floor windows in his or her hall at night and the custodial staff will be responsible for unlocking the in the morning. Resident advisers and desk clerks will routinely check and secure, if necessary, all doors and first floor public area windows during each round.

Once the building has been secured, no one without a key to that building is to be permitted to enter, unless he or she is entering with, and as a guest of a resident of the building or it can be verified that the student is a resident of the building who is not carrying a key. If the person’s identity/residency of the building cannot be verified using information at the desk, it may be necessary for the student to call his or her roommate or a friend to come to the lobby to verify identification/residency. If this is not possible, the staff member may escort the student into the hall to his or her room to obtain identification. If the person’s identification/residency cannot be verified he or she should be escorted to the lobby and, if necessary, Public Safety and Police Services should be contacted for assistance.

With the exception of a maintenance person performing routine maintenance with permission to enter from the resident, room doors are not to be unlocked for anyone but the room resident(s) unless a verified emergency situation exists. Maintenance people entering a room must do everything possible to respect a student’s privacy by knocking loudly, waiting for an answer to the knock, and announcing themselves at the door before entering. The door is to be locked immediately after the maintenance staff person has completed his or her task and left the room.

Similarly, each student room door is to be locked immediately after the room has been surveyed during a fire alarm or similar emergency situation.
**Break Periods:** Due to the decrease in traffic and staffing during break periods, all residence hall doors and windows will be closed and locked (e.g., hall entrance doors, room doors, lounge doors, recreation room doors, lobby doors, and mechanical room doors). The only exception to this will be a single door to the Gant-Spalding lobby (parking lot side) from 8:00 a.m. until 5:00 p.m. on the days the Food Service office is open. The decision to open this door will be at the discretion of the associate director of food service (for the Gant-Spalding lobby). If a lobby door is left open during working hours, a designated staff member must check the lobby at the close of the workday to ensure that there are no unauthorized persons in the area prior to locking the doors.

The hall and lobby doors and windows will be locked and unlocked at the beginning and end of the break period by the resident director according to the appropriate hall closing and re-opening schedule. During the break period, all Housing and Residence Life staff will be responsible for ensuring that the doors and windows remain locked. It is specifically the responsibility of break coverage staff (resident directors, custodians, resident advisers, and desk clerks) to check windows and doors during their rounds through the buildings.

If Housing and Residence Life staff contact a person who does not belong in the hall and refuses to identify him or herself prior to being escorted from the building, Public Safety and Police Services should be contacted for assistance. If the person shows identification when requested, he or she should be escorted out of the building.

Both the supervising staff member and Public Safety should be given the name, address, and phone number of the person and the basic details of the incident (e.g., form of identification, time and date, location, and explanation of why he or she was there) when an unauthorized person is contacted in the hall.

It is the responsibility of the resident director, working with the hall custodian, to ensure that all door and window hardware is in good working condition. The coordinator of facility support services will ensure that appropriate lock cores are installed (and removed) and that the keys are available for those who need them for the breaks.

Housing and Residence Life has worked diligently to provide a secure environment for residents while minimizing any inconveniences. Residents are encouraged to keep their room doors locked, keep exit doors secured, escort their guests at all times, and report any unusual circumstances to our resident hall staff or Public Safety immediately.

**Summer:** While in some circumstances, building security is more difficult during the spring and summer, it is still an important responsibility for Housing and Residence Life staff.

1. Occupied buildings. In general, the security measures described for the academic year will apply to the residence halls occupied during the summer: Doors will be locked by the departmental staff (e.g., security staff or desk clerks) at time mutually agreed upon by conference group supervisors and Housing and
Residence Life staff and unlocked by the hall maintenance staff at 7:00 a.m. (Signs are to be posted accordingly). Unless otherwise requested, room keys will unlock hall and lobby doors. Housing and residence Life staff and conference group supervisors are responsible for ensuring security.

2. Unoccupied buildings. In buildings where no work or only minimal work is being done, all entrance doors and windows will be closed and locked. On work days, especially in warm weather, it is expected that the room doors and windows in building being worked on will be open in order to remove paint and/or cleaning fluid fumes as well as to reduce the temperature in the buildings while staff are working. It is important, however, that security is maintained by all departmental staff. They are to:

a. Keep building entrance doors (including the door to the lobby) closed and locked at all times unless directly supervised by a staff member.

b. Close and lock windows in areas where staff are working unless it is necessary to leave the open to facilitate paint drying, to vent cleaning fumes, or the staff will be returning to the area within a short period (e.g., breaks or 15-30 minute projects), and

c. Check all open rooms, close and lock all hall and lobby windows, and make sure all hall access doors are closed and locked at the end of the day. When possible, draperies and room doors should be left open to facilitate Public Safety and Housing and Residence Life staff security checks. If this is not possible, draperies should be closed and room doors locked.

University Property: University property (e.g., tools, cleaning equipment, pillows, and blankets) and property being rented by the University (e.g., sheets, pillows cases, and towels) are to be securely stored in a designated room when not in use or under the supervision of a University staff member. Maintenance and storage rooms are to be locked continuously unless staff members are working in them.

1. All residence hall entrance doors are locked by 11 p.m. and are unlocked at 7:30 a.m. During this time, residents may gain entry to the building using their room key.

2. At all the first house meetings and hall meeting we talk to students about the importance of not letting strangers into the building (e.g., holding the door open for them, propping doors open). This is also listed as one of the items in the Personal Safety section of the Residence Hall handbook which every residence hall student received upon check-in.

3. Each of the hall councils determine whether of not their hall will have an escort policy. Those that choose to have them do not allow anyone who does not live in the building to walk in the hallway unescorted after the exterior doors are locked. Residence hall staff encourage the use of such a policy at all levels (house, hall, and campus-wide meetings). Last year, five out of the nine residence halls incorporated the escort policy.
4. Resident Advisers are on duty from 8 p.m. until 7 a.m. and do rounds through the building periodically during that time period. They are the ones responsible for locking the doors and checking them on subsequent rounds.
5. From midnight until 3 a.m., we also have two desk clerks on duty. One stays at the front desk while the other is doing security rounds in the buildings, checking doors and windows and providing constant coverage of the buildings.
6. We provide a very thorough training for all staff responsible for building security.

**Room Safety**

1. Always lock your room and bathroom door, even if you are just walking down the hall to visit a friend. The number one reason for residence hall room thefts is unlocked doors.
2. You are encouraged to use the door viewer before opening your door, so that you are not surprised by an unexpected or unwanted visitor.
3. Carry your keys with you at all times, and remember never lend them to anyone. It is illegal to duplicate one of NMU's residence hall keys.
4. Join Operation ID when you move into your room. This fast, simple way to identifying your valuables is a very necessary step in identifying your valuables should they ever be stolen and subsequently recovered. See your resident adviser for information about this program.
5. Don't leave valuables like your wallet, checkbook, or jewelry out in the open.
6. Report all thefts, regardless of the value of the item(s) taken, to Public Safety and Police Services (phone 2151) immediately.
7. Report any unfamiliar or suspicious looking people you see wandering around your hall to a staff member immediately.
8. NMU's residence halls are locked in the evening for your safety. Please don't prop these doors open or let strangers into your hall. If you are visiting a friend after a hall is locked, arrange to meet him or her in the lobby or have them call you on the courtesy phone located near the lobby reception desk.
9. If you receive threatening or obscene phone calls, hang up immediately. Report any such calls to Public Safety (2151) or a residence hall staff member immediately.

**State Side Building Security**

It is the policy of Northern Michigan University to allow students and non-University personnel access to University facilities only under the supervision of University employees. (Please note that students on the payroll of the University are considered employees and may have supervisory duties.)

It is recognized, however, that on occasion it may be necessary for students to use University facilities when supervision by a University employee is not possible.
Under these circumstances, the following guidelines are to be followed:

1. Whenever possible, all students are to use University facilities under the supervision of a University employee.

2. Students who are unable to use University facilities during supervised hours, but must use these areas to complete projects assigned by their instructor, supervisor, or advisor may do so if:

   a. they have prior written approval from the instructor, supervisor, or advisor specifying the project which will be worked on and the hours they will be using the facility;

   b. they have prior written approval from the unit or individual responsible for the facility, or area, if different from a, above;

   c. they have in their possession a copy of the written approval, to be shown to University employees, upon request;

   d. the Public Safety Department and the unit or individual responsible for the facility, or area, have been provided a copy of the written approval.

3. Students are not to be given building keys or given unlimited access to any University building unless their University employment necessitates it, and they have prior written approval of the appropriate President's Council member.
NORTHERN MICHIGAN UNIVERSITY CRIME STATISTICS 2005-2008

This chart contains the number of reported crimes on campus required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act-Formerly known as the Crime Awareness and Campus Security Act of 1990.

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