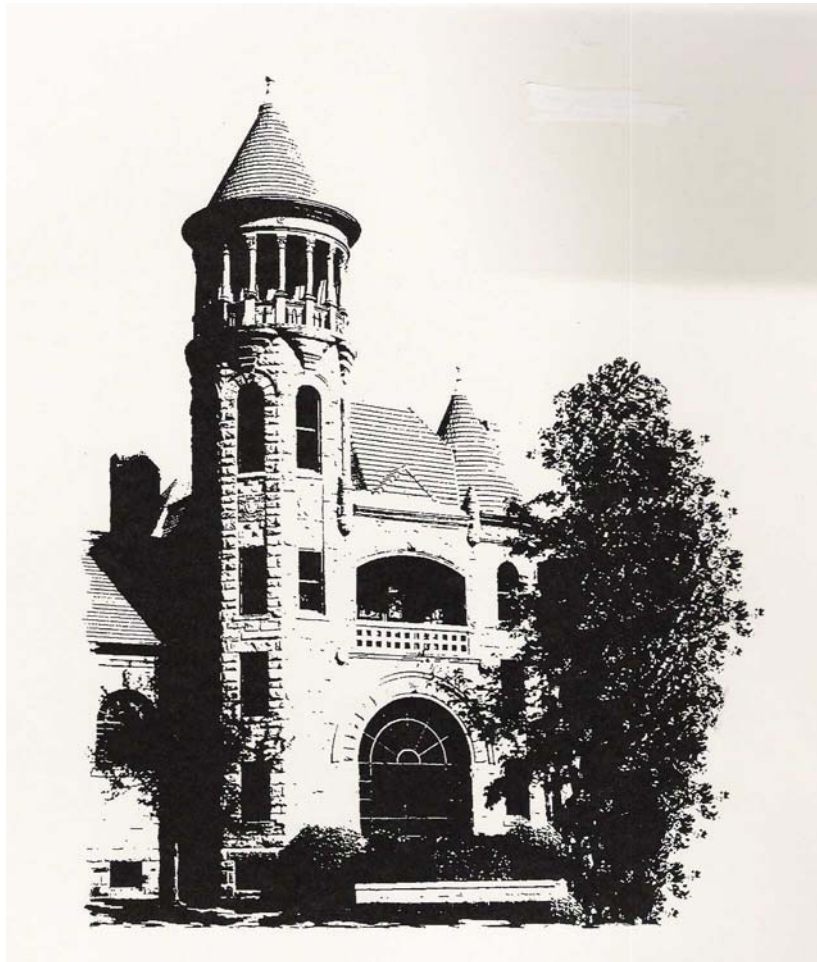


OLIVET COLLEGE

2009 Annual Security Report





Campus Safety • Olivet, Michigan 49076 • (269) 749-7911 • safety@olivetcollege.edu

From the Director of Campus Safety

Thank you for taking the time to read this year's annual security report. This report is designed to provide important information about your safety and security on campus. This report also contains statistics about crime on campus.

Olivet College is a safe environment. The safety you experience on campus is due in part to the combined efforts of many different departments and individuals. Safety is a shared responsibility and we rely on every community member to contribute to security at Olivet College by reporting suspicious activities and using common sense when going about your daily activities.

The Olivet College Campus Safety Department is charged with the enforcement of college regulations and state and local laws, as well as the security of all buildings and grounds. This function is essential to maintaining an environment that is safe and allows our educational mission to occur without disruptions.

I hope you find this report informative and helpful, and that your stay at Olivet College is enjoyable and safe. If you have any questions please feel free to contact Campus Safety at (269) 749-7911.

Thank You,

Phil Reed
Campus Safety Director

Table of Contents

Campus Safety	p. 3
Office Location	p. 3
Contact Information	p. 3
911 Information	p. 4
Building Addresses	p. 4
Campus Safety Services	p. 5
Self-Protection Statement	p. 5
Incident Reporting	p. 5
Statistical Reporting	p. 6
Campus Sex Crime Prevention Act	p. 6
Persons Required to Report	p. 6
Sex Offender Registry	p. 6
Safety Education	p. 7
School Closings	p. 7
Motor Vehicle Policy	p. 7
Parking	p. 8
Regulations and Fines	p. 8
Visitor Parking Permits	p. 9
Handicap Parking	p. 9
City of Olivet	p. 9
Fire Safety	p. 9
Safety and Equipment	p. 10
Fire Alarms	p. 10
Smoke Detectors / Pull Stations	p. 10
Fire Alarm Testing	p. 10
Fire Drills	p. 11
Emergency Preparedness	p. 11
Timely Warning Notices	p. 11
Distribution	p. 11
Severe Weather	p. 12
Alcohol and Drug Policy	p. 12
Effects of Abuse	p. 13
Alcohol Policy	p. 13
Minors	p. 13
Consumption	p. 14
Sanctions	p. 15
Medical Amnesty	p. 15-16
Illegal Drug Policy	p. 16
Tobacco	p. 17
Equal Opportunity Statement	p. 17-18
Discriminatory Harassment Policy	p. 18
Harassment and Annoyance	p. 19
Campus Sex Crimes Prevention Act	p. 19
Sex Offender Status	p. 20
Required to Report	p. 20
Michigan Residents	p. 20
The Campus Security Act	p. 20
Incident Reporting	p. 21
Statistical Reporting	p. 21
Olivet Crime Statistics	p. 22-23
Index	p. 24

Campus Safety

Olivet College operates its own non-deputized Campus Safety Department. Campus Safety personnel are on duty 24 hours a day, year round. Campus Safety officers work very closely with hall directors to enhance the protection of persons and property at Olivet College. The Campus Safety department also provides basic safety services to all students, faculty, staff and guests. Keeping Olivet College safe requires a true partnership of Campus Safety personnel with students, faculty and staff.

Office Location

The Campus Safety office is located in Mott Academic Center, room 208B. Campus Safety can be contacted at the following:

- (269) 749-7911
- (269) 749-7738
- Campus Extensions – 7911 or 7738

Contact Information

Campus Safety

Campus Extension: 7911
Cell Phone: 269-749-7911

Student Life

Campus Extension: 7607
Cell Phone: 269-749-7607

Wellness Center

Campus Extension: 7392
Cell Phone: 269-749-7392

Olivet Police Department

Emergency: 911
Non-Emergency: 269-749-4961

Eaton County Sheriff's Department

Emergency: 911
Non-Emergency: (517) 543-3510

Olivet City Fire Station

Emergency: 911
Non-Emergency: 269-749-9106

911 Information

Any time you call 911 with an emergency, you must provide the following information:

- Your name and telephone number
- Type of emergency
- Address where assistance is needed (please refer to list below)
- Dispatch may also ask for the names of two cross streets near your location

Olivet College Building Addresses

Adelphic House	213 East Cottage Street
Alpha Lambda Epsilon	212 South Main Street
Art Building	Church Street
Burrage Library	333 South Main Street
Blair Hall	110 East Cottage Street
Brewer House	412 Shipherd Street
Cutler Event Center	9049 South Marshall Road
Dole Hall	320 South Main Street
Elite House	508 Shipherd Street
Eta Psi Kappa House	227 College Street
Gillette Apartments	604 South Main Street
Global Cultural Center	511 South Main Street
Grounds Department	201 College Street
Gruen House	202 Yale Street
Ham House	115 Yale Street
Hance House	217 Yale Street
Kappa Sigma Alpha	204 South Main Street
Kirk Center	450 South Main Street
Long Apartments	312 Yale Street
MacKay Gymnasium	200 East Cottage Street
Mott Academic Center	400 East Street
Mu Omega Pi House	212 Green Street
Nu Gamma Xi House	502 Shipherd Street
Oaks Theatre	206 South Main Street
Olivet Congregational Church	125 Cottage Street
Phi Alpha Pi	504 South Main Street
Physical Plant	402 Church Street
Shipherd Hall	220 East Cottage Street
Sigma Beta	508 South Main Street
Soronian House	123 West Cottage Street

Storage Garage
Upton Gymnasium
Upton Music Conservatory
Vahs House

9126 South Marshall Road
210 East Cottage Street
502 South Main Street
303 East Street

Campus Safety Services

Campus Safety provides a full range of campus services, including but not limited to:

- Crime prevention and safety programs
- Parking and traffic enforcement
- Criminal and non-criminal investigations
- Securing campus buildings
- Student medical transportation
- 24-hour Campus Safety escorts
- Assistance with minor motor vehicle problems
- After-hours admittance to campus buildings for authorized students
- Event security

Self-Protection Statement

The city of Olivet and the college campus are safe places, but crime and accidents can happen any place at any time. The existence of security measures taken by Olivet College and the Campus Safety Department does not relieve individuals of their responsibility for self-protection. Members of the college community must assume responsibility for their own personal safety as well as the security of their personal belongings.

This can be enhanced by using common sense practices such as:

- Do not prop open doors to residence halls
- Lock residence doors every time students leave their room
- Lock doors before going to sleep
- Lock windows that are accessible from the outside
- Keep small items of value out of sight (purses, wallets, jewelry, money, etc.)
- Record serial numbers of valuable property (video games, digital cameras, etc.)
- Never loan keys or your I.D. card to anyone
- Do not walk alone at night; walk with a friend, or utilize the Campus Safety escorts
- Lock car doors and keep the windows rolled up; lock valuables in trunk
- Notify Campus Safety of suspicious looking individuals
- Remain alert to surroundings
- Report any annoying or harassing phone calls to Campus Safety or hall director

Incident Reporting

Olivet College encourages prompt reporting of criminal behavior and other safety concerns to Campus Safety, hall directors, vice president for Student Life and/or the appropriate police agencies. The college will provide statistics of reported crimes as required and defined by the Campus Security Act. These statistics are in compliance with federal legislation. A copy of Olivet College's crime statistics is included in this publication.

Statistical Reporting

Olivet College will provide statistics of reported sexual assaults as required and defined by the Campus Security Act. All personally identifying information will be removed from statistical reports. All members of the Olivet College community share a responsibility for upholding the sexual assault policy as we strive to achieve our goal of creating a violence-free community. Specific instructions on how to handle sexual assault violations are available in the Office of Student Life.

Campus Sex Crimes Prevention Act

Sex Offender Status at an Institution of Higher Learning: Federal law requires state agencies to contact Olivet College Campus Safety regarding sex offenders employed on campus or enrolled as students.

Persons Required to Report

If a convicted sex offender is employed or attends an institution of higher learning and it requires him/her to be on campus for 14 consecutive days or 30 or more total days in a calendar year, he/she must report that status to the local police department. An institution of higher learning is defined as a public or private community college, four-year college or university, or public or private trade, vocational or occupational school. A convicted sex offender shall include all full- and part-time employees and/or students, contractual providers, employees of contractual providers and volunteers.

A person required to report must notify the local law enforcement agency immediately. This applies to both out-of-state and Michigan residents. The local law enforcement agency in the case of Olivet College would be the Olivet Police Department, 106 S. Main Street, Olivet, Michigan, 49076

Sex Offender Registry

Any student is required to notify the college if they are a convicted sex offender. The state of Michigan maintains sex offenders Web site at <http://www.mipsor.state.mi.us>. However, since the local Police Department already maintains a database on these individuals, contact the Olivet Police Department for further information.

Safety Education (Federal Statute 668.46b.2i)

The college promotes safety among students and employees through instructional programs and, if needed, timely warnings of criminal activity. The Office of Student Life will issue such warnings if needed. The college encourages students and employees to be responsible for their own security and the security of others. Educational programs occur during all new student orientations, both for freshmen and transfer students.

School Closing due to Inclement Weather

The college rarely closes due to inclement weather. Since Olivet is a residential campus, the college must make every attempt to remain open. As a rule, the college does not cancel classes. If a faculty member cannot make it to campus due to the weather, he/she may cancel his/her class. If there is a need to close the college, the Office of College Relations will send out an official announcement to the campus community via e-mail and through the hall directors. The information will also be posted on the Olivet College Web site and distributed to the local media.

Motor Vehicle Policy

Olivet College provides parking facilities in an effort to meet the needs of faculty, staff, students and visitors. Because of limited space, the operation and parking of a motor vehicle on campus is a privilege. Drivers are expected to know and abide by all motor vehicle regulations and to assume responsibility for any damage to vehicles while they are operated or parked on campus. Regulations have been developed to encourage orderly parking, easy traffic movement, pedestrian safety and access for emergency vehicles. The Campus Safety Department has the authority to ticket, wheel lock and tow vehicles that are in violation of college regulations.

Vehicle Registration

- All vehicles must be registered with the Housing Office and/or Campus Safety at the beginning of every academic year. Students enrolling for the second semester must register their vehicle at that time.
- To register a vehicle you must present the name of the registered owner along with the license plate number, make, model and year of the vehicle. An Olivet College permit is then issued and must be displayed on the windshield, lower passenger side corner.
- Registration deadline will be the same date as the last day to drop/add a class. Failure to register a vehicle will result in a \$200 fine.
- Permits are valid for one academic year.
- Permits are not transferable.
- If you change vehicles you must register your new vehicle with Campus Safety.

- If you change vehicles or lose your parking permit, a new one will need to be purchased at the cost of \$25.
- Having your vehicle registered does not guarantee or reserve you a specific parking spot on campus.

Parking Regulations

- All vehicles must be registered through the Housing Office and/or Campus Safety.
- All vehicles parked in college lots must display an Olivet College parking permit or a visitors' parking permit, or they will be ticketed.
- Vehicles that have multiple tickets for the same type of fine may be wheel locked and charged a removal fee of \$125.
- Vehicles that have been wheel locked multiple times will be towed at the owner's expense.
- Vehicles that are not in drivable condition will be considered abandoned and towed at the owner's expense.
- All vehicles on college property must display a current license plate. Failure to display a current license plate will result in the vehicle being towed at the owner's expense.
- Illegally parked vehicles obstructing traffic in the college parking lots will be towed without warning and at the owner's expense.
- Campus Safety has the right to ticket, wheel lock and/or tow any vehicle that is in violation of Olivet College parking policies.
- Olivet College is not responsible for damaged or stolen vehicles.

Fines

- All fines are billed through the Student Services Office.
- Once a ticket is placed on a student's vehicle, he/she has 10 business days to appeal the ticket to the director of Campus Safety. After that time the ticket becomes final.
- Two types of parking tickets can be issued. The first is a general parking ticket, issued to students parking in the wrong lot or not in a designated parking spot. The second is a special parking ticket issued to students parking in a posted parking space, i.e., athletic, handicapped.

List of fines:

- First parking permit FREE
- Second parking permit \$25
- General parking ticket \$15
- Special parking ticket \$75
- Wheel lock removal \$125
- Unregistered vehicle \$200

Visitor Parking Permits

Visitor parking permits are available to all enrolled students and may be obtained, at NO CHARGE, through the Campus Safety office. Visitor permits are valid for three consecutive dates from the time they are issued.

Handicap Parking

Handicap parking is available in the parking lots throughout campus. Enrolled students' vehicles utilizing these spaces must display a state issued handicap parking permit and an Olivet College parking permit. Illegally parked vehicles in these spaces will be given a ticket by Campus Safety or the Olivet City Police.

City of Olivet Parking Ordinance

No cars may be parked overnight on the city streets between 2 and 6 a.m. Cars illegally parked on city streets are subject to ticketing or towing by the Olivet City Police Department. All tickets must be paid at City Hall, located on Main Street.

Fire Safety

Fire Alarms and Drills

In the event of a fire alarm, residents are required to exit the building immediately and remain away from the building until a member of the Residence Life staff gives an all-clear signal. For the safety of all residential students, fire drills are conducted in all buildings throughout the year. All students are expected to cooperate with college officials during drills and alarms. Those students who do not adhere to this policy will be subject to Community Standards action. All fire alarms and drills should be treated as a potential fire and the building must be evacuated immediately.

- State fire and panic regulations mandate that halls stairways and stairwells are kept clear at all times of furniture or other obstacles.
- Flame or spark producing items including candles, incense, incense burners, oil burning lamps and lanterns are not permitted.
- Flammable liquids, compressed gases, oil, and kerosene or charcoal stoves are not permitted.
- Gasoline motors of any type including mopeds or motorcycles are not to be stored or parked in the residence halls.

- Automotive batteries may not be used as a power source in campus housing.
- Possession or use of explosives, firecrackers and firearms of any type in the residence halls is strictly prohibited.
- Natural Christmas trees or artificial large plants are also a fire hazard and are not permitted. Decorations must be of fire retardant materials.
- For your own safety, you may also wish to purchase an ABC fire extinguisher and/or a smoke detector for your room.

Fire and Safety Equipment

Fire equipment is meant to assist trained personnel. In the event of a fire, residents are strongly encouraged to activate the alarm system by pulling an alarm box, calling 911 (8-911 if using campus phone), and immediately evacuating the building. Sanction for not leaving the building to observe a fire alarm will result in a \$250 fine for the first offense and a \$500 fine for the second offense. Tampering with fire equipment such as fire extinguishers and hoses, smoke or heat detectors and fire alarm pull boxes or panels is strictly prohibited. False reporting of a fire, including setting off alarms, pull boxes or panels, or through local fire agencies is also prohibited. Tampering with equipment or false reporting of a fire will result in a \$1000 fine, Community Standards action and may entail criminal proceedings and suspension. Tampering with tornado shelter signs, surveillance cameras or other safety equipment will result in a minimum \$500 fine.

Fire/Fire Alarm

A Residence Life staff member should report all fires/fire alarms to Campus Safety immediately. Campus Safety will dispatch the appropriate responders to the fire scene and alert the fire department. The hall directors will work with their individual staff members to plan for the evacuation of the residents. The Residence Life staff should never reset a fire alarm. This is the responsibility of the fire department. The fire department will notify staff as to when students are permitted to re-enter the building.

Smoke Detectors / Pull Stations

Smoke detectors, pull stations and a fire alarm control panel are located in every building. These warning systems are used to determine the location of a fire in each building.

Fire Alarm Testing

The Physical Plant will test the fire alarms in residence halls on the first Tuesday of each month. The tests are scheduled as follows:

Shipherd Hall	1:00 p.m.
Blair Hall	1:45 p.m.

Fire Drills

The college is required to have two mock fire alarms a year per building. A “pre-dawn” drill will take place in the fall – the physical plant will sound the alarms in each building between 5 and 6 a.m. Staff will be notified beforehand but residents will not. Evacuations will be timed. A “pre-dusk” drill will take place in the spring – the physical plant will sound the alarms in each building between 5 and 6 p.m. Staff will be notified beforehand but residents will not. Evacuations will be timed.

Emergency Preparedness

Emergencies, disasters, accidents, injuries and crimes can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual, as well as social, responsibility.

This Emergency Plan Handbook has been developed to assist in minimizing the negative effects from such events. You can also access this guide through Public Folders. Review the material thoroughly before an emergency occurs. Become acquainted with the contents and retain this handbook in your office or room for immediate reference. **DO NOT FILE THIS DOCUMENT!!!** Once you are familiar with the information enclosed, you will be better prepared to protect our students, yourself and your co-workers. If you have any questions concerning a situation not covered in this handbook or need additional emergency information, please contact **Larry Colvin, vice president for administration, at (269) 749-7159.**

Timely Warning Notices

Campus Safety Alerts

To help prevent crimes or serious incidents, the Olivet College administration 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 the incident as soon as possible to the Campus Safety Department so that a campus safety alert can be issued, if warranted.

Distribution of Campus Safety Alerts

The administration distributes Campus Safety alerts in various ways. Once the college determines that an alert will be issued, e-mails and text messages will be sent and the

announcement will be posted on bulletin boards throughout campus and entrances to all buildings.

Tornadoes and Severe Weather

Tornadoes are violent storms characterized by whirling winds with tremendous speed that can reach 200 to 400 miles per hour. The individual tornado appears as a rotating funnel-shaped cloud that extends toward the ground from the base of a thundercloud. It varies from gray to black in color. The tornado spins like a top and may sound like the roaring of an airplane or locomotive. These short-lived storms are the most violent of atmospheric phenomena and, over a small area, are the most destructive. The width of a tornado path ranges generally from 200 yards to one mile. They travel five to 50 miles along the ground at speeds of 30 to 75 miles per hour. Tornadoes sometimes double back or move in circles and some have remained motionless for a while before moving on. In the event of a severe thunderstorm with dangerously high winds and hail, or in the event of a tornado sighting, all residents are required to move to shelters located in the basement and ground floor hallways away from windows and doors. Unless instructed, it is **not** necessary to evacuate the building when the sirens sound. The National Weather Service is responsible for issuing weather warnings to the public. Severe weather warnings are issued using the following terms:

Severe Thunderstorm Advisory – indicates the possibility of frequent lightning and/or damaging winds of greater than 50 miles per hour, hail $\frac{3}{4}$ -inch or more in diameter (about the size of a dime) and heavy rain.

Severe Thunderstorm Watch – indicates the possibility of tornadoes, thunderstorms, frequent lightning, hail and winds of greater than 75 miles per hour.

Severe Thunderstorm Warning – means that a severe thunderstorm is in the area.

Tornado Watch – means that tornadoes are expected to develop.

Tornado Warning – means that a tornado has actually been sighted in the area or is indicated by radar.

In the event of a Severe Thunderstorm Warning or Tornado Warning, the severe weather siren, which is located just outside Shipherd Hall, will be activated giving the community ample time to seek adequate shelter. If you hear the siren, tune into local television and radio stations if possible to receive updates, along with emergency instructions on how to prepare for severe weather.

Alcohol and Drug Policy

Effects of Alcohol and Other Drug Abuse

The abuse of alcohol (a common depressant) can have devastating effects. Persons who abuse alcohol suffer in many ways, including: academically (poor grades), socially (lowers inhibitions, can alienate friends), mentally (impairs judgment and thinking), and physically (increases heart rate, loss of muscle control, etc.). Frequent drinking to intoxication over an extended period may lead to brain and liver damage, blackouts, personality disorders or alcohol problems. Most drugs fall into five categories. These categories are stimulants, depressants, hallucinogens, narcotics and cannabis. Health risks and hazards associated with drug use or abuse may vary according to the type of drug, amount and frequency of use, as well as the physical health of the user. The effects range from physical and psychological dependence to organ damage, cancer and other illnesses, and death. Alcohol and other drugs are abused for many reasons. They can be viewed as an escape from reality, unhappiness or loneliness. Alcohol and other drugs may be used as a coping mechanism to deal with the pressures of college life. There are resources available on campus and in the surrounding communities to help deal with the reasons for and the effects of alcohol and drug abuse. For more information about these resources, please call the Office of Student Life or the Wellness Center.

Alcohol Policy

The following policy is designed to foster an atmosphere of individual and community responsibility as outlined in the college academic vision, *Education for Individual and Social Responsibility*, and The Olivet College Compact. In addition, the policy is designed to:

- 1.** Adhere to all federal, state and local laws regarding the consumption of alcoholic beverages.
- 2.** Stress moderation, safety and individual accountability for those who choose to drink lawfully.
- 3.** Provide information and education.
- 4.** Work toward a college atmosphere that is free of pressure for those who choose not to drink.
- 5.** Prevent alcohol abuse and its effects. All members of the college community are expected to comply with college policy, and city, county, state and federal laws regarding the unlawful possession, use or distribution of alcohol. Consistent with the principles in The Olivet College Compact, it is the responsibility of each student and employee to report infractions of the Olivet College alcohol policy to appropriate college officials.

Intoxication is prohibited on campus. Intoxication includes but is not limited to: slurred speech, unsteady gate, excessive noise, odor of alcohol, disrespect of authority, slow verbal response, etc. The first step toward prevention of alcohol abuse is education. Alcohol awareness programs will be promoted through the curriculum and co-curriculum. Clubs, organizations, societies and athletic teams will be asked to make their members knowledgeable about the alcohol policy, including the sanctions.

Supplying Alcohol to Minors

Anyone found responsible by a judicial board for supplying alcohol to minors will be turned over to the local police department, along with all testimony and information in regards to the case.

Furnishing And/Or Consuming Alcohol

Students and guests of students who are of legal drinking age and desire to consume alcohol on college premises should abide by The Olivet College Compact.

- 1.** Consumption of alcohol in the presence of a person below the legal drinking age is not permissible in the residence halls, theme houses and the Gillette Student Village. There may only be one open and unfinished container (single serving) per person of legal drinking age in the room. A single serving is defined as one shot (one ounce) or one beer (12 ounces) or one glass of wine (4 ounces) or one mixed drink (6 ounces = one ounce alcohol, 5 ounces of mixer and ice).
- 2.** No more than one case of beer (up to 12 cans) or 1 pint of liquor or one bottle (750 ml) of wine or three 40-ounce containers of beer are to be in a room at any time.
- 3.** Students of legal drinking age may consume alcohol in their residence hall room, with the door closed, as long as they are also in compliance with the visitation policy.
- 4.** Students under 21 years of age found with alcohol on their breath or other signs of alcohol in their system will be considered in violation of the Olivet College alcohol policy.
- 5.** Consumption of alcohol in common areas of the college premises, including the Gillette Student Village, is not permissible, except on the premises of society houses or theme houses, and in designated areas during a registered social function.
- 6.** Possession of common sources of alcohol or consumption of alcohol from common sources such as kegs, trash cans, etc., is not permissible.
- 7.** College funds cannot be used for the purchase of alcoholic beverages.
- 8.** Devices for rapid consumption (e.g. funnels, beer bong) and all other alcohol-related paraphernalia are prohibited.
- 9.** Persons serving or providing alcohol to minors are in violation of the college alcohol policy.
- 10.** No alcoholic beverages are permitted in the all-freshmen living areas or substance-free living areas.
- 11.** Olivet College employees may not purchase for or distribute alcohol to any student on college premises or at college related events.
- 12.** Alcohol may be served at specifically designated events hosted or approved by the Offices of the President or Institutional Advancement. Olivet College students and employees may be invited to attend these events, but only those of legal drinking age may consume alcohol at these events.
- 13.** Full-time Residence Life staff are not allowed to consume alcohol with students.

14. Resident assistants are not allowed to consume alcohol while on duty.
15. Any drinking game is prohibited.

SANCTIONS

First Offense

Minimum fine of \$150 to be paid to Student Services; an assessment by a college health official; and adherence to the findings and recommendations of the judicial board for educational sanctions. (Educational sanctions may include, but are not limited to, attendance at two Alcoholics Anonymous meetings, 20 hours of community service, and/or contact of coach, if a student athlete.)

Second Offense

Minimum fine of \$300 to be paid to Student Services; an assessment by a college health official; and adherence to the findings and recommendations of the judicial board for educational sanctions. (Educational sanctions may include, but are not limited to, attendance at 10 Alcoholics Anonymous meetings, 50 hours of community service, and contact of coach, if athlete.)

Third Offense

Suspension from Olivet College residence halls for a length of time (at least one week) to be determined at the sanctions phase of a judiciary hearing and a minimum \$500 fine. Community service hours must be completed within 30 days of violation. If sanctions are not completed within the designated time, students may be subject to more severe sanctions that may include, and are not limited to, more severe fines, suspension and expulsion. **There are no exceptions.**

Alcohol Policy Judicial and Appeals Process

Students and student organizations charged with violating the College Alcohol Policy will be subject to the judicial and appeals process.

Medical Amnesty Protocol

The Medical Amnesty Protocol (MAP) is designed to encourage students to call for help in an alcohol-related medical emergency.

Under the Medical Amnesty Protocol

- A student in need of medical help is not subject to judicial action for underage possession of alcohol or limited disorderly conduct if that student completes a required psychoeducational intervention at the Wellness Center.
- An individual who calls for emergency assistance on behalf of a person experiencing an alcohol-related emergency is not subject to judicial action for underage possession of alcohol, provision of alcohol to an underage person, or limited disorderly conduct.
- If a representative of an organization hosting an event calls for medical assistance, this act of responsibility will mitigate any judicial consequences against the organization that may arise.
- Students/organizations will become exempt from MAP under the following circumstances: repeated alcohol offenses and/or abuse of MAP, disrespectful behavior during an emergency, further offenses involving college policy during or immediately following the event or under the discretion of a hall director and vice president for Student Life.

Illegal Drug Policy

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) the following information is provided for all students. The unlawful possession, use or distribution of drugs and alcohol on the college campus, at college sponsored activities or in society houses is strictly prohibited. Olivet College is a drug-free campus and does not tolerate the use, possession, sale or exchange of illegal drugs or drug paraphernalia. If a student is found where drug use or paraphernalia exists, he/she will be disciplined under the drug use policy. Specifically, students shall not:

- Possess, use, manufacture, sell, exchange or otherwise distribute any drug prohibited by local, state and/or federal law. A student found with the odor of marijuana on his/her person and/or other signs of drug use will be suspected of violating the Olivet College illegal drug policy. A student's vehicle, dorm room and personal clothing may be searched by Campus Safety and/or Residence Life staff to determine whether the student is in violation.
- Students in possession of scales, containers, and/or other drug selling paraphernalia will be considered dealers and subject to suspension or expulsion on top of additional fines.
- Possess or use drug paraphernalia. Drug paraphernalia is any item designed for the use of illegal drugs, or any item fashioned for the purpose of facilitating or disguising drug use. Examples are: bongs, rolling papers and pipes. Students found responsible for violating this policy will face at least the following sanctions:
 - First violation – Disciplinary probation for a minimum of one year, substance abuse assessment to be completed within 30 days of the hearing date, a maximum \$500 fine and/or suspension or expulsion. If suspended or expelled the student will be banned from Olivet College. A trespass notice will be sent to all Olivet College employees. If seen on campus, he/she will be considered trespassing.

- Second violation - Suspension from Olivet College for at least one year. These are minimum sanctions. Additional sanctions including expulsion may be used depending on the severity of the violation and the student's prior record. If suspended or expelled, the student will be banned from Olivet College.

Tobacco Policy

Smoking and tobacco use, i.e., chewing, is prohibited in all buildings, residence halls and offices. Any derivatives that result from smoking or tobacco use, i.e. cigarette butts, ashes or chew bottles, that are found within any of the areas stated above will be recognized as evidence confirming violation of the tobacco policy. Smoking is not allowed in the Cutler Athletic Complex or at the main entrance or front entrance to any campus building.

Equal Opportunity

Olivet College is committed to the principles of equal opportunity and non-discrimination. The college, in its employment and personnel policies and practices, admissions policies, financial aid and academic programs will not discriminate against any individual on the basis of age, color, sex, gender identity, disability or disability status, height, weight, marital status, national origin, political persuasion, race, religion, military or veteran status, or sexual orientation.

In meeting this commitment, the college is guided by applicable federal and state laws and regulations. These include, but are not limited to:

1. Equal Pay Act of 1963, as amended, prohibiting discrimination in pay on the basis of gender;
2. Titles VI and VII of the Civil Rights Act of 1964, as amended;
3. Age Discrimination Act of 1967, as amended;
4. Title IX of the Higher Education Act Amendments of 1972;
5. Sections 503 and 504 of the Rehabilitation Act of 1973;
6. Section 402 of the Vietnam-era Veterans Readjustment Act of 1974;
7. Michigan Civil Rights Act of 1977;
8. Americans with Disabilities Act of 1990; or
9. Uniformed Services Employment and Reemployment Rights Act of 1994.

Discrimination and/or harassment of any employee or student on the basis of age, ethnicity, sex, gender identity, disability or disability status, height, weight, marital status, national origin, political persuasion, race, religion, military or veteran status, or sexual orientation, is prohibited. If an employee or student believes he/she has been discriminated against or harassed, he/she should contact the director of human resources, liaison officer, or any college vice president.

In addition, it is the policy of the college to provide reasonable accommodation to qualified persons with known disabilities to allow an employee to perform the essential functions of his or her job unless doing so would result in an undue hardship or direct threat to safety. Employees who believe they require reasonable accommodation should let their supervisor or the director of human resources know as soon as possible.

Discriminatory Harassment Policy

It is the policy of Olivet College to maintain an educational and work environment free from unlawful harassment, on the basis of race, color, religion, gender, national origin, age, weight, height, disability, marital status, veteran status and or sexual orientation. “Harassment” is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, weight, height, disability, marital status, veteran status, or sexual orientation or that of his/her relatives, friends or associates, if (but only if) the verbal or physical conduct also:

- Has the purpose or effect of creating an intimidating, hostile or offensive study or learning environment.
- Has the purpose or effect of unreasonably interfering with an individual’s study or learning experience.
- Otherwise adversely affects an individual’s educational opportunities.

Prohibited conduct covered by the definition above can include, but is not limited to, the following:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, disability, marital status, veteran status or sexual orientation.
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, disability, marital status, veteran status or sexual orientation that is placed on walls, bulletin boards or elsewhere on the college campus.

The standard for determining whether verbal or physical conduct relating to race, color, religion, gender, national origin, age, disability, marital status, veteran status or sexual orientation is sufficiently severe or pervasive to create a hostile study or learning environment depends on whether a reasonable person in the same or similar circumstances would find the conduct intimidating, hostile or abusive. The college has a compelling interest in assuring an environment in which learning is embraced. Such an environment requires free and unfettered discussion of the widest possible nature, encouraging legitimate expression of all points of view.

A faculty or academic staff member’s selection or use of instructional materials in an “instructional setting” shall not constitute discriminatory harassment unless the selection and/or use of the materials are clearly not reasonably germane to the subject of the course. An “instructional setting” is a situation in which a member of the faculty or

academic staff is communicating with a student(s) concerning matters the faculty or academic staff member is responsible for teaching to the student(s). These situations include, but are not limited to, such communication in a classroom, in a laboratory, during a field trip, and in a faculty or academic staff member's office.

A faculty or academic staff member's "expressive behavior" related to teaching techniques in an instructional setting shall not constitute discriminatory harassment unless the expressive behavior is clearly not reasonably germane to teaching the subject of the course. "Expressive behavior" is conduct in an instructional setting through which a faculty or academic staff member seeks to communicate with students. It includes, but is not limited to, the use of visual materials, oral or written statements, and assignment of visual, recorded or written materials.

Student violators of the policy are subject to disciplinary action up to and including dismissal under Olivet College Community Standards. Faculty, staff and other members of the college community who violate the policy are subject to disciplinary action up to and including discharge under the policies of the college listed in the Olivet Employee Plan. Any and all forms of retaliation against any cooperating person for reporting or initiating a complaint about harassment under this policy are a violation of this policy. The college will promptly undertake appropriate remedial action for persons who are subjected to conduct prohibited by the policy.

Any student, employee, or other person with a relationship to the college who feels that he/she has been the object of harassment should immediately file an incident report with the college liaison officer. College personnel who are in charge of college activities where an apparent violation of this policy occurs, and have personal knowledge of the violation, or the violation has been reported to them in writing, shall immediately report the same to the liaison officer by filing an incident report. All college personnel are requested to report alleged instances of violations of the policy to the liaison officer by filing an incident report. Upon receipt of an incident report, the college shall make a prompt and thorough confidential investigation of the allegations. The procedures to be followed are set forth in the college's discrimination harassment policy.

Harassment and Annoyance

Students are expected to use the telephones in a responsible manner. Students making annoying or harassing calls may face sanctions. If you receive unwelcome calls, note the exact time and date and report the incident to the vice president for Student Life. Voicemail messages are subject to the same responsibilities and action.

Campus Sex Crimes Prevention Act

Sex Offender Status at an Institution of Higher Learning

Federal law requires state agencies to contact Olivet College Campus Safety regarding sex offenders employed on campus or enrolled as students. However, because the local police department already maintains an information database on such offenders, individuals should contact the Olivet Police Department for further information.

Persons Required to Report

If a convicted sex offender is employed or attends an institution of higher learning and it requires him/her to be on campus for 14 consecutive days or 30 or more total days in a calendar year, he/she must report that status to the local police department. An institution of higher learning is defined as a public or private community college, four-year college or university, or public or private trade, vocational or occupational school. A convicted sex offender shall include all full- and part-time employees and/or students, contractual providers, employees of contractual providers and volunteers.

A person required to report must notify the local law enforcement agency immediately. This applies to both out-of-state and Michigan residents. The local law enforcement agency in the case of Olivet College would be the Olivet Police Department, 106 S. Main Street, Olivet, Michigan, 49076

Sex Offender Registry

The state of Michigan maintains a sex offenders Web site at <http://www.mipsor.state.mi.us>.

The Campus Security Act, Legal Requirements

The Campus Security Act requires colleges and universities to:

- publish an annual report every year by Oct. 1 that contains three years of campus crime statistics and certain security policy statements;
- disclose crime statistics for the campus, public areas immediately adjacent to or running through campus, certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other college officials who have significant responsibility for students and campus activities;
- provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees;” and
- disclose in a public crime log “any crime that occurred on campus... or within the patrol jurisdiction of the campus security department and is reported to the campus security department.”

Campus Safety is responsible for preparing and distributing this report. The department works with many other college officials and agencies, such as the Office of Student Life,

Athletic Department, Olivet City Police and the Eaton County Sheriff's Department to compile this information.

We encourage members of the Olivet College community to use this report as a guide for safe practices on and off campus. For a copy of this report contact the Olivet College Campus Safety Department at 269-749-7911 or by e-mail at campussafety@olivetcollege.edu.

Incident Reporting

Olivet College encourages the prompt reporting of criminal behavior and other safety concerns to Campus Safety, hall directors, the vice president for student life or the appropriate police agencies.

The college will provide statistics of reported crimes as required and defined by the Campus Security Act. These statistics are in compliance with federal legislation. A copy of the Olivet College Crime Statistics is included in this publication.

Statistical Reporting

Olivet College will provide statistics of reported sexual assaults as required and defined by the Campus Security Act. All personally identifying information will be removed from statistical reports. All members of the Olivet College community share a responsibility for upholding the sexual assault policy. Specific instructions on how to handle sexual assault violations are available from the Office of Student Life.

Olivet College Crime Statistics

Type of Offense	2006	2007	2008
Murder – Non Negligent Manslaughter	0	0	0
On Campus – Residence Halls	0	0	0
Non Campus	0	0	0
Public Property	0	0	0
Negligent Manslaughter	0	0	0
On Campus – Residence Halls	0	0	0
Non Campus	0	0	0
Public Property	0	0	0
Sex Offenses – Forcible	1	1	2
On Campus – Residence Halls	0	0	2
Non Campus	0	0	0
Public Property	0	0	0
Sex Offense – Non-forcible	0	0	0
On Campus – Residence Halls	0	0	0
Non Campus	0	0	0

Public Property	0	0	0
Robbery	0	0	0
On Campus – Residence Halls	0	0	0
Non Campus	0	0	0
Public Property	0	0	0
Aggravated Assault	0	0	0
On Campus – Residence Halls	0	0	0
Non Campus	0	0	0
Public Property	0	0	0
Burglary	2	14	28
On Campus – Residence Halls	2	9	20
Non Campus	0	0	0
Public Property	3	0	0
Motor Vehicle Theft	0	0	0
On Campus – Residence Halls	0	0	0
Non Campus	0	0	0
Public Property	0	0	0
Arson	0	0	0
On Campus – Residence Halls	0	0	0
Non Campus	0	0	0
Public Property	0	0	0
Arrests - On Campus			
Illegal Weapon Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	2	3	3
Arrests – On Campus – Residence Halls			
Illegal Weapon Possession	0	0	0
Drug Law Violations	0	0	4
Liquor Law Violations	3	0	1
Arrests – Non Campus			
Illegal Weapon Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests – Public Property			
Illegal Weapon Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Actions – On Campus			
Illegal Weapon Possession	0	0	1
Drug Law Violations	9	7	31
Liquor Law Violations	52	30	85

Disciplinary Actions – Non Campus			
Illegal Weapon Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Actions – Public Property			
Illegal Weapon Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Index

Campus Safety	p. 3
Office Location	p. 3
Contact Information	p. 3
911 Information	p. 4
Building Addresses	p. 4
Campus Safety Services	p. 5
Self-Protection Statement	p. 5
Incident Reporting	p. 5
Statistical Reporting	p. 6
Campus Sex Crime Prevention Act	p. 6
Persons Required to Report	p. 6
Sex Offender Registry	p. 6
Safety Education	p. 7
School Closings	p. 7
Motor Vehicle Policy	p. 7
Parking	p. 8
Regulations and Fines	p. 8
Visitor Parking Permits	p. 9
Handicap Parking	p. 9
City of Olivet	p. 9
Fire Safety	p. 9
Safety and Equipment	p. 10
Fire Alarms	p. 10
Smoke Detectors / Pull Stations	p. 10
Fire Alarm Testing	p. 10
Fire Drills	p. 11
Emergency Preparedness	p. 11
Timely Warning Notices	p. 11
Distribution	p. 11
Severe Weather	p. 12
Alcohol and Drug Policy	p. 12
Effects of Abuse	p. 13
Alcohol Policy	p. 13
Minors	p. 13
Consumption	p. 14
Sanctions	p. 15
Medical Amnesty	p. 15-16
Illegal Drug Policy	p. 16
Tobacco	p. 17
Equal Opportunity Statement	p. 17-18
Discriminatory Harassment Policy	p. 18
Harassment and Annoyance	p. 19
Campus Sex Crimes Prevention Act	p. 19
Sex Offender Status	p. 20
Required to Report	p. 20
Michigan Residents	p. 20
The Campus Security Act	p. 20
Incident Reporting	p. 21
Statistical Reporting	p. 21

