CAMPUS SAFETY

Security and Fire Safety Report 2014

Campus Safety: 810-762-9501
Dear Members of the Kettering University Community,

The material in this report is designed to acquaint you with services, policies, and programs related to Campus Safety at Kettering University. It also provides the annual campus crime statistics in accordance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. We have included information to help students, faculty, and staff gain a full understanding of the functions of the Department of Campus Safety.

Everyone must take precautions to protect themselves from becoming a victim of crime. Crime can occur anywhere; Kettering University is no exception. Our hope is that you utilize the services and programs we provide to help keep Kettering University a safe place to learn, live, and work.

We invite everyone to read the information provided. Please contact me with questions regarding this report.

Sincerely,

Jim Benford
Director - Campus Safety
3-100 Campus Center
810-762-9899
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Kettering University is committed to making campus and the surrounding area as safe and secure as possible. The safety and security of our students is our highest priority. Parents play an important role in their student’s safety and we actively seek their participation in our efforts. The more parents know about how we work and how they can help us maintain a safe and secure campus, the more successful we will be. We ask that they learn about our operations and resources so that they may coach their student to acquire complete knowledge of them and adopt practices to keep themselves safe.

Our Campus Safety Operation

Kettering University’s Campus Safety department operates 24 hours a day, 365 days a year. We operate three 8-hour shifts; a minimum of three officers are on duty at all times. One officer staffs the service center, located just inside the front doors of the Campus Center, at all times. This officer, among other duties, monitors live video streams from the many security cameras we have around the campus. During each shift, other officers patrol the parking lots and buildings, on foot and in Campus Safety vehicles. They also patrol the neighborhood surrounding the University, within a one-mile radius. Campus Safety officers secure our buildings and surrounding property and provide many other security services, including escorts (see below). Campus Safety officers are not empowered to make arrests on or off campus. Should such a situation arise, the Flint Police are called to manage the situation.

Students are encouraged to contact Campus Safety at (810) 762-9501 if they have a non-emergency. In the event of an emergency, students should always call 9-1-1 first.

Campus Safety works in collaboration with the Flint Police Department to provide safety and security on and off campus. Campus Safety officers are first responders to all incidents that take place on campus and facilitate emergency responses that occur on Kettering University property. Off campus, they patrol and report emergencies and suspicious activities to the Flint police and other law enforcement agencies. Note that according to State of Michigan laws, Campus Safety officers may not actively intervene in any off-campus criminal activity, including investigating incidents or pursuing, restraining, or arresting suspects. The Campus Safety officers are private security officers. The Flint Police Department or other law enforcement agencies must, by law, manage these situations.
**Students’ Safety**

Our ability to provide a safe and secure campus depends upon the knowledge, experience, and hard work of our Campus Safety officers, as well as our collaboration with the Flint Police Department. It also depends upon students’ active participation in ensuring their personal safety. We encourage students to take these steps to protect themselves.

Learn about and adjust to life in a new environment. Many of our students are unfamiliar with urban living, which presents unique security challenges. Students who have grown up in suburban or rural areas have not yet developed habits requisite to safety in city life. These include using well-lighted roads, sidewalks, and walkways; locking vehicle and home doors; hiding personal property in vehicle storage spaces (trunks and other compartments); traveling in pairs or groups; and utilizing Campus Safety resources, including our Escort & Shuttle service.

**Campus Safety Services & Resources**

**Escort & Shuttle Service**: This service, available 24/7, provides either a walking escort or transportation to any point on campus or within a one-mile radius of it. Students may access this service by calling Campus Safety or visiting their office in the Campus Center. We encourage students to program the Campus Safety telephone number (810 762 9501) into their cell phone. (Note that Escort/Shuttle Services exists to protect members of our community; it is not a means of local transport for any other reason.)

**Building Access**: During regular business hours, all doors on campus are locked or monitored. Access, via ID card, varies depending on one’s need; e.g., all members of the campus community may access all buildings, however, access to offices, labs, etc., within a building may be restricted to those with a demonstrated need. Building access information is available at [http://www.kettering.edu/current-students/campus-safety-0/building-unlocklock-times-0](http://www.kettering.edu/current-students/campus-safety-0/building-unlocklock-times-0).

**Reporting Suspicious Activity**: We encourage students to report suspicious activity, whenever they observe it on or around campus. Campus Safety officers respond directly to suspicious activity on campus and report it to the Flint Police Department when it is observed off campus. Students may call Campus Safety at (810) 762-9501.

**What Students Should Do in Case of an Emergency**: We instruct students to call 9-1-1 from personal or campus phones in case of an emergency. Calls to 9-1-1 from personal phones will route the caller to the City of Flint’s central dispatch office. Calls to 9-1-1 from campus telephones are routed to the Campus Safety office. The Campus Safety desk officer will contact the Flint Police Department or other emergency responders, as circumstances warrant.

**Campus Safety Incident Reports**: Students should file a report of any safety incident that occurs. We encourage students to secure themselves first and then report all on- and off-campus personal or property incidents through our Campus Safety Incident Report System,
Campus Safety follows up on all incident reports directly with all individuals making a report and, when appropriate, with local authorities. Reporting all security related incidents is important because this information makes it possible for us to track as well as to anticipate criminal activity. The reports also help us to connect affected individuals to campus resources that may be of assistance, such as the Wellness Center.

**How Kettering University Responds to an Incident On or Near Campus:** We have multiple ways to notify students of incidents on or near campus. The methods we use depend, in part, upon the nature of the situation. When information about an emergency is received by Campus Safety, the information is evaluated. If an emergency exists, the University’s Crisis Management Team is convened. This team evaluates the information to determine what segments, if not all, of the University may be affected. This team directs the University’s response to the emergency.

One of several prepared texts will be used to notify the campus community. The Communications Office will write other alerts as the situation dictates.

Alerts may be issued by Campus Safety or Information Technology.

In the event of an emergency, members of the University community will be notified using one or more components of our alert system; all are intended to enhance communication with the campus community. These components include Kettering Alert, website alerts, email, voice mail, campus PA announcements. Depending on the nature of the emergency, one or more of the following actions may be taken:

- Website alert banners may appear on the Kettering University web pages, directing users to a website announcement.
- Text messages may be sent to cell phones and other devices through Kettering Alert.
- Voice mail, email, and/or the web may be used to update or inform students and others about a situation.
- Our public address speakers may be used, as appropriate, to alert persons in and around our buildings. (All campus buildings feature speakers inside).

Not all methods will be used at all times. Campus Safety routinely updates its criteria for escalation of campus notifications through consultations with peers at other colleges and universities, implementation of new technologies, and consideration of changing conditions within the campus community.

**Kettering Alert:** This electronic system serves as the linchpin of our emergency notification system. We encourage students to enroll in this cell phone and email notification system so they receive urgent, time-critical, real-time information issued by Campus Safety when circumstances warrant it. Students must enroll in Kettering Alert so we can inform them in...
real-time of critical events on campus. At the beginning of each term, we remind students to enroll in Kettering Alert through Banner Web /Self Service, accessible at https://jweb.kettering.edu/cku1/twbkwbs.P_GenMenu?name=homepage. We issue alerts only when the situation meets the standard of “imminent danger” to the campus or community. What does this mean? Simply put, a Kettering Alert will be issued when any conditions or dangers exist which may cause serious physical harm immediately or before the imminence of such danger can be eliminated through enforcement or other safety procedures. The decision to issue a Kettering Alert may be made by the President or by Campus Safety alone, or in consultation with the Flint police or other emergency responders. We use Kettering Alerts only when needed to ensure their impact when we do send them; we do not use them for routine communications. We also send Kettering Alerts when weather conditions warrant action on the part of students, faculty, and staff, e.g., campus closure.

Kettering University Emergency Information Website: In case of a University-wide emergency, parents may obtain information from the Emergency Information website, located at http://www.kettering.edu/emergency/information-parents.

Students’ Emergency Contact Information: At the beginning of each term, we remind students to update their emergency contact information through Banner Web/Self-Service. Parents should note that the University is restricted, by federal privacy laws, regarding the types of information we may share with them, even in emergencies. We share all information possible, as allowed.

Training Students

Each term, we provide training and information to all students regarding their personal safety. Some of this training takes place in seminars and workshops; other is communicated via electronic means. Topics include personal and property protection; what to do in case of an emergency; reminders to update Kettering Alert and emergency contact information; how to evaluate off-campus housing regarding safety features; and others. We ask parents to encourage students to take advantage of these training opportunities and to access safety and security information on a regular basis.

Living Off-Campus

For many reasons, including safety, we encourage all students to reside in Thompson Hall throughout their collegiate experience. Students who choose to live off campus should select housing that provides safety and security features. We instruct them to follow these guidelines:

- Check all window and door locks to make sure they function properly. If they don’t, contact the property owner immediately to get them fixed. Each exterior door should have a minimum of two (2) functioning locks: a deadbolt and a doorknob lock. Each window should have a secure, tamper-proof lock on it.
- Insist that broken windows, locks, and doors be fixed immediately.
• Make sure the rental unit is properly lit outside. Property owners should provide lights over all doors, as well as on all sides of the home that are not secured by tamper-proof fencing.
• If shrubs and bushes provide hiding spots, contact the property owner to get them trimmed or removed entirely. Insist they be maintained.
• If your rental unit has an alarm system, use it. If it does not function properly, contact your property owner and insist that it be fixed immediately. If it doesn't have one, ask that one be installed.
• Park your car in a well-lit area. Do not leave any personal items in it—seen or unseen.
• Utilize Campus Safety's Escort Service to and from campus.
• Never open your door until you know who's on the other side. If your entry door does not have a peephole or other device to see who is on the other side, insist that your landlord install one immediately.
• All rental units should have functioning smoke detectors, including one per sleeping room.
• Each sleeping room should have two methods of egress (exit), typically a door and a window that does not have bars on it.
• Property owners should provide an adequate number of functioning fire extinguishers and carbon monoxide detectors in all rental units.
• Once you move into a rental unit, insist all rental signs be removed. Permanent signs violate City of Flint building codes and signal to criminals the presence of students who typically possess easily pawn-able electronics and other devices.
• Neither Kettering University nor “KU” may appear on any privately owned rental property. Report these signs to Campus Safety and we will have them removed.

Note that Kettering University neither owns nor operates any off-campus housing, including the Campus Village Apartments (located on Chevrolet Avenue across from the Campus Center). We do, however, allow property owners to advertise available rentals on campus bulletin boards. The University does not investigate, endorse, or guarantee the accuracy of any advertised properties, the quality of the facilities listed, or the listed individuals, companies, or firms. The University does not investigate, endorse, or guarantee the suitability of those who respond to the advertisements. Users of this service communicate and contract with each other individually and at their own risk. The University and employees of Kettering University are not liable for any actions occurring as a result of arrangements made between users of this service or for any errors or omissions made in rental listings posted on campus.

**Contact Us**

Contact us if you have any questions. Campus Safety Director Jim Benford and his officer corps will happily answer your questions and provide additional information.
**Campus Safety Service Center**

A Public Safety Service Center was created as part of the upgrade to the high-definition closed circuit television surveillance system. The old Campus Safety desk was renovated and enlarged to house the new video surveillance system, workstations, the University Information Center, and the campus identification/card access system. The Campus Safety Service Center serves as an information source for students, employees and visitors.

Campus Safety officers monitor the surveillance system, perform duties related to the safety of the campus community, as well as man the service center around-the-clock. Surveillance images are displayed on a video wall, showing all activity on campus and surrounding areas of the community.

**Surveillance System**

A state-of-the-art high-definition closed circuit television surveillance system is in use on the Kettering University campus, with cameras and software that leverages high-definition stream management technology to provide full coverage of the campus. This system augments the current analog system with a larger number of high-definition panoramic cameras that provide total visibility and coverage of the campus and parts of the surrounding community. This upgraded technology provides over 100 camera pictures of the campus.

**Parking Lot Lighting**

New lighting is in use in parking lots #1 and #2. The lights provide significantly more illumination in the parking lots, discouraging criminals and making after-dark travel much safer.

Campus Safety at Kettering University is a top priority. The above security enhancements, installed in 2013, were made possible by funding from the C.S. Mott Foundation, the Lear Corporation, and university resources to enhance the safety and security of the Kettering community and our neighbors, as well as demonstrate our ongoing commitment to a safe environment.
A Flint Police Blue Badge Service Center is located at University Corner, next to Einstein’s Bros Bagels. Kettering University operates this facility in collaboration with the City of Flint through the Blue Badge Service. City of Flint Police Officers, as well as volunteers from the community staff the facility. This facility joins a complement of Blue Badge Service Centers throughout the city, which provides working space for officers as well as a venue for residents to obtain assistance with a variety of safety and security matters.

Our Blue Badge Service Center is open Monday-Friday from 9:00am to 3:00pm and at other times intermittently. These hours will steadily increase as more volunteers are trained in the operation of the facility.

You can play an active role in helping our community! Volunteer to assist in the operation of the facility. This is a great way for individuals in the Kettering community to play an active part in the revitalization of Flint. It also presents an opportunity for students, sororities, fraternities, clubs, student government, civic-minded organizations, employees and neighbors to volunteer their time in the service of their community and to the rejuvenation of our neighborhood. I encourage you to volunteer. Any amount of time you can give is welcome. To volunteer, please visit www.flintbluebadge.com where you can learn more about the program and complete an application. Applications are also available in the Office of Student Life.

Applications should be emailed to Officer Tanya Meeks of the City of Flint Police Department [tmeeks@cityofflint.com]. Once approved, you will receive training and orientation from the Flint Police Department.

Please consider joining us in this important effort. If you have any questions, please contact Jim Benford at 810-762-9899 or email him at jbenford@kettering.edu
Fire safety education is provided to all new employees. Total evacuation occurs in all campus buildings whenever the fire alarm system sounds. In case of a fire on the Kettering University campus, students and employees should notify Campus Safety. Lock your door and leave the building via the nearest exit. Do not take the elevator. Keep a safe distance from the building.

Campus Village Apartments:
Sprinklers are located in common areas and all living quarters. The system is monitored by a firm who notifies the Flint Fire Department in the event of an alarm. Up to four smoke detectors are located in each apartment. This system is monitored by a company who notifies the fire department in the event of a fire. When a smoke detector is triggered, an audible alarm sounds in the apartment.

Thompson Hall:
Thompson Hall is equipped with fire equipment. Each resident room is equipped with a heat detector. Ceiling smoke detectors are located every thirty linear feet in all hallways. Both detection systems are connected to the building’s proprietary system, which is monitored twenty-four hours a day by Campus Safety. Each hallway is equipped with a fire door which has a hold-open device, which closes the door upon fire alarm activation. Hand-held fire extinguishers and fire hose connections are strategically located throughout the building. Fire sprinklers are located in storage areas, and the building’s trash chute.

Smoking

Campus Village Apartments:
Smoking is allowed only in the outside courtyards.

Thompson Hall:
Thompson Hall is a smoke-free environment.

Appliances

Campus Village Apartments:
All apartments are furnished with a stove, oven, and microwave. Grills are allowed only in the outside open courtyards. The Village has a policy of no open flame.

Thompson Hall:
For safety reasons, only certain appliances are permitted in student rooms (i.e. electrical shavers, toothbrushes, hair dryers, clocks, fans, stereos, and irons with automatic shutoff, curling irons and blenders). The following items are strictly prohibited except in designated areas provided by the University: any cooking appliances other than your micro fridge.
including, but not limited to, hot plates, coffee makers, toasters, toaster ovens, electric fry pans, broilers, grills, portable heating units, heating coils, sun lamps, waffle grills, exterior antennas and immersion coils. The University reserves the right to determine the potential danger of electrical appliances and to remove them. Extension cords are discouraged. Power strips are preferred. Halogen lighting is prohibited.

**Combustible Items**

**Thompson Hall:**
In the interest of safety, combustible items including combustion engines (regardless of their state of dismantlement), candles, incense, non-electric lanterns and chemicals are prohibited. Students, who require the burning of candles or incense for religious ceremonies, must petition the Residence Life Director.

**Evacuation Procedure**

**Campus Village Apartments:**
A Resident Advisor is on duty after hours to supervise evacuation in the event of a fire.

**Thompson Hall:**
When the building fire alarm sounds all residents must evacuate to a safe place. Each student is given a two-page document entitled “How to Survive a Residence Hall Fire”. During an alarm, Resident Advisors check each room to ensure that the occupant has evacuated. If a fire has occurred, report it immediately to Campus Safety and the Director of Residence Life.

A fire drill is conducted by Campus Safety in collaboration with Residence Life at a minimum of once per section.

**MISSING STUDENT POLICY**

**Campus Village Apartments:**
If a report of a missing student is received, the manager of Campus Village begins an inquiry on several fronts: e-mail, conversation with Kettering University Student Life staff, Wellness Center staff, and roommates.

**Thompson Hall:**
Kettering University takes student safety very seriously. To facilitate our students’ safety, the “Missing Student Policy and Procedures” will assist us in locating Kettering student[s] and, based on facts and circumstances known to the University, who are determined to be missing. This policy and procedures comply with the Higher Education Act of 1965 as amended by Public Law 110-315 in August 2008 (20 USC 1092(j)).
Anyone who believes a resident student to be missing should report their concern to Campus Safety, Residence Life, or the Dean of Students’ office. Every report made to campus officials will be investigated. Depending upon the circumstances presented to Kettering University officials, parents of a missing student may be notified. In the event that parental notification is necessary, the Dean of Students, or designate, will place the call.

At the beginning of each academic term, we require all Kettering University students to confirm or update the emergency contact information stored in Banner. This emergency information will only be used in case of an emergency, including the suspicion that a student is missing.

General Procedure:

I. The Kettering University official receiving the report will collect and document the following information:
   A. The name and relationship of the person making the report.
   B. The date, time, and location the missing student was last seen.
   C. The general routine or habits of the suspected missing student, e.g., often visits friends who live off-campus, often returns home, any recent changes in behavior or demeanor, etc.
   D. The missing student’s cell phone number, if known by the reporter.

II. The Kettering University official receiving the report will inform the Dean of Students and Campus Safety. The Dean of Students will determine if the Provost, the President and the Communications Officer should be informed.

III. Upon notification from any person that a student may be missing, Kettering University officials may use any or all of the following resources to assist in locating the student.
   A. Call the student’s room.
   B. Check the student’s residence hall room.
   C. Talk to the student’s RA, suitemate, and unit mates to see if anyone can confirm the missing student’s whereabouts and/or confirm the date, time, and location the student was last seen.
   D. Secure a current student ID or other photo of the student.
   E. Call and text the student’s cell phone and call any other telephone numbers on record.
   F. Send the student an email.
   G. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, Campus Center, etc.
   H. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student’s social networking sites such as MySpace, Facebook, Twitter, etc.
I. Ascertain the student’s auto make, model, and license plate number. Campus Safety will check Kettering University parking lots for the presence of the student’s vehicle.

J. If the missing student is under the age of 18 years and not an emancipated individual, within 24 hours of the determination that the student is missing, the Dean of Students must notify the student’s custodial parent or guardian as identified in the University’s records. If the missing student is over the age of 18 years or an emancipated individual, within 24 hours of the determination that the student is missing, the Dean of Students must notify the individuals found in the emergency contact information that is stored in Banner. If the emergency contact information stored in Banner is absent or unusable, the appropriate law enforcement agency will be informed after the student has been missing for 24 hours.

IV. The Dean of Students may ask the Information Technology staff to provide electronic logs for the purpose of determining the last login, access, and use of the Kettering University IT network.

V. Kettering University officials may report the information to the Flint Police Department. If, in the course of gathering the information described above, foul play is evident or strongly indicated, the Flint Police Department may be contacted immediately. If it is necessary to contact the Flint police, the University will follow their procedures for managing this type of incident.

VI. This policy and its procedures will be incorporated into the Campus Safety and Student Life websites, integrated into Resident Advisor training, included in the annual Campus Safety security report, and sent to all Thompson Hall residents via email, once per term.

**STUDENT CONDUCT**

Kettering University students are expected to conduct themselves as mature individuals while on campus and in their work section communities. The student is expected to comply with regulations established by the University governing student conduct and the use of University property and facilities. Students are expected to act in compliance with federal, state, and local laws and ordinances.

Kettering University expects students to conduct themselves in a manner that will reflect credit upon themselves and the University. Any student who flagrantly violates good conduct or good taste may be warned, placed on probation, or in serious cases, dismissed from the University.

For additional information on conduct, please see the Student Conduct section in the Student Handbook.
HARASSMENT & DISCRIMINATION POLICIES

Kettering University expects all students, faculty, and staff to contribute to a productive learning environment by demonstrating behavior that neither interferes with another individual’s performance nor creates an intimidating, offensive or hostile environment. The University will not tolerate harassment or discrimination in any forms, regardless of intent and/or the victim’s reaction.

Harassment

The University prohibits all sexual harassment and/or offensive conduct, on campus and in students’ work section communities. Such conduct includes, but is not limited to, sexual flirtation, touching, verbal or physical advances or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual’s dress or body; sexually degrading words to describe an individual; the display, in the workplace, of sexually suggestive objects or pictures, including nude photographs. Behavior constitutes sexual harassment when it is unwelcome and it interferes with the ability of another person to carry out his/her responsibilities, creates a hostile work environment; or its expression implies that acceptance of the behavior is a condition of course registration, course completion, course evaluation, or employment.

If you believe the words or actions of a University employee or student on campus constitutes unwelcome harassment, take the following steps:

- Inform him or her that his/her actions are unwelcome and the harassing behavior must cease.
- Keep a written record of the details (including time, date, what was said, or what was done).
- Report the discrimination to the Vice President of Student Life & Dean Students, Director of Human Resources, other University officials, or via our Non-Academic Grievance Form, available in the Student Life, Academic Success Center, the Wellness Center, Thompson Hall, and online at the Student Life website.

If harassment occurs at your work site, you should report it to your supervisor or the appropriate person as directed by your employee handbook, as well as to your co-op manager. Enlist the counsel of a trusted advisor, if necessary, to report sexual harassment whenever it occurs. The University pledges that all complaints of harassment will be investigated promptly and will pursue a timely resolution, which the appropriate University officials will communicate to the parties involved. We will maintain confidentiality to the extent reasonably possible.
Discrimination

Kettering University is committed to a policy of non-discrimination and equal opportunity for all persons regardless of race, color, gender, age, religion, national origin, height, weight, marital, military or disability status or any other basis protected by federal or state law. Discrimination includes, but is not limited to the following:

- Preventing any person from using University facilities or services because of that person’s gender, race, color, national origin, disability, age, religion, veteran status, height, weight or marital status.
- Making determinations regarding a person’s salary based on gender, race, color, national origin, disability, age, religion, veteran status, height, weight or marital status.
- Denying a person access to an educational program based on that person’s gender, race, color, national origin, disability, age, religion, veteran status, height, weight or marital status.
- Instigating or allowing an environment that is unwelcoming or hostile based on a person’s gender, race, color, national origin, disability, age, religion, veteran status, height, weight or marital status.
- Denying raises, benefits, promotions, leadership opportunities or performance evaluations on the basis of a person’s gender, race, color, national origin, disability, age, religion, veteran status, height, weight or marital status.

If discrimination takes place at your work site, you should report it to your supervisor or the appropriate person as directed by your employee handbook, as well as to your co-op manager. Enlist the counsel of a trusted advisor, if necessary, to report discrimination whenever it occurs. The University pledges that all complaints of discrimination will be investigated promptly and will pursue a timely resolution, which the appropriate University officials will communicate to the parties involved. We will maintain confidentiality to the extent reasonably possible.

If you believe the words or actions of a University employee or student constitutes discrimination, take the following steps:

- Inform him or her that his/her actions are unwelcome and the discriminating behavior must cease.
- Keep a written record of the details (including time, date, what was said, or what was done).
- Report the discrimination to the Associate Provost for Student Affairs, the Vice President for Human Resources, other University officials, or via our Non-Academic Grievance Form, available in the Student Life, Academic Services, the Wellness Center, Thompson Hall, and online at the Student Life website.
CRIMES OF VIOLENCE AND THE CAMPUS JUDICIAL SYSTEM

An individual who is harmed by a violent act committed by a student in violation of the code of student conduct may receive special consideration within the student judicial process. Acts of violence include, but are not limited to:

- Sexual assault
- Relationship violence
- Physical assault
- Stalking and harassment with threats of violence

In all cases processed through the student judicial system, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; both the accuser and the accused shall be informed of the outcome of the disciplinary proceeding.

For more information about the rights of the victims, rights of the accused and the student judicial process, please call the Office of Judicial Affairs 762-9881.

Victims are given options concerning how or whether to proceed with an alleged incident of violence within the student judicial process. The Campus Judicial Board has the authority to proceed with judicial action without the victim’s consent in order to protect the safety and well-being of the campus community.

CRIMINAL SEXUAL CONDUCT

The Criminal Sexual Conduct Statutes of the State of Michigan define sexual assault as a crime involving forced or coerced sexual penetration (first and third degree) or sexual contact (second and fourth degree). “Sexual penetration means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however, slight, of any person’s body or of any object into the genital or anal openings of another person’s body.” The University encourages the reporting of sexual assaults to the appropriate University officials since reporting is the only way the University may take action against an accused assailant. Students may report sexual assault to any University official, including the Vice President of Student Life and Dean of Students, Director of the Wellness Center, Director of Residence Life, or any University official. We encourage students and persons receiving reports of sexual assault to take appropriate steps to preserve evidence that may be necessary to prove criminal sexual assault, as well as to pursue University judicial processes. We also encourage students to notify the appropriate law enforcement authorities whenever a sex offense occurs. Campus authorities will assist students with notification.

Kettering University reserves the right to investigate allegations of criminal sexual conduct against our students, regardless of where the alleged misconduct took place, including on
campus, off campus, and/or at Kettering University sponsored events. In investigating and hearing cases of alleged sexual assault, the accuser and the accused shall be entitled to the same opportunities to have others present as during any judicial affairs hearing. Both the accuser and the accused shall be informed of the outcome of a judicial affairs hearing. Students found to have committed criminal sexual misconduct, including acquaintance rape, on or off campus, may receive sanctions up to and including expulsion from the University. Allegations of criminal sexual misconduct committed by any member of the Kettering University community shall be handled through Kettering University procedures applicable to the status of the person accused. Such persons may also be subject to criminal prosecution or other legal actions in the courts.

**Victim Rights**

An individual who is harmed by a violent act committed by a student in violation of the code of student conduct may receive special consideration within the student judicial process. Acts of violence include, but are not limited to:

- Sexual assault
- Relationship violence
- Physical assault
- Stalking and harassment with threats of violence

In all cases processed through the student judicial system, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; both the accuser and the accused shall be informed of the outcome of the disciplinary proceeding.

For more information about the rights of the victims, rights of the accused and the student judicial process, please call the Office of Judicial Affairs 762-9881 or the University’s Title IX Coordinator.

Victims are given options concerning how or whether to proceed with an alleged incident of violence within the student judicial process. The Campus Judicial Board has the authority to proceed with judicial action without the victim’s consent in order to protect the safety and well-being of the campus community.

Allegations of criminal sexual conduct committed by or against members of the Kettering University community on campus, or at Kettering University sponsored events, shall be handled through disciplinary or other Kettering University procedures applicable to the status of the person accused. Such persons may also be subject to criminal prosecution or other legal action in the courts.
Persons found to have committed criminal sexual conduct, including acquaintance rape on campus, at Kettering University sponsored events, or against members of the University community, may receive sanctions, up to and including termination of employment or expulsion from the University.

In investigating and hearing cases of alleged sexual assault:

I. The accuser and the accused shall be entitled to the same opportunities to have others present during a campus disciplinary proceeding; and

II. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings.

III. “Sexual Penetration” means “sexual intercourse, cunnilingus, fellation, anal intercourse or any other intrusion, however slight, of any part of a person’s body or of any object into the genital or anal opening of another person’s body.”

IV. “Sexual Contact” means “intentional touching of the survivor’s intimate parts or the clothing covering them for purposes reasonably connected with sexual arousal or gratification.” “Intimate parts include the primary genital area, groin, inner thigh, buttocks and breast.”

SAFETY TIPS

The key to personal safety is awareness and assertiveness. The Counseling Office offers the following information concerning protection against sexual assault and how to deal with someone who has been assaulted.

- Look assertive, confident and aware of your surroundings
- Trust your intuitions. If a particular situation makes you feel uncomfortable or unsafe, choose an alternative. Do not be afraid to ask for help.
- Keep keys accessible and wear comfortable clothing for added safety and defense.
- If you are being followed:
  o Cross the street
  o Change direction
  o Keep looking back so the person knows you can’t be surprised
  o Go to a well-lighted area, enter a store, house, residence hall, classroom or library – anywhere there are people.
  o Notice and remember as much as possible about the person so you can give a good description.
  o In attempted sexual assault approximately 50% of the women escape if they will yell, and up to 85% escape if they physically resist quickly and vigorously.
  o Know vulnerable targets of the assailants: eyes, nose, throat, stomach, knee caps and groin.
BYSTANDER INTERVENTION

Alan Berkowitz asserts in his research that 80% of college age men are uncomfortable when women are belittled or mistreated. They do not express their discomfort because they believe they are the only ones who are uncomfortable. **Bystander intervention** better equips men to express their discomfort. This strategy provides community members with the awareness, skills, and ability to challenge social norms in their community that support sexual assault.

The following tips can better prepare men on how to intervene:

**Step One:** Notice Events. The first step is to notice when someone is crossing a line.

**Step Two:** Identify Events as Problems. If we understand the potential impact that a sexual assault can have on a survivor and the survivor’s friends, family, and co-workers, we will see someone crossing the line as a problem requiring action.

**Step Three:** Feel Motivated to and Capable of Finding a Solution. Many times men feel stuck in situations where they might intervene. Providing them with frameworks like primary prevention, dominant/counter stories of masculinity, and bystander intervention can motivate them to become unstuck.

**Step Four:** Acquire Skills for Action. This key step underlines the necessity in helping men to develop strategies leading to effective action. MCSR works with men to develop an intervention toolkit.

**Step Five:** Act. The first four steps are very important, but they only have an effect if an emphasis is placed on action. Men need to remember and use the strategies in the toolkit.

**Step Six:** Evaluate and Revise. After having intervened, men should consider what worked well, what did not, and what they might do differently the next time an opportunity arises.

If all else fails and you believe that an individual is being raped or sexually assaulted contact Kettering University Campus Safety or call 911

### RECOMMENDED ACTIONS FOLLOWING AN ASSAULT

- Take the victim to a safe place. Find out if she/he has severe physical injuries. Assess for immediate threat of physical danger from the assailant.
- Call the Counseling Office at 762-9650. A Counselor can assist you in how best to assist the victim.
- If the survivor lives in Thompson Hall, call the Director of Residence Life and give her information without revealing the identity of the victim. Ask the victim if he/she wants to report the assault to Campus Safety and/or the police.
- If the victim lives off campus and wants to report the assault to the police, call 911.
- Let the victim know there are resources he/she can utilize, such as counseling service and other community-based services like YWCA Sexual Assault Services 238-SAFE.
• Victims and those assisting them are advised that it may be very important to promptly seek assistance in preserving evidence which may be necessary for the proof of criminal sexual conduct.
• Be respectful of the survivor’s privacy. Let him/her decide who and how much to tell.
• Students have the option of changing academic or living situations after a sexual assault incident, if requested by the victim and if such changes are reasonably available. The Office of Student Life will assist with this process.

**ACQUAINTANCE RAPE**

On college campuses, the most prevalent type of sexual assault is acquaintance rape. In acquaintance rape, the attacker can be a friend, relative, spouse, lover, neighbor, co-worker, employer, employee, etc. It is not unusual for acquaintance rape to include physical force, with or without a weapon. Generally speaking, the closer the relationship with the attacker, the greater the shock for the victim.

The following tips concern acquaintance rape:

• Be aware of what is taking place around you.
• Be honest; communicate what you want honestly and respectively.
• Trust your instincts, stand up for yourself, and be willing to make a scene.
• Support your friends; do not pressure them when they are unsure about a situation.
• It is never okay to force yourself on an individual.
• Be aware that force can be emotional coercion and intimidation as well as physical force.
• Be aware that alcohol and/or drugs may impair your judgment.
• Remember: NO means NO.

**SEXUAL HARASSMENT**

The legal definition of sexual harassment is: "any sexual advances, requests for sexual favors, and other physical, verbal or written communication of an offensive nature". Kettering University is committed to maintaining an academic and work environment free from sexual harassment for students, faculty and staff. Sexual harassment is contrary to the standards of the Kettering University community and will not be tolerated.

Complaints of sexual harassment may be resolved by:

I. Informal resolution with the help of the office where the complaint was filed, or
II. A formal investigation and hearing. A sexual harassment report may be received by the following: Office of Student Life (students only), the Human Resources Office, and Campus Safety.
In addition, the Counseling Office can provide information and assistance to students who have experienced sexual harassment.

Stalking

Stalking is illegal in Michigan. The Michigan statute defines stalking as "a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed or molested" (MCLA 750.411h).

Stalking can take many forms, such as:
- Following or appearing within sight of the targeted victim.
- Approaching or confronting the targeted victim in a public or private place.
- Appearing at the workplace or the home of the targeted victim.
- Entering or remaining on the targeted victim's property.
- Contacting the targeted victim by telephone over and over again.
- Sending repeated mail or email to the targeted victim.
- Using cell phones, computers or surveillance equipment to keep tabs on the targeted victim.
- Using the Internet or other electronic means to stalk someone. This is commonly known as CYBERSTALKING. The stalker may use search engines, bulletin and discussion boards, online forums, chat rooms as well as online communities like MySpace, Facebook, Friendster and Indymedia to stalk the victim, sometimes without the victim even knowing it. ([www.michigan.gov/datingviolence](http://www.michigan.gov/datingviolence))

Consent

Consent is to give permission or to agree to do something. Consent is also acceptance of, or agreement to do something that is proposed or desired by another person.

Un-consented

Consent is a key element of a stalking charge. Un-consented contact is any contact that the other party does not want and can include:
- Sending email or posted mail
- Being in visual contact with
- Approaching
- Confronting
- Calling
- Entering that persons property or workplace
Domestic Violence

Domestic violence is a pattern of learned behavior in which one person uses physical, sexual, and emotional abuse to control another person.

Dating Violence

Abuse can fall into one of four categories: emotional, psychological, sexual and physical. Dating violence is a pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power in the relationship. The abuser intentionally behaves in ways that cause fear, degradation and humiliation to control the other person. Forms of abuse can be physical, sexual, emotional and psychological.

SEXUAL ASSAULT POLICY

I. INTRODUCTION

Kettering University is committed to creating a community free from violence. The University will not tolerate sexual assault, sexual harassment, domestic violence, or stalking as defined by State and Federal laws. The University recognizes the necessity of a community which is open and intellectually stimulating, where diversity of ideas is valued and every person’s safety, dignity, and autonomy is respected whether they are students, faculty, or staff, and regardless of race, ethnicity, age, religion, class, national origin, gender, sexual orientation, or disability.

II. REPORTING OPERATIONS AND PROCEDURES

A. RIGHTS OF THE SURVIVOR**1

The Criminal Sexual Conduct Statutes of Michigan define sexual assault as a crime involving forced or coerced sexual penetration (first and third degree) or sexual contact (second and fourth degree). The University encourages the reporting of sexual assaults to the appropriate University officials as reporting is the only way the University can take action against the accused assailant. Survivors may report sexual assault to the Campus Safety; City of Flint Police Department; Director of Zelpha McKinnon Wellness Center; to the Vice President of Student Life and Dean of Students; or to any University official. Survivors and persons receiving reports of sexual assault are reminded of the importance of preserving evidence that may be necessary to the proof of criminal sexual assault or for use in University disciplinary proceedings. All University personnel are encouraged to immediately refer sexual assault survivors to the Vice President of Student Life and Dean of Students.

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1 This policy defines survivor as someone who says that she/he has been sexually assaulted.
The survivor has the right to have any and all sexual assaults against their person treated seriously and the right to be treated with dignity. Because the University recognizes that a sexual assault is more than an assault on an individual’s body, but is also an attack on the individual’s dignity and sense of self, the University is committed to insuring that the decision to take action against the accused shall rest solely with the survivor. There may be circumstances, however, depending on the status of the alleged assailant and the seriousness of the offense, in which the University must take action to protect the survivor or other members of the University community. The best way for a survivor to retain control over actions is to report the assault in the first instance to a confidential counselor, such as Vice President of Student Life and Dean of Students, where no action will be taken without the survivor’s consent, unless required by law.

The University upholds the right of the survivor*** to be free from undue coercion of any kind from the University’s personnel, including but not limited to staff, faculty, and peer or student staff. Such coercion includes but is not limited to pressuring the survivor to report, not to report, or to under-report a sexual assault; suggesting that the survivor is somehow responsible for the sexual assault; suggesting that the survivor was contributory negligent or assumed the risk of being sexually assaulted; or suggesting that the survivor or the University would incur unwanted publicity or humiliation by reporting the sexual assault. Survivors who report the assault to University will be fully informed in a timely manner of all their rights and options, including the necessary steps and potential consequences of each option. All University personnel are encouraged to immediately refer sexual assault survivors to Vice President of Student Life and Dean of Students.

**B. UNIVERSITY DISCIPLINARY PROCEDURES**

The survivor has the right to pursue action against the accused student assailant through the University’s Judicial Affairs process as described in the Kettering University Student Handbook. The procedures a survivor may follow to pursue action against a faculty or staff member are dependent upon the accused’s employment status. The Vice President of Student Life and Dean of Students, in consultation with Human Resources, can advise a survivor which procedures would be applicable in a given case.

The University commits itself to providing judicial and disciplinary processes that are sensitive, supportive, expedient, and respectful of the individual rights of all involved. Both the survivor and the accused have the right to be accompanied by a support person through every phase of the process. Student survivors may choose to change University housing and academic arrangements, if such changes are reasonably available, without academic penalty. Possible sanctions for students resulting from the University’s judicial process range from formal reprimands and community service to suspension and expulsion. Possible sanctions for

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2 If a survivor is under the age of 18, reporting requirements of the Child Protection Law [MICH.COMP.LAWS 722.621 (West 1989)] may require that a report be made to the Michigan Department of Social Services.
faculty and staff range from reprimands to termination of employment. Both the accuser and accused shall be informed of the outcome of the campus disciplinary process.

C. OFF-CAMPUS LEGAL OPTIONS

In addition to the University’s judicial process and those disciplinary procedures applicable to faculty and staff, the survivor has the right to pursue criminal prosecution and/or civil litigation. Kettering’s Campus Safety Department is available to provide assistance and information on criminal prosecution. The University is committed to providing full and prompt cooperation and assistance in notifying the proper law enforcement personnel if the survivor so chooses. The survivor has the right to pursue all legal and disciplinary remedies and counseling services without academic penalty.

Campus Safety also can provide information on the rights and remedies accorded to crime victims generally, including information about State and Federal laws regarding mandatory testing of sexual assault suspects for communicable diseases, assistance in pursuing action under these laws, and notification of results of any such tests.

III. STATISTICAL REPORTING

The University will provide statistics of reported sexual assaults as required and defined by the Campus Security Act and the Student-Right-to-Know-Act. All personally identifying information will be removed from statistical reports.

IV. UNIVERSITY COUNSELING AND EDUCATIONAL SERVICES

Kettering University’s Zelpha McKinnon Wellness Center provides education on sexual assault, domestic violence, sexual harassment and stalking, advocacy services, information and referral, and campus-wide outreach services to survivors. The Wellness Center and the Office of Student Life provide information to students about sexual assault reporting options, available resources and assistance for the survivor, and survivor’s rights. University personnel are available to accompany survivors and provide support during hospital or medical exams, contact with law enforcement personnel, during campus judicial hearings, and for local court proceedings. Kettering University ensures survivor’s confidentiality according to Michigan law. All University personnel should refer sexual assault survivors to the Wellness Center or to the Associate Dean for Student Life.

V. CONCLUSION

All members of the Kettering University community share a responsibility for upholding this policy as we strive to attain our goal of creating a violence-free community.
SEXUAL ASSAULT PREVENTION AND AWARENESS PROGRAMS & SERVICES

The Counseling Office and the Women’s Resource Center provide educational programs on sexual assault prevention, acquaintance rape, self-defense, sexism, what men can do to stop rape, etc. The Counseling Office also provides counseling to victims and perpetrators of assault and sexual harassment as well as, to their friends and family members. This office also works with other Kettering University offices to coordinate physical safety efforts on campus.

ADDITIONAL SERVICES AVAILABLE

- Support Groups
- Assistance in dealing with the criminal justice system, the healthcare system and Kettering University offices.
- Educational workshops/training sessions.

COMMUNITY RESOURCES

McLaren Health Care, 401 South Ballenger Highway, Flint, MI 48532 - Phone (810) 342-2000

Hurley Medical Center, 1 Hurley Plaza, Flint, MI 48503 - Phone (810) 262-9000

Genesee Urgent Care, 2265 S. Linden Road, Flint Township, MI 48532 - Phone (810) 720-8700

Genesee County Health Department, 630 S. Saginaw St, Flint, MI 48502 - Phone (810) 257-3612
Sexually Transmitted Diseases/Venereal Diseases/HIV, Family Planning, Immunization Clinics

Planned Parenthood, 3371 Beecher Rd, Flint Township, MI 48532 - Phone (810) 238-3631
Information on birth control, contraceptives, legal abortions, adoptions, pregnancy tests, pap smears and pelvic exams. Fee is based on income.

Genesee County Community Mental Health Services, 420 W. Fifth Avenue, Flint, MI 48504
Phone (810) 257-3470
Outpatient counseling for emotionally ill adults and children

Genesee County Healthy Sexuality Coalition, STI Express Testing Center, Career Alliance Bldg.
711 N. Saginaw St., Flint, MI 48503 Room 327- Phone (810) 423-9083
Free ongoing screenings for Sexually Transmitted Diseases. HIV testing available upon request.
EDUCATIONAL PROGRAMS

Educational programs to promote the awareness of rape, acquaintance rape and other sex offenses are available to all freshmen residing in Thompson Hall. Kettering University also offers informational workshops on AIDS, sexually transmitted diseases, alcohol and substance abuse. Other programs are available to Greek organizations and clubs, by request to the Counseling Office.

Individuals may access a list of all registered sex offenders attending and/or working at Kettering University by accessing the search option on the Michigan State Police Public Sex Offender Registry Website at http://www.mipsor.state.mi.us.

DRUG PREVENTION PROGRAM

I. STANDARDS OF CONDUCT: Kettering University prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

II. PROSECUTION: Local, state and federal law clearly prohibits the unlawful possession and distribution of illicit drugs and alcohol. Kettering University students or employees in violation of the law will be subject to prosecution.

III. HEALTH RISKS: According to media and research findings the use of illicit drugs and/or the abuse of alcohol can seriously affect the health, safety and welfare of the student or employee. Such use may also pose safety and welfare risks to those who may come into contact with a student or employee using illicit drugs and/or alcohol on Kettering University property.

IV. REHABILITATION PROGRAMS: Kettering University provides referrals for drug and alcohol assessment, treatment or rehabilitation programs.

Students:
Students may use the referral services provided by the Counseling Office located in the Wellness Center.

Employees:
Kettering University uses the services of Ulliance, an employee assistance organization. Employees needing assistance may phone Ulliance at 1-800-448-8326. Employees may contact the Human Resources Director (9645) on a confidential basis for assistance.
Possession and Consumption of Alcoholic Beverages:
Alcoholic beverages are not permitted on Kettering University’s campus. Any student found on campus to have consumed or to possess alcoholic beverages is subject to disciplinary action. Under the laws of the State of Michigan, a person under 21 years of age may not consume, possess, or purchase alcoholic beverages. Students over 21 may not furnish, sell to, or purchase alcoholic beverages for minors. In the event Kettering’s Code of Student Conduct or other student organization’s policy on alcohol is violated in connection with a social function on or off campus, the University may impose disciplinary action[s] upon individuals involved, as well as a group, as warranted by the facts and circumstances.

Disciplinary action may include the mandatory completion of an appropriate rehabilitation program, expulsion or dismissal and/or referral by Kettering University for prosecution.
Important Telephone Numbers

Campus Safety
2-000 Campus Center
810-762-9501

Jim Benford
Director of Campus Safety
3-100 Campus Center
810-762-9899

Katie Bosio
Director of Residence Life
Thompson Hall
810-762-9537

Cristina Reed
Director of Wellness Center
1-726 Campus Center
810-762-9584

YWCA Sexual Assault Services
310 University Ave.
Flint, MI 48502
810-238-SAFE

ULLIANCE Student Assistance Program
1-855-774-4700

ULLIANCE Employee Assistance Program
1-800-448-8326
## Crime Statistics

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N/D: Data Unavailable  
N/A: Not Applicable  
*One Police Agency did not provide statistics upon request.

## Fire Statistics

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Campus Safety requests crime statistics from the Flint Police Department, the Flint Township Police Department, and the Flushing Police Department for the purposes of this report.
This page is the back cover of the 2014 Security and Fire Safety Report