Annual Campus Security and Fire Safety Report

2019
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About the Report

The College publishes this report to inform the College for Creative Studies (CCS) community about campus safety policies, initiatives to prevent and respond to crime and emergencies, and the occurrence of crime on campus. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the College to prepare this report. The report uses information maintained by several sources, including the Office of Campus Safety and Security, Office of Student Affairs and the Detroit Police Department. It provides statistics on reported crimes that occurred during the previous three years on campus, in certain off-campus buildings or on property owned, leased or controlled by CCS. This report also includes institutional policies concerning campus security, sexual assault, missing students, and the use of alcohol and other drugs.

CCS publishes and distributes this Annual Campus Security and Fire Safety Report to all enrolled students and current employees by October 1 of each year. When the College distributes the report, the College provides notice to enrolled students and current employees of the exact electronic address at which the report is posted, attaches a digital copy of the report to notification email, and notifies recipients that the College will provide a paper copy of the report on request. The College also provides a similar notice to prospective students and prospective employees that includes a statement of the report’s availability, a description of its contents, a direct link to the digital version of the report, and an opportunity to request a paper copy. Electronic copies of the report are available on Blackboard (the College’s intranet site) and on the College’s public website. Paper copies of the report are available in the Office of Campus Safety and Security or by call (313) 664-1440.

This past year, the CCS Office of Campus Safety and Security has raised its level of emergency preparedness as follows:

- Trained over 30 Emergency Response Coordinators to assist Campus Safety/First Responders with emergencies.
- Campus Safety and Security has added 15 Automated External Defibrillators (AED) for both campuses. Over one hundred (100) students, faculty and staff have received AED/CPR Certification training.
- Over three hundred (300) CCS students, faculty and staff have received Active Shooter training that was presented by Wayne State Police.
- A CCS Campus wide “See Something, Say Something” campaign has been implemented which encourages the CCS Community to report suspicious activity to Campus Safety & Security.

The men and women of CCS’s Office of Campus Safety and Security are dedicated to maintaining a safe campus environment for all. While reported crime at CCS is historically low, we must keep in mind that the potential for crime does exist. By working together, embracing a community-policing philosophy, assuming personal responsibility for reporting crime and taking precautions to prevent ourselves from being victimized, our community can successfully minimize the incidents of crime on campus.

Mike Bruggeman, CPP
Director of Facilities and Campus Safety & Security
Campus Safety Patrol Areas

Ford Campus
Procedure for Gathering Crime Statistics

Each calendar year, the Director of Facilities and Campus Safety & Security completes an analysis of all crimes reported to CCS Campus Security Authorities. The Director of Facilities and Campus Safety & Security also makes a reasonable, good-faith effort to obtain from the Detroit Police Department statistics for crimes that occurred on or within the College’s Clery Geography (see definition below). Data about crimes reported to CCS Campus Security Authorities is combined with data about crimes reported to and collected from the Detroit Police Department, and those combined crime statistics are reflected in this annual report. Crime statistics are reported for crimes in the College’s “Clery Geography,” which encompasses on-campus, residence hall, non-campus and public property as those terms are defined in this report. In addition to disclosing crime statistics in this annual report, the College reports the crime statistics to the U.S. Department of Education using an electronic system developed by the Department of Education.

The College’s Vice President for Enrollment and Student Services is charged with preparing and distributing the Annual Campus Security and Fire Safety Report.
Clery Geographic Definitions

Clery Geography
For the purposes of collecting crime statistics, an institution’s Clery Geography includes: buildings and property that are part of the institution’s campus (“On Campus”); the institution’s non-campus buildings and property (“Non-Campus Building or Property”); and public property within or immediately adjacent to and accessible from the campus (“Public Property”). For the purposes of maintaining a campus crime log, Clery Geography also includes areas within the patrol jurisdiction of Campus Safety.

On-Campus
Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to that area that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purpose. Pages three and four of this report provide a map of CCS on-campus property.

Non-Campus Building or Property
Any building or property owned or controlled by a student organization that is officially recognized by the institution, or any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property
All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. Pages three and four of this report provide a map of the public property included in the CCS Crime Statistics.

Residence Hall
Those reportable statistics that occur within a college-owned or controlled residence hall or apartment are reported in both “On Campus” and “Residence Hall” categories. The purpose of this category is to specifically list those reportable crimes occurring on campus that take place within a residence hall or apartment.

Definitions of Reportable Crimes

Murder/Nonnegligent Manslaughter – the willful (no negligent) killing of one human being by another.

Negligent Manslaughter – the killing of another person through gross negligence.

Sexual Assault – An offense that meets the definition of rape, fondling, incest, or statutory rape.

Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.

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

Aggravated Assault – an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in seriously personal injury if the crime were successfully completed.

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

Motor Vehicle Theft – the theft or attempted theft of a motor vehicle. For reporting purposes, this includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.

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

Violence Against Women

Domestic Violence – a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from the person’s act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking – a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or to suffer substantial emotional distress. A “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. A “reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Weapons Violation – the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

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

**Liquor Law Violations** – the violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Hate Crimes** – a crime reported to local police agencies or to a Campus Security Authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For reporting purposes, the categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability:

**Categories of Bias** – Although there are many possible categories of bias, under the Clery Act, only the following categories are reported:

- **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

- **Gender** – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

- **Gender identity** – A preformed negative opinion or attitude toward a group of persons because of the person’s sense of oneself as male, female, or transgender.

- **Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

- **Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

- **Ethnicity** – A preformed negative opinion or attitude toward a group of persons based on their identification with Hispanic culture and origin, regardless of race.

- **National Origin** – A preformed negative opinion or attitude toward a group of persons based on the persons’, or their ancestors’, country of birth or origin, or the persons’ possession of the physical, cultural or linguistic characteristics commonly associated with a particular country.

- **Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

- **Larceny/Theft** – unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

- **Simple Assault** – an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

- **Intimidation** – to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack. **Destruction/Damage/Vandalism of Property (except Arson)** – to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
Campus Safety Daily Crime and Fire Log

The Office of Campus Safety and Security maintains a written, easily understood daily crime and fire safety log that meets all Clery Act requirements. The daily crime log records, by the date the crime was reported, any crime that occurred within the relevant Clery Geography and that is reported to Campus Safety and Security. The log includes the nature, date, time, and general location of each crime and the disposition of the complaint, if known. As required by regulation, the Office of Campus Safety and Security makes an entry or an addition to an entry to the log within two business days of the report of the information to Campus Safety and Security, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim. CCS may withhold information from the daily crime log if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. CCS will not disclose information that would cause an adverse effect, and CCS will disclose any information withheld once the adverse effect is no longer likely to occur.

A log covering the past 60 days is available for public inspection upon request, by contacting the Director of Facilities and Campus Safety & Security at 313-664-1440, during normal business hours. Campus Safety and Security will make any portion of the log that is older than 60 days available for inspection within two business days of a request. For purposes of this section, “business day” means Monday through Friday, excluding any day when the institution is closed.
Crime Statistics

The College reports to the U.S. Department of Education and discloses in this report statistics for the three most recent calendar years concerning the number of each of the following crimes that occurred on or within its Clery Geography and that are reported to local police agencies or to a CCS Campus Security Authority.

Ford Campus and Taubman Center Combined

<table>
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<tr>
<th>Criminal Offenses</th>
<th>On-Campus Residence*</th>
<th>On-Campus Residence*</th>
<th>Non-Campus</th>
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<th>Unfounded Cases**</th>
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*On-Campus Residence crimes are included in the On-Campus numbers

** The College may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with criminal prosecution, or the failure to make an arrest do not “unfounded” a crime report.
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*On-Campus Residence crimes are included in the On-Campus numbers

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Hate Crimes

The College discloses in its annual security report statistics for the three most recent calendar years concerning the number of hate crimes that occurred on or within the College’s Clery Geography and that are reported to local police agencies or to a CCS Campus Security Authority. The College discloses the number of the following crimes that are determined to be hate crimes: murder and nonnegligent manslaughter; negligent manslaughter; rape; fondling; incest; statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; arson; larceny-theft; simple assault; intimidation; destruction/damage/vandalism of property; dating violence; domestic violence; and stalking. If any such crimes are determined to be hate crimes, the College will (1) identify by type of crime the number of crimes that are determined to be hate crimes and (2) identify the category of bias that motivated the crime (i.e., the victim’s actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability).

2018: No crimes determined to be hate crimes
2017: No crimes determined to be hate crimes
2016: No crimes determined to be hate crimes

Office of Campus Safety and Security

The CCS campus consists of the Ford Campus and the Taubman Center. The same campus safety policies and procedures apply to the Ford Campus and the Taubman Center. Uniformed Campus Safety officers patrol the interior of all buildings, the campus grounds and contiguous roadways. Services provided by Campus Safety also include: Emergency and Crisis Management, First Aid services, arrangements for emergency medical transport, parking management, safety officer driven shuttles, crime prevention programs and safety education.

Working closely with both the Detroit Police Department and the Wayne State University Police Department, we maintain a safe community and a quality of life that supports the educational mission of the College. CCS falls under the jurisdiction of the Detroit Police Department. The College does not have a formal memorandum of understanding with these local law enforcement agencies; however, they will be contacted to report that a crime is occurring or has occurred on campus.

Once a month, the Director Campus Safety and Security attends the Wayne State Police Midtown CompStat meetings to review crime and hot-spots in the area. The meetings are attended by different police command staff along with several representatives from law enforcement and private sector. This information is shared with CCS Security and senior leaderships.

The Office of Campus Safety and Security receives Wayne State Police Campus Security Bulletins. Bulletins are issued for severe weather, power outages, and immediate emergency threats to Health & Safety of the CCS Community. Because CCS is located inside of the Wayne State University footprint all Wayne State Police Security bulletins are re-issued to all of the CCS students, staff & faculty for awareness purposes. In addition, the Wayne State Police have access to the security cameras on the Ford Campus and the Taubman Center.

Campus Safety personnel are stationed at the following campus locations:

**Ford Campus – (313) 664-7444**
- Kresge Ford Building – first floor B side of building (24 hours a day, 7 days a week, 365 days a year)
- Art Centre Building – first floor lobby (24 hours a day, 7 days a week, 365 days a year)
- Walter B. Ford II Building – first floor atrium (hours vary)
- Manoogian Building – first floor (hours vary)

**Taubman Center – (313) 664-1444**
- First floor east entrance (24 hours a day, 7 days a week, 365 days a year)
- First floor south entrance lobby (24 hours a day, 7 days a week, 365 days a year)

These Campus Safety personnel can summon other CCS Campus Safety officers, Wayne State Police, Detroit Police, or
EMS to respond to any emergency. In an emergency you may flag down any of these officers, Wayne State Police, or Detroit Police whose patrol areas overlap portions of CCS’s campus and the surrounding area. If you need help from an officer from an agency other than Campus Safety, please let them know you are a member of the CCS community and ask them to contact CCS Campus Safety for you.

CCS Campus Safety officers patrol campus at all times and in all weather conditions. Minimum staffing levels are maintained through any weather emergency either by holding over previous shifts to cover for officers who cannot reach campus, or by assisting with transportation arrangements for Campus Safety personnel who cannot otherwise reach campus for their shift.

Emergency Blue Light Phones

CCS offers an emergency communication system on campus identified as Emergency Blue Light Phones. The Emergency Phones comprise an electronic, interactive, voice communication system. This system provides quick, reliable incident response to emergency situations. The units have been prominently deployed throughout the campus. Any member of the CCS community can use them to request services or report suspicious activity or people or crimes in progress. The intercoms have a prominent red button and with the words “Push For Help” also prominently displayed. The placement of these phones alert would-be criminals that the area is well secured.

Location of Emergency Intercoms

**Ford Campus**
Manoogian Visual Resource Center Lobby Doors  
Art Centre Building Fitness Center 1st Floor  
Fritz Garage Parking Lot Side  
Parking Deck 1st level Elevator area  
Parking Deck 1st level north stairwell  
Parking Deck 2nd level Elevator area  
Parking Deck 2nd level south stairwell  
Parking Deck 2nd level north stairwell  
Parking Deck 3rd level Elevator area  
Parking Deck 3rd level south stairwell  
Parking Deck 3rd level north stairwell  
Parking Deck 4th level Elevator area  
Parking Deck 4th level south stairwell  
Parking Deck 4th level north stairwell  
Kresge-Ford Building fire lane north  
Kresge-Ford Building rear of glass shop  
Yamasaki Building inside rear gate area  
Administration Building east entry door  
MVRC Building outside rear door  
WB Ford Building north emergency door

**Taubman Center**
A Elevator Cabs 1, 2 & 3  
B Elevator Cabs 1, 2 & 3  
C Elevator Cabs 1, 2 & 3  
Fitness Center 8th Floor East Side
Kitchen Elevator
Freight Elevator
Underground parking, Rollup Door
Underground Parking, near G stairwell
Underground Parking, Northwest Wall
Underground Parking, near E stairwell
Parking Deck 1st level Elevator Lobby
Parking Deck 2nd level Elevator Lobby
Parking Deck 2nd level west stairwell
Parking Deck 3rd level Elevator Lobby
Parking Deck 3rd level west stairwell
Parking Deck 4th level Elevator Lobby
Parking Deck 4th level west stairwell
Parking Deck 5th level Elevator Lobby
Parking Deck 5th level west stairwell
Parking Deck 6th level Elevator Lobby
Parking Deck 6th level west stairwell
Parking Deck Elevator Cab 1 & 2
Woodward Lot, Northwest Corner
South Entrance Intercom
West Entrance Intercom
Northwest Entrance Intercom
East Entrance Intercom
Loading Dock Intercom
D Stairwell 6th Floor Intercom
D Stairwell 7th Floor Intercom
D Stairwell 9th Floor Intercom
Woodward Lot, Entrance Intercom
Woodward Lot, Exit Intercom
Underground Parking Entrance Intercom
Underground Parking, Exit Intercom

**Operation of Emergency Intercoms**

In the event of an emergency, the Emergency Intercoms can be activated with a single touch of the red button labeled “Push for Help.” The Emergency Intercom will immediately and automatically dial the Campus Safety Office. Once communication is established, the dispatcher can identify the specific emergency phone being activated and will immediately dispatch an officer for assistance. Campus Safety and Security tests these intercoms quarterly.

**Automated External Defibrillators (AED) & Control the Bleed Kits**

CCS has several Automated External Defibrillators (AED) and Control the Bleed Kits in the following locations:

**Ford Campus**
Kresge Ford Building - Outside Campus Safety Office
Walter B. Ford II Building - 1st floor kitchen
Manoogian Visual Resource Center - 1st floor Atrium near library
Yamasaki Building - 1st floor kitchen
Art Center Building - Security Front Desk
Admissions and Administration Building - 2nd floor copier room
Fritz Building - 1st floor copier room

Taubman Center
1st floor - Campus Safety Office
6th floor – Hub (near the A Elevators)
7th floor – Hub (near the A Elevators)
8th floor – Hub (near the A Elevators)
9th floor – Hub (near the A Elevators)
10th floor – Hub (near the A Elevators)
11th floor – Hub (near the A Elevators)

Off-Campus Assistance

If you are experiencing an emergency off campus, call 911 and ask for local agencies to respond. After calling 911 please contact CCS Campus Safety at 313-664-7444 or 1444 to let us know about your situation (or ask the local agency officials who are assisting you to contact Campus Safety at CCS).

Reporting Criminal and Other Serious Incidents

Should a member of the CCS community observe or suspect criminal or suspicious activity, we ask that this information be promptly reported to Campus Safety office located on the first floor of the Taubman Center or the first floor of the Kresge Ford Building on the Ford Campus. Our officers can accept reports in person or by telephone. Campus Safety’s phone number for routine calls is 313-664-7444 on the Ford Campus and 313-664-1444 at the Taubman Center. Both lines are in operation 24 hours a day, seven days a week. Campus Safety Officers are non-sworn officers and have no powers of arrest. They may investigate incidents and detain individuals until the arrival of police. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by informing Campus Safety that you wish this information to remain confidential.

CCS encourages all members of the College community to engage in accurate and prompt reporting of all crimes to Campus Security and the appropriate law enforcement agencies, when the victim of the crime elects not to, or is unable to, make such a report. Prompt reporting is important as it facilitates immediate investigation and the preservation of evidence. Reports may form the basis of criminal charges (violations of state or federal law) and/or college discipline cases (violations of the Code of Student Conduct).

Complainants may also file criminal reports directly with the Wayne State Police Department at (313) 577-2222 or the Detroit Police Department at (313) 224-1212. Complainants wishing to file a criminal report with the Wayne State or Detroit Police Departments may request assistance with initial procedures from CCS Campus Safety. Once a criminal report is filed with the Wayne State or Detroit Police, the decision to prosecute is made at the discretion of the Wayne County Prosecutor’s Office. The Wayne County Prosecutor’s Office is also responsible for providing follow-up communication with the complainant.

Campus Security Authorities

Campus Security Authorities include officials whose functions involve relationships with students. If someone has significant responsibility for student and campus activities, he or she is a Campus Security Authority.

The following are defined by the Jeanne Clery Act as Campus Security Authorities:
• Office of Campus Safety and Security personnel.

• Other Individuals with responsibility for campus security but are not Office of Campus Safety and Security personnel, i.e., those responsible for monitoring entrance into institutional property, such as parking enforcement staff, event security staff and patrol staff.

• Individuals Designated by CCS—Any individual or organization specified in an institution’s statement of campus security policy as one to which students and employees should report criminal offenses. CCS-designated Campus Security Authorities include: Director of Human Resources, Assistant Director of Human Resources, Dean of Students, Director of Student Life, Director of Residence Life, Residence Life Coordinator, Resident Assistants, College Nurse, Personal Counselors, VP for Administration and Finance, VP for Enrollment and Student Services.

CCS Personal Counseling staff maintain a high level of confidentiality in all areas of their work with students. If a student provides a member of the Counseling staff with information regarding being a victim of a crime, confidentiality will be maintained with the exception of limited situations as outlined below:

- The crime includes information that would be indicative of the student’s plan to harm either themselves or another person
- First-hand information regarding the abuse of a child or incapacitated person
- Under Michigan Mental Health Law, counselors are obligated to directly report this information to the appropriate authority.

All students reporting being the victim of a crime are given information on multiple avenues for reporting the crime to the appropriate authority. Students will be given contact information for the CCS Dean of Students, CCS Campus Safety, and the Wayne State University Police.

• Officials who have significant responsibility for student and campus activities, included but not limited to those involved in student housing, student discipline and campus judicial proceedings, students who serve as judicial affairs officials, officials who oversee student extracurricular activities, faculty advisors and those who oversee student programs.

**Maintenance and Security of Campus Grounds and Facilities**

The College maintains a strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Campus Safety conducts periodic lighting surveys. Parking areas, walkways, and building exteriors are lighted. Members of the campus community are encouraged to report any exterior lights that need replacement. The Facilities Department maintains campus buildings and grounds. Needed repairs may be reported directly to the Facilities Department at 313-664-7408. After business hours, please report important or emergency maintenance needs to Campus Safety Dispatch at 313-664-7444 or 313-664-1444.

**Card Access to Campus Facilities**

CCS’s SmART Card for academic and residential buildings is intended to provide greater security and access control throughout the campus. Students, faculty and staff are required to present a CCS identification card directly in front of a proximity reader or, during regular business hours, must show the identification card to Campus Safety personnel upon request. Authorized cardholders will be granted access. Proximity readers can detect when a reader-controlled door is forced or held open. If a door is forced or held open for too long, it will alert Campus Safety. Card access falls under the umbrella of Campus Safety and is subject to the rules and regulations of Campus Safety relative to access privileges.

The CCS campus is designed to serve the needs of the CCS community, and several areas of the campus are open to the public as well. These areas include the CCS galleries, the CCS Bookstore, and certain dining facilities among other locations. The Conference Center located on the 11th floor of the Taubman Center is often used as a public venue, in which case a member of the safety staff is stationed in the lobby to monitor entry and exit by members of the public.
Building security is the responsibility of the entire community; please do not treat it lightly. If you observe a door that is propped open, close it and advise the Campus Safety Dispatch Office at 313-664-7444 (or 1444). If you are issued keys, be aware of the responsibility that comes with them. A missing key could be used by anyone at any time. CCS residence halls and campus buildings are accessible with a CCS ID card. If your CCS ID card is lost or stolen, please report it to Campus Safety immediately. Your missing card will need to be deactivated to prevent someone who finds it from gaining unauthorized access to CCS buildings. Campus Safety will issue you a new card to replace your lost or stolen card.

**Emergency Notification**

Upon confirmation that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on campus or on nearby city streets, CCS will provide notification to the campus community. Any such notification will be provided by the following methods:

- The College for Creative Studies uses an electronic emergency notification system called **Everbridge**. This system has the capability of sending electronic emergency notices regarding severe weather, school closings and emergency situations to all students, staff, and faculty via their CCS email account and cell phone (if registered with the Alert system). CCS will automatically create accounts for all students, staff, and faculty in the Everbridge system using their campus email address and cell phone number if available in the College's records. Students, staff, and faculty will be sent an invitation to edit their profile once created to add additional cell phone numbers or change their email address. The College encourages all community members to include a cell phone number in their profile. In the event of an emergency situation on campus, the message will include the location of the emergency and instructions on what action to take.
  - All students, faculty and staff are urged to provide current personal cell phone so that we can contact you as quickly as possible in the event of an actual emergency. Cell phone numbers are especially important as these devices provide the fastest and most effective way for users to receive information. Your personal cell phone number will only be used for emergency notification purposes. While your profile is automatically created, it is important that you update your profile information to keep the most current forms of contact for the alert system.
- CCS’s website—when it is deemed necessary, the College will also utilize the website’s home page to inform and update community members about an emergency occurring on campus. The web alert will contain information about the nature of the emergency and the steps being taken to address the situation.

**Timely Warnings Reports (Safety Alerts)**

Campus Safety and/or the Dean of Students is responsible for issuing timely warnings in compliance with the Clery Act. These warnings alert students, faculty and staff to crimes that may present an ongoing threat to the campus community. CCS issues timely warnings in a manner that is timely and that withholds as confidential the names and other identifying information of victims and that will aid in the prevention of similar crimes. CCS will issue timely warnings to the campus community on crimes that are:

1. Crimes required to be report reported to the U.S. Department of Education and disclosed in this annual security report,
2. Reported to Campus Security Authorities, and
3. Considered by CCS to represent a threat to students and employees.

Whether or not a situation represents a threat that requires a timely warning will be decided on a case by case basis considering the facts surrounding an incident, such as the nature of the crime, the continuing threat to the campus community and the possible risk of compromising law enforcement efforts. Timely warnings are issued to students, faculty and staff via a campus-wide email and/or the Everbridge Emergency Notification System.

Information included in a timely warning may include:

- A succinct statement of the incident.
- Possible connection to previous incidents, if applicable.
• Physical description of the suspect.
• Date and time and general location where the incident occurred.
• Other relevant crime prevention tips and information

If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on campus, CCS is required to follow its emergency notification procedures. If CCS follows its emergency notification procedures, it is not required also to issue a “timely warning” based on the same circumstances; however, CCS will provide adequate follow-up information to the campus community as needed.

Wayne State University Police and Emergency Notifications/Timely Warnings

The CCS Ford Campus and Taubman Center are located within the Wayne State University Police boundaries and as a result, the CCS Director of Campus Safety receives all emergency notifications and timely warnings from the Wayne State Police Alert System. If applicable, these warnings are rebroadcast to the CCS community via the Everbridge system.

In addition, CCS has given the Wayne State University Police Department access to the 365 cameras on both campuses in the event of an emergency, special events, traffic, criminal activity, or any other situation that may be warranted.

Behavioral Intervention Team (BIT)

Concerns acted on by the Behavioral Intervention Team (BIT) are considered crisis situations that require immediate intervention and action. Situations requiring a response from the BIT team may include imminent threats of suicide or violence, emotional or mental health crisis, or similar situations that require immediate and intense intervention by campus personnel.

The BIT members include the Dean of Students, Vice President for Enrollment and Student Services, Director of Wellness and Counseling Services, and additional staff as necessary due to the nature of the situation (often the Director of Facilities and Campus Safety & Security /or the Director of Residence Life).

To raise a concern with BIT, contact either the Dean of Students Dan Long at 313-664-7675, dlong@collegeforcreativestudies.edu or Director of Wellness and Counseling Services Val Weiss at 313-664-7852, vweiss@collegeforcreativestudies.edu.

Emergency Response Plan

It is the policy of the College for Creative Studies (CCS) to be prepared for and respond to any emergency in accordance with federal, state and local laws; and to ensure the protection of its students and personnel, the general public, college property, assets and the environment.

In the event of a crisis situation, the College for Creative Studies’ primary concern is to bring the situation under control as quickly as possible in order to reduce or eliminate injury to the students, staff, faculty and general public and to return the College to normal operations.

Operational Emergencies

An emergency may be the result of a significant fire or explosion, a natural disaster such as a tornado, earthquake or flood, man-made disasters, criminal act, or a terrorist attack.

An emergency is defined as any incident that:
• has caused or has the potential to cause serious injury or death
• presents danger to the health and safety of the public
• has caused or has the potential to cause significant property damage
• has caused or has the potential to cause significant harm to the environment
Operational Emergency Classifications/Levels

Emergencies, which occur during daily operations, frequently demand immediate and decisive action. For catastrophic events, the Emergency and Crisis Management Plan may require the activation of the Crisis Management Team.

Three emergency response levels have been defined to assist with crisis management:

- **Level 1:** The emergency can be managed using internal College resources and response operations.
- **Level 2:** The emergency requires limited outside assistance to manage or assist with managing the incident. Required assistance may include, but not be limited to, police, fire, or EMS services.
- **Level 3:** The emergency cannot be managed using normal College Resources and requires activation of the Crisis Management Team.

Any member of the CCS community who becomes aware of a possible or actual emergency should notify the Office of Campus Safety and Security. The primary responsibility for monitoring emergency threats and events resides within the Office of Campus Safety and Security. The office operates on a continuous 24/7/365 basis and is always available to receive emergency communications from a variety of official and public sources.

**Emergency Numbers**
Immediate help - Dial 911

Anyone with knowledge of an emergency should contact: CCS Office of Campus Safety and Security
ext. 7444 (Ford campus) or ext. 1444 (Taubman Center) from any College phone
313-664-7444 or 313-664-1444 (from off campus)

Facilities ext. 7408 (from any College phone) 313-664-7408 (from off campus)
Main CCS Phone 313-664-7400 – This number will have a recording of up-to-date information during any emergency

**Crisis Management Team**
If an emergency escalates into a situation which exceeds the capacity of existing college resources, or is of such proportion that personal injury, significant damage or loss of life is encountered; the Crisis Management Team may be activated by the President of the College, or his designee, to manage the situation.

Every emergency requires preparedness and appropriate response. The Crisis Management Team (CMT) is designed to ensure that:
- The College for Creative Studies is prepared to respond to, and manage, a wide variety of crisis situations;
- A defined crisis management structure is in place with clearly assigned roles and responsibilities;
- Actions are outlined to ensure prompt and accurate communication both internally and externally with the community, the media, and outside agencies;
- Effective procedures and processes are in place to enable and facilitate resumption of regular services as soon as possible

**Scope of Crisis Management Team**
The scope and leadership of the Crisis Management Team will provide the College for Creative Studies with the ability to assess, respond to, and provide support for critical incidents in a rapid and effective manner.

While most incidents will not escalate to a crisis situation, every incident has the potential to become a crisis. The Crisis Management Policy is designed to cover primarily incidents of a physical nature including, but not limited to:
- Fatality involving an employee, student, or contractor
- Multiple injuries resulting from the same incident
- Uncontrolled fire or explosion
- Natural disaster; incidents that involve or potentially endanger the local community, or are highly visible to the news media

The College for Creative Studies’ overall emergency and crisis management structure is designed to reflect three primary activities which must be performed in response to an incident, which has the potential to result in a crisis. These activities are:
- On-site and immediate management of the emergency
- Business continuity requirements
- Management of the incident’s impact and/or consequences (mitigation)
Crisis Management Team Members

The Crisis Management Team (CMT) is activated and directed by the President of the College, Donald L. Tuski, PhD along with the following administrators:

- Anne Beck, Vice President of Administration and Finance
- Tracy Muscat, Vice President of Institutional Advancement
- Julie Hingelberg, Vice President of Enrollment and Student Services
- [TBD], Provost and Vice President of Academic Affairs
- Mike Bruggeman, Director of Facilities and Campus Safety & Security
- Michael Hill, Director of Human Resources
- Dan Long, Dean of Students
- Marcus Popiolek, Director of Marketing & Communications
- Greg Fraser, Director of Information Technology (IT) Services

All critical decisions concerning the incident, safety, and business continuity will be made by the President of the College, or his designee, in consultation with the CMT.

Notification Procedures for Emergency Situations

The President of the College, or his designee, will be notified by the Director of Facilities and Campus Safety & Security or the on-duty security supervisor of any emergency that may require activating the Crisis Management Team. The President of the College or his designee will determine if it is necessary to activate the Crisis Management Team. During normal college business hours (7:00 am – 6:00 pm EST) the Director of Facilities and Campus Safety & Security or Assistant Director of Campus Safety & Security will respond directly to the scene to assess the situation and determine the proper corrective action and notifications.

If the emergency occurs after normal college business hours, the Campus Safety & Security department’s on-duty supervisor will respond directly to the scene to evaluate the situation and determine appropriate action. After stabilizing the situation, the on-duty security supervisor will immediately notify the Director of Facilities and Campus Safety & Security or Assistant Director of Campus Safety & Security for further direction and notifications.

If an operational emergency escalates into a situation that exceeds available staff resources (e.g. a natural disaster), or results in serious injury or death, the President of the College, or his designee, has the option of activating the Crisis Management Team to help manage the incident, mitigate losses, save lives, and to facilitate resumption of normal business activities and institutional continuity. These emergency situations require immediate decisions and action. Case by case circumstances will dictate any immediate decisions and action. The President of the College or the Director of Facilities and Campus Safety & Security, or their designee, will make immediate decisions based on circumstances. The objective is to communicate an emergency message through Alert Emergency Notification System within ten (10) minutes.

Emergency Evacuation Procedures

Not all emergencies require the evacuation of a building. In the event of a building evacuation, persons are to follow the emergency evacuation routes posted throughout the buildings. The Campus Safety & Security Department will provide assistance to all occupants evacuating a building and special attention will be given to any person who is physically challenged. Persons being evacuated from a building will be directed to an alternate site on campus away from the hazard.

Authority to evacuate a building will be made by the following individuals in the priority indicated:

1. Donald L. Tuski, PhD President of the College, or his designee
2. Wayne State University Police Department, Detroit Police/Fire Departments

The Director of Facilities and Campus Safety & Security or the on-duty Security Supervisor, will communicate building evacuations and where to report using Alert Emergency Notification System to designated Alert Emergency Notification System personnel and security and facility staff.

Security Awareness and Crime Prevention

Campus Safety & Security provides security awareness programs designed to inform students and employees about campus
security procedures and practices and to encourage students and employees to be responsible for their own security of others. Programs designed to inform students and employees about the prevention of crimes include orientation, where students and employees are informed of campus security programs offered by Campus Safety & Security. The Campus Safety & Security website provides additional crime prevention suggestions.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Information is also presented to students and employees through crime prevention awareness packets, security alert posters and emergency response plans.

**Sexual Misconduct Prevention Strategies**
Each year the College utilizes the following strategies to help prevent incidences of sexual misconduct. At New Student Orientation, which occurs in the Fall and Winter semesters, students attend a presentation on the prevention of sexual assault and sexual harassment in addition to information on reporting procedures and bystander intervention. The College’s Title IX Coordinator conducts this presentation. Additionally, educational programming is provided at a minimum of once a semester through the Student Engagement Coordinator (targeting all students) and through staff in the Department of Residence Life (targeting students living on campus). The effectiveness of these interventions are assessed by the Title IX Coordinator and will be modified based on trends observed by the Coordinator. All students are emailed a copy of the Title IX Policy at the start of each Fall semester and students enrolling for the first time in the Winter semester are emailed a copy of the policy at the start of the Winter semester.

The College has purchased an online Sexual Misconduct Prevention training module and all employees are required to participate in this online training. The training module software will record which employees have viewed the information. As new employees are hired, they will be required to participate in the Sexual Misconduct Prevention training as part of their orientation process. This training module will also be available to students.

**Drug and Alcohol Abuse Prevention Strategies**
The College utilizes the following strategies to help prevent incidences of drug and/or alcohol abuse. The College is a drug free and alcohol free campus, which is seen as a primary prevention strategy. The only exception to this Policy is that individuals of legal age may consume alcohol on College property in a manner consistent with College policy and State of Michigan law within the approved designated area of events coordinated by the Office of Institutional Advancement or Executive Office.

The drug and alcohol policy is formally covered during the presentations at New Student Orientation. Additionally, educational programming is provided at a minimum of once a semester through the Student Engagement Manager (targeting all students) and through staff in the Department of Residence Life (targeting students living on campus). The effectiveness of these interventions are assessed by a committee of student services personnel annually and will be modified or added to based on trends observed.

**New Student and Parent Orientation**
During New Student and Parent Orientation, the Director of Facilities and Campus Safety & Security presents information on the services provided, building access, and current crime statistics. New student and parent orientation is offered each August.

**Self-Defense Training**
During the fall semester, an independent contractor provides a beginner course in self-defense. The training includes both strategies on staying safe in an urban environment as well as physical tools to help eliminate a physical threat to one's personal safety and de-escalate a situation. Campus Safety and Security is working with the independent contractor to incorporate CCS’s Security Awareness Training with each class.

**CPR, Standard First Aid and Stop the Bleed Training**
Each year Resident Assistant staff members, professional staff in Residence Life, and members of the CCS Security Office either renew or receive their Red Cross endorsements for First Aid, CPR, Automated External Defibrillator usage and Stop the Bleed. The training is provided by an independent contractor through the Red Cross to train our staff members as a first line of response to students that experience a medical emergency. The training of our staff is meant to augment existing emergency personnel not replace the usage of 911 medical emergency services. Other professional staff members in the Student Affairs Office receive similar training as funding is available.
Active Shooter Training Course
This training is designed to teach proactive survival strategies in violent intruder situations to bridge the gap between the moment a violent event begins and the moment that law enforcement arrives. CCS Campus Safety & Security website has been updated with new Active Shooter training video links. https://collegeforcreativestudies.edu/student-resources/campus-safety-security. In addition CCS Campus Safety and Security along with the Wayne State Police Department will offer a session on Active Shooter Training this academic year for faculty, staff, and students.

Resident Life Staff Training
Resident Assistants receive extensive training each year prior to the start of the Fall semester. Training the RA staff is conducted over a two week period and includes: First Aid/CPR/AED, empathy, fire and emergency response, policy enforcement documentation, diversity, LGBT, conflict mediation, suicide/depression, mental health referral, sexual harassment/assault reporting requirements, community building, and other related topics. RA’s are trained to enhance the living community by providing a resource to students whether their needs are related to academics, personal, emotional, or mental health needs.

Summer 2017, the Office of Campus Safety and Security trained the RA’s on being a Emergency Response Coordinator. They covered their roles as a emergency coordinators, emergency evacuation, emergency notification, fire extinguisher demonstrations, first aid, and emergency stairwell evacuations of handicapped.

New Employee Orientation
Human Resources provides an orientation program for new employees each time an employee is hired. The orientation program educates new employee on a wide range of College policies and procedures, including an overview of the Title IX program, Drug and Alcohol Policy, Weapons Policy, emergency procedures, and the emergency notification system. Each new employee is given a copy of the Annual Campus Security and Fire Safety Report.

Alcohol and Other Drug Policy for Students, Faculty and Staff
Updated: February 2016

Introduction
The College for Creative Studies is committed to providing a safe, healthy learning community for all its members. The College recognizes that the improper and excessive use of alcohol and other drugs may interfere with the College's mission by negatively affecting the health and safety of students, faculty and staff. Due to the harm caused by excessive and illegal use of alcohol and other drugs, the College has a vested interest in establishing polices to prohibit unlawful behavior and sanctions to address policy violations by members of the CCS community.

Under the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, the College is required to have an alcohol and other drug policy and must distribute this policy annually to all employees and students. This Policy must outline the College's prevention, education and intervention efforts, and consequences that may be applied by both the College and external authorities for policy violations. The law also requires that individuals be notified of possible health risks associated with the use and abuse of alcohol and other drugs, and sources of assistance for problems that may arise as a result of use.

Scope
This policy applies to all faculty and staff, as well as students enrolled in credit bearing and non-credit bearing courses at CCS, including any and all programs located off site. Guests, on campus or at College events, who are violating a College policy, may be asked to leave campus/the event and their CCS host will be held responsible for their guest’s actions.

Students visiting other countries to attend academic programs are reminded that they may be subject to arrest and legal sanctions for alcohol and drug offenses under the laws and regulations of that particular country or institution in addition to the judicial process of the College.

Definitions
The following terms are defined for the purposes of this policy and are important for purposes of expressing the College's policy on a drug and alcohol-free environment:
College refers to the College for Creative Studies.

College activities includes programs affiliated with the College, including study-abroad programs, and any on-campus or off-campus event or function conducted, approved, sponsored or funded, in whole or in part, by the College or any officially recognized student organization.

College premises includes all buildings and land owned, leased, or used by the College (including adjacent streets and sidewalks), and motor vehicles operated by employees, including personal motor vehicles, when used in connection with work performed for or on behalf of the College.

Controlled Substance means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15.

Contract means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or barter, of property or services for the direct benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.

Conviction means finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Criminal drug statute means a federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance.

Drug For the purpose of this Policy, the term "drug" includes:
- controlled substances, as defined in 21 USC 812, which cannot be legally obtained
- legally obtainable controlled substances which were not legally obtained, including:
  - Prescribed drugs when prescription is no longer valid (e.g. use of medication after a course of treatment is completed);
  - Prescribed drugs used contrary to the prescription;
  - Prescribed drugs issued to another person.

Federal agency or agency means any United States executive department, military department, government corporation, government controlled corporation, or any other establishment in the executive branch, or any independent regulatory agency.

Guest means a person who is not a direct member of the College community, such as a student or employee.

Host means the person who is responsible for a guest being on campus or at a College event.

Illicit drug use means the use, manufacture, sale, distribution, dispensation, or possession of illegal drugs.

Over the Counter Substances means items that are available for purchase from retailers that do not need a prescription.

Prescribed Drug means any substance prescribed for use by a licensed medical practitioner.

Student means an individual registered or enrolled for a credit or non-credit course or program offered by the College.

**CCS Alcohol and Drugs Policy**

All members of the CCS community also are governed by laws, regulations and ordinances established by the state and local municipalities, and will be held accountable by law enforcement representatives of those entities for any illegal activity. It is the responsibility of all campus members to be aware of these laws.

**Alcohol**

Employees, students, faculty and campus guests, regardless of age, are expected to refrain from the possession, consumption or transportation of alcoholic beverages while on any part of the campus or at College sponsored/supported events, while driving a College vehicle or while otherwise engaged in College business. Possession of an empty container of an alcoholic beverage will be dealt with as though the individual responsible for the empty container consumed the contents.

The only exception to this Policy is that individuals of legal age may consume alcohol on College property in a manner consistent with College policy and State of Michigan law within the approved designated area of events coordinated by the Office of Institutional Advancement or Executive Office.

**Drug/Controlled Substance**

Students, CCS employees and guests are prohibited from using, possessing, transferring or selling any illegal drug, controlled substance, or related paraphernalia, including hookahs, while on any part of the campus or at College sponsored/supported events.

Any person taking prescription drugs or over-the-counter medication is personally responsible for ensuring that while taking such drugs or medications, he or she is not a safety risk to themselves and others while on College property, while driving a College or privately owned vehicle, or while otherwise engaged in College business. It is illegal to misuse prescription medication, i.e. continue to use medication when the prescription is no longer valid, use prescribed drugs contrary to the prescription, and give or sell prescribed drugs to another person. Misusing prescription drugs can result in conviction with jail time.
CCS Alcohol and Other Drug Prevention Strategies
The College uses the following strategies to provide a positive influence on the campus culture regarding alcohol and drug abuse:

- Students, employees and campus guests, regardless of age, are expected to refrain from the possession, consumption or transportation of alcoholic beverages on campus. (see details and exceptions described in the above section)
- Providing education and awareness activities
- All student social, extracurricular, and public service options are substance-free
- Prohibiting the marketing and promotion of alcohol and other drugs
- Developing and enforcing campus policies and enforce laws to address high-risk and illegal alcohol and other drug use
- Providing early intervention and referral for treatment

Health Risks
The use or abuse of alcohol and other drugs increases the risk for a number of health-related and other medical, behavioral and social problems. Below is a general description of the health risks associated with drug use.

ALCOHOL: Can cause short-term effects such as loss of concentration and judgment; slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; long-term effects include risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

AMPHEMATINES: Can cause short-term effects such as rushed, careless behavior and pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; long-term effects include physical and psychological dependence and withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition and death.

CANNABIS: Can cause short-term effects such as slow reflexes; increase in forgetfulness; alters judgment of space and distance; aggravate pre-existing heart and/or mental health problems; long-term health effects include permanent damage to lungs, reproductive organs and brain function; can interfere with physical, psychological, social development of young users.

COCAINE: (crack) Can cause short-term effects such as impaired judgment; increased breathing, heart rate, heart palpitations; anxiety, restlessness, hostility, paranoia, confusion; long-term effects may include damage to respiratory and immune systems; malnutrition, seizures and loss of brain function; highly addictive.

DESIGNER DRUGS/SYNTHETIC CANNABINOIDS: (bath salts, K2, spice) Can cause short-term effects such as elevated heart rate, blood pressure and chest pain; hallucinations, seizures, violent behavior and paranoia; may lead to lack of appetite, vomiting and tremor; long-term use may result in kidney/liver failure, increased risk of suicide and death.

HALLUCINOGENS: (PCP, LSD, ecstasy, dextromethorphan) Can cause extreme distortions of what is seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma and death. Frequent and long-term use can cause permanent loss of mental function.

INHALANTS: (nitrous oxide, amyl nitrite, butyl nitrite, chlorohydrocarbons, hydrocarbons) Can cause short-term effects such as nausea, dizziness, fatigue, slurred speech, hallucinations or delusions; may lead to rapid and irregular heart rhythms, heart failure and death; long-term use may result in loss of feeling, hearing and vision; can result in permanent damage to the brain, heart, lungs, liver and kidneys.

OPIATES/NARCOTICS: (heroin, morphine, opium, codeine, oxycodone, china white) Can cause physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest and death; long-term use leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and hepatitis; highly addictive, tolerance increases rapidly.

SEDATIVES: Can cause reduced reaction time and confusion; overdose can cause coma, respiratory arrest, convulsions and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death; long-term use can produce physical and psychological dependence; tolerance can increase rapidly.

TOBACCO: (cigarettes, cigars, chewing tobacco) Can cause diseases of the cardiovascular system, in particular smoking being a major risk factor for a myocardial infarction (heart attack), diseases of the respiratory tract such as Chronic Obstructive Pulmonary Disease (COPD) and emphysema, and cancer, particularly lung cancer and cancers of the larynx and mouth; nicotine is highly addictive.

For an extensive list of health-related risks please visit The National Institute on Drug Abuse: http://www.drugabuse.gov/

Counseling and Treatment Programs
Students
All students are encouraged to seek help early if they feel they have a problem with drugs and/or alcohol, and to learn how to assist others with substance abuse problems. With early assistance it is less likely that serious consequences will result from an alcohol or drug problem.
The College offers the following alcohol and drug abuse services:

Information and Referral
All students are eligible to consult with the professional staff of the Wellness Center; personal counselors and/or health care professional, regarding the availability of drug abuse assistance programs. Drug and alcohol abuse counseling and rehabilitation program referrals are made to mutual help organizations, private hospitals, public treatment programs, and private drug treatment practitioners.

Individual Counseling
Individuals are seen on a short-term basis for assistance with drug-related problems. However, it is likely that students will be referred out for alcohol and drug dependence. This service is available to students at no charge.

Contact Information
Personal Counseling – 313-664-7852 or 313-664-7838  
College Nurse – 313-664-7982

Employees
Alcohol and drug abuse rehabilitation and assistance programs are available through the College’s health benefit program and Ulliance (employee assistance program) with both in-patient and out-patient programs. Employees with alcohol or drug abuse problems are strongly encouraged to participate in these programs. Employees may contact the Office of Human Resources to seek counseling assistance and/or referral to an appropriate outside agency. All communications between employees and CCS or outside agencies are strictly confidential.

Contact Information
Human Resources – 313-664-7652  
Ulliance (Employee Assistance Program) – 888-333-6269  
Blue Cross Blue Shield of Michigan – 800-637-2227  
Blue Care Network – 800-662-6667

Community Resources
For friends, relatives and domestic partners who are coping with a loved one's alcohol or drug use.  

CCS Sanctions
The use or abuse of alcohol and other drugs also increases the risks for behavioral and social problems such as negative effects on academic work performance; conflicts with co-workers, classmates, family, friends and others; conduct problems resulting in disciplinary action, including loss of employment or dismissal from an academic program; and legal problems resulting in ticketing, fines and imprisonment.

Students
When a student is found responsible for violating the CCS Alcohol and Other Drug Policy, their case will be evaluated and an appropriate sanction will be implemented.

The sanctions described are minimum sanctions and do not limit the disciplinary power of the College in any matter involving Code of Conduct violations.

A Warning is a written notification that a particular action is not acceptable.

Disciplinary Probation is a formal written notice that a student is in poor judicial standing with the College.
Loss of College Housing Eligibility (if applicable) is the termination of a student's admissibility to live in College housing.
Suspension is the termination of an individual's status as a student, with the loss of all rights and privileges, for a specific time period.
Dismissal is the permanent termination of an individual's status as a student, with the loss of all rights and privileges.
Community Service Hours is a required number of hours to be worked in unpaid College or public service within a specific period of time.
Educational Project is a project that is focused on educating the student about a particular issue.
Employees
CCS will take appropriate action, up to and including immediate termination, with employees in violation of this policy. Employees are notified that action under this policy may include requiring successful participation in an alcohol or drug rehabilitation or assistance program as a condition of continued employment.

External Sanctions

Federal Law
Violations of laws and ordinances may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions, which include, but are not limited to, the following:
• Fines as determined under local, state, or federal laws;
• Imprisonment, including up to life imprisonment, for possession or trafficking in drugs such as heroin, cocaine, marijuana and prescription drugs;
• Forfeiture of personal and real property;
• Denial of federal benefits such as grants, contracts and student loans;
• Loss of driving privileges;
• Required attendance at substance abuse education or treatment programs.

A full description of federal sanctions for drug felonies can be found at: http://www.justice.gov/dea/druginfo/ftp3.shtml. This section is not intended as legal advice; consult with an attorney regarding your specific legal issues.

Michigan Law

Alcohol: Under Michigan law, it is illegal for anyone under the age of 21 to purchase, consume or possess, or have any bodily content of alcohol. A first-time conviction may result in a fine, substance abuse education and treatment, community service and court-ordered drug screenings. There also is a provision for possible imprisonment or probation for a second or subsequent offense. Use of false identification by minors in obtaining alcohol is punishable with a fine, loss of driver's license, probation and community service.

Individuals can be arrested and/or convicted of operating a vehicle while intoxicated with a blood alcohol concentration (BAC) level at .08 or higher. If a student is under 21, there is a "zero tolerance" law in the state of Michigan, and any blood alcohol level of .01 or higher can lead to a minor in possession (MIP) citation as well as being cited for operating a vehicle while intoxicated, if applicable. This is in addition to suspension of driving privileges in the State of Michigan.

Medical Amnesty: To better ensure that minors at medical risk as a result of alcohol intoxication will receive prompt and appropriate medical attention, the State of Michigan provides for medical amnesty to remove perceived barriers to calling for or seeking help.
Michigan law continues to prohibit a minor from purchasing, consuming, or possessing, or attempting to purchase, consume, or possess, alcoholic liquor and from having any bodily alcohol content. The medical amnesty law provides an exemption from prosecution for the following:
• A minor (under the age of 21) who, after consuming alcohol, voluntarily presents himself or herself to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault (as defined in Michigan law).
• Any minor (under the age of 21) who accompanied a minor (under the age of 21) who, after consuming alcohol, voluntarily presented himself or herself to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault (as defined in Michigan law).
• Any minor (under the age of 21) who initiated contact with law enforcement or emergency medical services personnel for the purpose of obtaining medical assistance in connection with a legitimate health care concern.

Michigan Law Governing Medical Marijuana: The Michigan Medical Marijuana Act (MMMA) conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. CCS receives federal funding that would be in jeopardy if those federal laws did not take precedence over state law. Thus the use, possession or cultivation of marijuana in any form and for any purpose continues to violate the CCS Alcohol and Drug Policy and is prohibited.

State of Michigan Legal Sanctions for Illegal Use, Possession and/or Delivery of Controlled Substances
(Act No. 368 of the Public Acts of 1978)

State of Michigan Sanctions for Violation of Drug Laws Narcotic Drug and Cocaine:
Delivery and Possession - Felony, Mandatory 10 years to life.
Use less than 50 grams - Misdemeanor, up to 1 year and/or $2,000 fine.

Hallucinogens:
Delivery - Felony, up to 7 years and/or $5,000 fine.
Possession - Misdemeanor, up to 1 year and/or $1,000 fine.
Use - Misdemeanor, up to 6 months and/or $100 fine.

Marijuana:
Delivery - Felony, up to 4 years and/or $2,000 fine.
Possession - Misdemeanor, up to 1 year and/or $1,000 fine.
Use - Misdemeanor, up to 90 days and/or $100 fine.

Other Controlled Substances:
Delivery - Felony, up to 7 years and/or $1,000 - $5,000 fine.
Possession - Misdemeanor or felony, up to 2 years and/or $1,000 - $2,000 fine.
Use - Misdemeanor, up to 1 year and/or $100 - $1,000 fine.

State of Michigan Sanctions for Violation of Alcohol Laws Sale to Minors:
Misdemeanor, 90 days and/or $100 fine.

Minor Possessing or Transporting in Motor Vehicle:
Misdemeanor, 90 days and/or $100 fine.

Furnishing Fraudulent ID to Minor/Use of Fraudulent ID by Minor:
Misdemeanor, 90 days and/or $100 fine.

Consumption on/in Public Highways, Parks or Places of Amusement:
Misdemeanor, 90 days and/or $100 fine.

Open Alcohol in Vehicles on Highways:
Misdemeanor, 90 days and/or $100 fine.

Purchase, Possession or Consumption by Minor:
(Civil Citation) : First violation not more than $25.00; Second violation not more than $50.00 (or participate in a substance abuse program) ; Third and subsequent violation not more than $100.00 (or participate in a substance abuse program).

Selling Without a License:
Misdemeanor, 1 year and/or $1,000 fine.

Selling or Furnishing Alcohol to a Minor:
Misdemeanor, 90 days and/or $100 fine.

State of Michigan Sanctions for Drinking/Driving Offenses Operating a Motor Vehicle with Ability Impaired: (depends on number of offenses)

Operating a Motor Vehicle Under the Influence of Intoxicating Liquor:
Operating a motor vehicle with unlawful blood alcohol level of 0.10 grams or more per 100 milliliters of blood: Up to $1,000 fine, up to 1 year in jail, 10 to 90 days community service, license suspended for 90 days to 2 years or 5 year revoked license. If death caused, offense becomes a felony.

Employee Reporting Requirement
Under the Drug-Free Workplace Act, in addition to the other requirements of this Policy, the College requires all employees who work in any capacity under a federal grant or contract to notify his or her supervisor or department head in writing of his or her conviction for a violation of any criminal drug statute occurring in the workplace or on work-related activities no later than five (5) calendar days after such conviction. The supervisor or department head will notify the Office of Human Resources.

Distribution of Policy
A copy of this Policy statement will be distributed to all faculty, staff and students annually via email at the beginning of fall
Review of the College’s Prevention Program and Policy
Annually, the College shall review its Alcohol and Other Drug Policy and prevention strategies to determine effectiveness and to ensure that the College’s disciplinary sanctions are consistently enforced. This annual review will be conducted in May and the minutes from the review are available to students and employees upon request.

For More Information
For more information concerning this Policy, employees should contact the Office of Human Resources at 313-664-7652 and students should contact the Office of Student Affairs at 313-664-7879.

Weapons Policy
Engaging or participating in unauthorized possession or use of explosives, firearms, dangerous weapons, or other hazardous objects or substances on College premises is expressly prohibited. Weapons, explosives, and other hazardous objects or substances covered by this regulation shall include, but not be limited to, the following:

- all handguns, rifles, and shotguns;
- all longbows, crossbows, and arrows;
- all knives having a blade length of three inches or more that are not solely used for the purpose of creating art or for the preparation and eating of meals;
- all BB guns, pellet guns, air/CO2 guns, blow guns, paint guns, splat balls and altered toy guns;
- all fireworks;
- all explosives, laboratory chemicals, dangerous compounds, gunpowder, firearm ammunition, and flammable petroleum fuels;
- any martial arts weapons, e.g., numb chucks and throwing stars;
- any substance that is considered poisonous;
- any item used as a weapon in the commission of a crime; and
- any operative animal trap or other device that is used to ensnare animals.
Missing Student Policy
Updated August 2017

The College for Creative Studies (CCS) takes student safety seriously and has established the following policy if a currently enrolled student is reported missing. This plan is a good faith effort to comply with the August 14, 2009 Higher Education Opportunity Act, Section 485 (j).

A student will be deemed missing when it has been established that they have been absent from the College and have been reported by an individual to be missing for a period of 24 hours or more. Reports of students missing should be directed to the Office of Student Affairs or Campus Safety. After a missing student report has been made, the College will attempt to locate the student. If the student cannot be located, the emergency contact person will be notified. In the case of residential students, this emergency contact person is the person listed on the housing application. For all other students, the emergency contact person, if provided, is listed in the College’s database system. If the student is under the age of 18 or they have failed to provide specific emergency/missing student emergency contact information, their parent or guardian will be notified. In addition, local law enforcement will be notified that the student is missing within 24 hours of the initial report. Students also have the option to declare a separate emergency contact person to be used if they are reported missing, and can do so through the Office of Student Affairs.

Procedure

Notification:

- Anyone who suspects a student may be missing should notify Campus Safety or the Office of Student Affairs immediately.
  - The following information will be collected:
    - Contact Information and relationship to the missing student
    - Name and vital information about the student reported to be out of contact.
    - The date, time, and location the missing student was last seen.
    - The general routine or habits of the suspected missing student (e.g. – visiting friends who live off-campus, working in a job away from campus) including any recent changes in behavior or demeanor.
    - The missing student’s cell phone number (if known).

- Once a report has been made that a student is missing, Campus Safety and the Office of Student Affairs will work together to investigate the situation.
- When a student is reported missing the two offices shall:
  - Initiate an investigation to determine the validity of the missing person report that may include:
    - Call the student’s cell phone number
    - Go to the student’s room
    - Talk to the student’s Resident Assistant, roommate, and floor mates to see if anyone can confirm the student’s whereabouts and/or confirm the date, time, and location the student was last seen.
    - Secure a picture of the student.
    - Call student at any other numbers on record.
    - Send the student an email.
    - Check all possible locations mentioned by reporting parties including, but not limited to: library, residence hall, fitness center, studios, classrooms, and cafeteria.
    - Contact any other known friends to see if student has made contact with them. This could also include social networking sites.
    - Contact instructors regarding recent class attendance/absences and any recent questionable behaviors.
    - Determine if the student has a car and if it is currently parked in the parking structure.
    - Have security investigate if the ID has been used since the student was reported missing.
    - Contact student’s emergency/missing student emergency contact to see if they have been in contact with the student
  - Notify the Vice President for Enrollment and Student Services, the Vice President for Business and Finance and the President.
    - The Vice President for Enrollment and Student Services may initiate additional action as deemed appropriate under the circumstances and in the best interest of the missing student.
o Notify the emergency contact of the missing student within 24 hours of the initial report that the student is missing.
  ▪ If the student is under the age of 18 or has failed to provide specific emergency/missing student emergency contact information, notify the student’s guardian or parent as listed in the college’s records within 24 hours of the determination that the student is missing.
o Notify the Detroit Police Department within 24 hours after determining that the student is missing.

Student Contact Information:

- Residential students are asked to provide two emergency contact names each year as part of their housing application. This information is protected by FERPA and is accessible by The Office of Student Affairs and other appropriate officials in an emergency situation.
- Students are given the opportunity to designate two emergency contacts and a missing person contact under Emergency Contact Info on WebAdvisor. This information is considered to be an element of the academic record, and is protected by FERPA.
- Students may designate a specific person to notify in a missing person investigation, by visiting the Office of Student Affairs. This information would only be used if the student is deemed to be missing.

Student Notification of this Policy:

The CCS Missing Student Policy will be:
- Posted on the College’s website
- Posted on the College’s intranet – Blackboard
- Discussed during new student orientation sessions
- Discussed during the mandatory housing meetings in the beginning of the semester.
- Included in the housing handbook.
- Included in the College’s student handbook
- Sent to all students via CCS email.
Sexual Misconduct Policy (Title IX)
Updated August 2, 2018

I. Policy Statement

The College for Creative Studies subscribes to the principle of equal opportunity in its employment, admissions and educational practices and strives to provide an educational environment and workplace free from unlawful harassment or discrimination. Discrimination, including harassment, because of age, race, color, national origin, religion, sex, sexual orientation, marital status, disability or any other characteristic protected by law is strictly prohibited. This policy specifically addresses the prohibition of sexual misconduct, including sexual assault, sexual harassment, gender-based harassment, sexual exploitation, stalking, domestic violence, and dating violence. Sexual misconduct represents a serious breach of the College’s commitment to fostering a positive educational and working environment. An individual who violates this policy may also be subject to criminal prosecution and civil litigation in addition to College disciplinary procedures. As described elsewhere in this annual security report (see “Sexual Assault/Dating Violence Awareness and Prevention Programs”), with the intent of ending sexual misconduct, the College conducts primary prevention and awareness programs for all incoming students and new employees and ongoing prevention and awareness campaigns for students and employees.

II. Scope

All students, faculty, and staff of the College as well as any visitors, regardless of sexual orientation or gender identity, are subject to this policy. This policy applies on campus property and may apply off campus if the conduct was in connection with a College program or College recognized program or the conduct may have the effect of creating a hostile environment in the College’s classrooms, studios, workspaces, offices, or administrative spaces. The College prohibits sexual misconduct by third parties (i.e. persons who are neither students nor employees of the College) towards members of the College community. Although individuals who are not students or employees of the College are not subject to discipline under the College's internal processes, the College will take prompt, corrective action to remove the accused from campus facilities while under investigation. The College may also involve the police in the immediate resolution of the situation.

III. Definitions

Consent - Consent is an affirmative, conscious decision - indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent can be withdrawn at any time. Consent given for one mutually agreed upon sexual act does not imply consent for additional sexual acts. Consent CANNOT be given if a person's capacity is substantially impaired because of a mental or physical condition, coercion, intimidation, threats, duress, a perceived power differential, or the person is under the age of legal consent.

There is no consent if a person is mentally or physically impaired such that they cannot understand the fact, nature, or extent of the sexual situation. This includes impairment due to alcohol consumption, drug consumption, or being asleep or unconscious.

For consent to be effective, it must be:

- freely and actively given,
- manifested by mutually understood words or actions,
- indicative of a willingness to engage in mutually agreed upon sexual activity,
- given while both parties are not under the influence of intoxicants or physically incapacitated,
- given without coercion through force or intimidation

Reporter - the party reporting an act of sexual misconduct.
Preponderance of the Evidence - the evidence must show that, more likely than not, sexual misconduct did occur and more likely than not, the alleged perpetrator committed the act

Respondent/Accused - the person against whom a complaint of sexual misconduct is brought.

Sexual Misconduct - conduct prohibited by this policy, including sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Sexual misconduct includes: sexual assault, sexual harassment, gender-based harassment, sexual exploitation, stalking, and domestic violence, and dating violence.

Sexual Assault - any offense that meets the definition of rape, fondling, incest, or statutory rape:

- **rape**: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim,
- **fondling**: the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity,
- **incest**: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law,
- **statutory rape**: sexual intercourse with a person who is under the statutory age of consent.

Sexual Harassment - unwelcome gender, sexuality, or sexually based verbal or nonverbal conduct that is sufficiently severe, persistent, or pervasive as judged by a reasonable person in the victim’s position, considering all the circumstances.

Gender-Based Harassment - acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual Exploitation - taking advantage of the sexuality and attractiveness of a person to make a personal gain or profit. It is the abuse of a position of vulnerability, differential power, or trust for sexual purposes. (i.e.- prostituting another person, recording images of sexual activity without consent)

Stalking - a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or to suffer substantial emotional distress. A “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. A “reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Domestic Violence - a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from the person’s act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence - violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such relationship will be gauged by the length, type and frequency of interaction. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

IV. Rights

Rights of the Reporter
When a student or employee reports to the College that the student or employee believes to have been a victim of sexual misconduct, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of the student’s or employee’s rights and options under the Clery Act, including:

- The right to interim measures pending completion of an investigation.
- The right to investigation and appropriate resolution to all credible reports of sexual misconduct.
- The right to request confidentiality and to understand the impact of a request for confidentiality on the investigative process.
- The right to not be discouraged by College officials from reporting sexual misconduct.
- The right to decide to notify proper law enforcement authorities, including Campus Safety and local police; to be assisted by College authorities in notifying law enforcement authorities if the reporter so chooses; and to decline to notify such authorities.
- If a student or employee submits a Personal Protection Order (PPO) to Campus Safety, Campus Safety will notify Wayne State or Detroit Police if the PPO is violated.
- The right not to be retaliated against for filing a good faith report.
- The right to know the evidentiary standard the College applies during an investigation is the preponderance of the evidence standard, which means that the evidence must show that more likely than not, sexual misconduct did occur and more likely than not, the alleged perpetrator committed the act.
- The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual misconduct within the bounds of what is legally permissible.
- The right to written notification about options for, available assistance in, and how to request changes in academic, living, transportation, and working situations or protective measures after an alleged incident of sexual misconduct. The College will make such accommodations or provide such protective measures if the reporter requests them and if they are reasonable available, regardless of whether the reporter chooses to report the crime to Campus Security or local law enforcement.*
- The right to reasonably prompt time frames for completion of the investigation process (generally 60 days), recognizing this is influenced by the facts and circumstances.
- The right to attend any hearing including timely notice of hearing date and adequate time for preparation.
- The right to timely and equal access to any information that will be used during informal and formal disciplinary meetings and hearings.
- The right to not have irrelevant prior sexual history admitted as evidence in a campus hearing.
- The right to appeal the finding and sanction in accordance with this policy.
- The right to have an advisor or advocate of the reporter’s choice accompany and assist in throughout the process.
- The right to a campus judicial outcome based solely on the preponderance of evidence presented during the College judicial process.
- The right to not have any report of sexual assault mediated as opposed to adjudicated.*
- The right to petition that any member of the judicial body be removed on the basis of demonstrated bias.
- The right to be informed of available resources for counseling, advocacy and support.
- Assurance that the College will take steps to prevent recurrence of any sexual misconduct and when appropriate, remedy the discriminatory effects on the reporter and others involved/affected.

**Rights of the Accused**

- The right to investigation or appropriate resolution to all credible reports of sexual misconduct.
- The right to know the evidentiary standard the College applies during an investigation is the preponderance of the evidence standard, which means that the evidence must show that more likely than not, sexual misconduct did occur and more likely than not, the alleged perpetrator committed the act.
- The right to a hearing including timely notice of hearing date and adequate time for preparation.
- The right to timely and equal access to any information that will be used during informal or formal disciplinary meetings or hearings.
- The right to appeal the finding and sanction in accordance with this policy.
- The right to have an advisor or advocate accompany and assist throughout the process.*
- The right to a campus judicial outcome based solely on a preponderance of the evidence presented during the College judicial process.
- The right to written notice of the outcome and sanction of the hearing.
- The right to petition that any member of the judicial body be removed on the basis of demonstrated bias.*
- The right to be informed of counseling, advocacy and support.
*The indicated rights may not apply or be possible to grant for faculty or staff who are involved in an investigation into a report of sexual violence.

V. Reporting

All College community members are strongly encouraged to report incidents of sexual misconduct to the Title IX Coordinator or any of the reporting resources listed below, by phone, email, or in person. All College faculty and staff are required to report any accounts or instances of sexual misconduct that they become aware of to the Title IX Coordinator in either the Office of Student Affairs or in Human Resources.

Anyone who has been subject to sexual misconduct may choose to pursue criminal prosecution, civil litigation, and/or College disciplinary processes. The College recognizes that a person who has been subject to sexual misconduct retains the right not to pursue either criminal prosecution, civil litigation, or a College judicial proceeding. Choosing not to pursue these courses of action, however, does not remove the responsibility of the College to investigate and/or take action, including but not limited to offering interim measures.

A communication to the Title IX Coordinator or other reporting resource generally is not confidential, but to the extent possible, the College will only disclose information regarding incidents of sexual misconduct to individuals who are responsible for handling the College’s response. When reporting an incident of sexual misconduct, a student/employee may request confidentiality, as described in section V.E of this document. In all cases, to the best of their ability, the Title IX Coordinator will maintain as much confidentiality for both the victim and the accused during the investigation process as possible. Should a breach of confidentiality be required, it will be done following the procedure outlined in section V.G. of this document.

Title IX Coordinator
Michael Coleman
Director of Student Life
Student Ombudsman
Office of Student Affairs
313-664-7676
mcoleman@collegeforcreativestudies.edu

Deputy Title IX Coordinator
Raquel Diroff
Assistant Human Resources Director
Office of Human Resources
313-664-7651
rdiroff@collegeforcreativestudies.edu

The listed departments are specially trained to help in incidents of sexual misconduct:

On Campus Resources for Students

Dean of Students
Campus Safety
Director of Student Life
Director of Residence Life
Director of Academic Advising/Registration
313.664.7675
313.664.7444
313.664.7676
313.664.7678
313.664.7673
M-F 8:30 am - 4:30 pm
24 Hours
M-F 8:30 am - 4:30 pm
M-F 8:30 am - 4:30 pm
M-F 8:30 am - 4:30 pm

On Campus Resources for Faculty/Staff

Director of Human Resources
Assistant Human Resources Director
313.664.7650
313.664.7651
M-F 8:30 am - 4:30 pm
M-F 8:30 am - 4:30 pm
A. Amnesty

When conducting the investigation, the College's primary focus will be on addressing the sexual misconduct and not on other College policy violations that may be discovered or disclosed. Fear of conduct or disciplinary violations should not be a deterrent for anyone to report an incident of sexual misconduct. Persons reporting sexual misconduct will be granted amnesty from College disciplinary processes if College alcohol or other non-violent policy violations are discovered during the course of a sexual misconduct investigation. This same amnesty will be granted to witnesses asked to participate in an investigative process on campus.

B. Timely Reporting & Crisis Assistance

The College supports and encourages anyone who has been subject to sexual misconduct to report the incident to the reporting source of their choice. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence, crisis counseling, immediate police response. However, anyone can report an incident of sexual misconduct at any time.

Any person who has been sexually assaulted or otherwise subject to sexual violence may go directly to the emergency room of any local hospital for medical attention, evidence collection, and access to follow up care. An individual who has been sexually assaulted is urged to seek medical evaluation as soon as possible. The closest emergency room facilities to campus are:

Detroit Receiving Hospital, 4201 St. Antoine, Detroit MI 48202
Henry Ford Hospital, 2799 W. Grand Blvd, Detroit, MI 48202

C. Medical-Legal Evidence Collection

An individual who has been sexually assaulted is encouraged to request collection of medical-legal evidence. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action, including a protective order.

D. Confidential Reporting Resources

The following resources are available to discuss incidents and issues related to sexual misconduct on a confidential basis. Communications to these resources cannot legally be disclosed without the individual’s consent or in limited circumstances such as when there is an imminent threat or danger to self or others. These resources may report general statistics regarding sexual misconduct but will not disclose any identifying information. A report to these resources will not result in an individual report to the College beyond reporting of such general statistics. However, keep in mind, if an individual reports to these sources and does not report to the College, the College cannot investigate or take any disciplinary action against the perpetrator.
E. Confidentiality Requests

When reporting an incident of sexual misconduct, a student/employee may request confidentiality by: (1) having his or her name not revealed to the alleged perpetrator, (2) asking that the College not investigate the incident, or (3) asking the College not to take action against the perpetrator.

These requests will be handled by the Title IX Coordinator or Deputy Title IX Coordinator, who will strive to conduct an investigation that balances the needs of the reporter while attempting to protect the College community. Due to the need for administrative action, absolute confidentiality is not guaranteed. When requesting confidentiality, the individual will be informed of the impact of a request for confidentiality on the investigative process, the College's retaliation policy (see section V.F. Retaliation), and of any need for the College to deny the request.

A request for confidentiality will be denied if:

- There is reason to believe that an ongoing threat to the College community would be allowed to continue by agreeing to hold the reporter’s identity confidential.
- An investigation would not be possible by holding the reporter’s identity confidential.
- The reporting individual is not the victim of the alleged sexual misconduct but is reporting a possible sexual misconduct incident. It may be possible to maintain the confidentiality of the reporter’s name while still investigating the report.

If a confidentiality request is denied, disclosure of an incident of sexual misconduct will be as limited as possible and will reveal as little information about the individual as possible. The individual will be informed by the College of what information may be disclosed once a confidentiality request is denied prior to information being disclosed.

F. Retaliation

Individuals who report sexual misconduct, or who cooperate in the College’s investigation and handling of sexual misconduct shall not be subject to retaliation for reporting and/or cooperating, even if the College finds that no sexual misconduct occurred. If a complainant or witness believes that they are being subjected to retaliation, they should promptly contact the Assistant Human Resources Director (employees), or the Director of Student Life (students). Students or employees accused of retaliation will be subject to appropriate College disciplinary policies.

G. Reporting to Law Enforcement
Individuals who are victims of sexual violence or who allege that they have been a victim of sexual violence will be advised of their right to file a report with law enforcement. The police have a responsibility to uphold and enforce the law even if the person assaulted does not want to participate in the process and/or make a report. As a result, once a report is made to a police officer and/or once the officer learns of possible criminal activity, the officer has a duty to investigate and a duty to forward any information to the appropriate prosecutor's office for possible criminal prosecution.

When the victim is under the age of 16 (or under 21 and physically or mentally impaired), both the College and any confidential resources may report the incident to social service agencies or police in accordance with applicable law and/or at the discretion of school administration when law does not dictate a report.

A report with law enforcement will not preclude the College from conducting its own investigation pursuant to College policies and procedures.

H. Parental/Legal Guardian/Partner Notification

The College is committed to providing support to anyone involved in an incident of sexual misconduct. In some instances when there is a health or safety concern, the College may need to notify the parents, guardian, or partner of the individual involved in the incident. In making this determination, the College will consider the wishes of those involved, as well as their personal safety, and the safety of the campus community.

I. False Reports

Any member of the College community who knowingly files a false report of sexual misconduct, or who knowingly provides false information to or intentionally misleads College officials who are investigating or reviewing a report of alleged sexual misconduct, is subject to disciplinary action, up to and including discharge for employees and dismissal for students.

J. Non-Student and Non-Employee Cases

In cases in which the accused party is a non-student the Title IX Coordinator investigating the case will be tasked with investigating the report, preparing a written summary, making findings of fact, determining if College policy has been violated and if so, recommending suitable action to appropriate College officials. Ultimately it is up to the College official to determine if and how to implement the Title IX Coordinator’s recommendations.

VI. Interim Measures and Other Services Available for Reporters

The College will promptly take all interim measures necessary to protect any reporter of sexual misconduct, if the reporter requests them and if they are reasonable available. Interim measures include but are not limited to academic accommodations, increased monitoring or security, changes to class or housing assignments for students or work assignments for employees. Interim measures may be put into place for either the reporter or accused depending on the nature of the situation.

Interim measures are available regardless of whether a reporter requests confidentiality or chooses to file a formal report with the College or local law enforcement. The College will assist reporters in obtaining support including but not limited to: victim advocacy, housing assistance, no-contact orders, academic support, counseling, disability services and health and mental health services. The College will maintain as confidential any accommodations or protective measures provided to the reporter, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures.

In addition to interim measures offered after a report of sexual misconduct has been made, the institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

VII. Clery Act Obligations

A. Campus Notification
Once a report of sexual misconduct is made, the College will take all necessary steps to protect the campus and the person who has been harassed or assaulted. This may include alerting the campus of crimes that it determines pose a threat to members of the campus community. In making such determinations, the College will consider the safety of students, faculty, and staff as well as the privacy interests of all persons involved in such incidents. Regardless of the action taken by the College, the name of any person involved will not appear on security alerts. To respect the privacy rights and choices of the person reporting sexual misconduct, as well as the rights of a person being accused, the College will consider the wishes of all individuals involved in the incident to determine the level of specific information to include in the campus crime report.

B. Campus Crime Reporting

In compliance with the Clery Act and the Violence Against Women Reauthorization Act, all members of the College, excluding confidential sources, notified of sexual misconduct are required to inform Campus Safety; and the incident will be included in campus crime statistics. Typically, the following information is included: crime, date, location, and status (i.e. student, faculty, staff, stranger, etc.) of the individuals involved in the crime. The College never includes the names of the reporter or the accused in crime statistics, and the College will not otherwise include personally identifying information about the reporter.

VIII. Investigation

Once the College becomes aware of an incident of sexual misconduct, the College will initiate the investigation process. The College will utilize all relevant internal disciplinary and administrative processes, as well as external criminal and civil reporting mechanisms, deemed appropriate when information pertaining to sexual misconduct is reported. If a request for confidentiality has been made, the decision to maintain confidentiality will be made by the Title IX Coordinator or Deputy Title IX Coordinator in accordance with the standards in section V.G. If the request for confidentiality is able to be granted, the investigation will continue only to the extent possible while maintaining confidentiality.

If a person discloses an incident that meets the definition of sexual misconduct but does not personally define the incident as that, the College still has an obligation to investigate.

Members of the College community are expected to cooperate in the College’s investigations of alleged sexual misconduct. Investigations will proceed based on the information that is able to be obtained.

The reporter and the accused shall have the same opportunities to have others present during any institutional proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

The investigation and resolution of a report of sexual misconduct will be completed within a reasonably prompt timeframe—generally, within 60 days of receipt of a report. The College may extend this timeframe or any component timeframes for good cause. If the College requires an extension of a timeframe, the College will provide written notice to the reporter and the accused and provide the reason for the delay.

A. Duty to Investigate

When necessary to meet its commitment to provide an environment free of sexual misconduct, the College will investigate alleged incidents of sexual harassment or assault of which it becomes aware even if no formal report has been filed or the individual(s) involved is unwilling to pursue the report or cooperate in an investigation. If an employee becomes aware of specific and credible allegations of sexual misconduct, the allegations should be reported promptly to either the Title IX Coordinator or Deputy Title IX Coordinator. The duty to investigate will include addressing any request for confidentiality in accordance with section V.G. If it is deemed necessary by the Title IX Coordinator or Deputy Title IX Coordinator to breach confidentiality in order to maintain the environment free of sexual misconduct, the reporter will be informed of the need to violate confidentiality prior to doing so.

B. Investigation Standard

All reports of sexual misconduct will be assessed using the preponderance of the evidence standard. The preponderance of the evidence standard means that the evidence must show that, more likely than not, sexual misconduct did occur and more likely than not, the alleged perpetrator committed the act.
C. Investigative Process

All reports of alleged sexual misconduct are investigated under the oversight of the Title IX Coordinator when the accused is a student or off campus 3rd party and the Deputy Title IX Coordinator when the accused is an employee of the College or their designee. The College may engage an external investigator at the discretion of the Title IX Coordinator to manage the investigation process and the preparation of a recommended findings document. The College will process all formal reports of sexual misconduct it receives, regardless of where the conduct allegedly occurred. The investigation process includes:

1. Upon notification that a report of sexual misconduct has been made, a formal statement from the reporter will be collected. In the event the reporter requests confidentiality and declines to provide a formal statement, notes from either the reporting source or the Title IX Coordinator or Deputy Title IX Coordinator will serve as the source of information for the basis of the investigation.
2. Written notification will be promptly sent to the accused regarding the incident. This notification will also include a meeting date and time for the accused.
3. After meeting with both parties the Title IX Coordinator, or external investigator, will gather and review any additional information and documents it deems relevant including but not limited to student and personnel files, witness statements, law enforcement and investigation documents, additional statements from the reporter and the accused.
4. The Title IX Coordinator or external investigator will create a report of the investigation including recommended findings.
5. A draft of the investigation report will be provided to both the reporter and the accused for review. Both parties have Five (5) business days to respond to the draft report with any information that they deem incorrect, incomplete, or if there is additional information that should be included.
6. The investigation report including recommended findings will be forwarded to the Review Board for final determination of the case.
7. Either party involved in the investigation may request a written update at any point from the Title IX Coordinator.

IX. Review Board

A. Standard

The purpose of a sexual misconduct Review Board is to determine if more likely than not, sexual misconduct occurred and that more likely than not, the accused committed the act. This determination is made by the Review Board as an outcome of the Review Board process outlined in section IX.D.

B. Informal Grievance Procedure

Mediation is a potential alternative to a hearing if both the accused and reporter consent in the case of a sexual harassment report. Mediation cannot be used in cases of sexual assault. The parties have the right to end mediation and demand a formal hearing at any time. Mediation will be done by a trained faculty or administrator, including the Title IX Coordinator.

C. Review Board

The Review Board will make a final determination on the case based on the report prepared by either the Title IX Coordinator or external investigator. The Review Board will also determine sanctions to be imposed. The Review Board will be comprised of three members. If the accused is a student, the Review Board will be comprised of the Title IX Coordinator or Deputy Title IX Coordinator, Dean of Students, and Vice President for Enrollment and Student Services. If the accused is an employee, the Review Board will be comprised of the Deputy Title IX Coordinator or Title IX Coordinator, Director of Human Resources, and Vice President for Administration and Finance.

Any party may raise issues of conflicts of interest with regard to the Review Board. The Title IX Coordinator will weigh these issues and resolve them accordingly. No party has a right to disqualify a Review Board member absent a demonstrated bias.

D. Review Board Process

The Review Board will review the final investigation report to determine whether:
1. The investigation was conducted in a fair, impartial, and reliable manner;
2. The information is sufficient and supports the factual findings; and
3. There is a rational basis, applying the preponderance of evidence standard, for the recommended finding(s) of responsibility or no responsibility.

In reaching a determination the Review Board may elect to meet with the investigator, but may not conduct its own investigation.

After the Review Board has concluded its review of the final investigative report and any additional information requested, the Review Board shall either affirm or reject the investigator’s finding(s).

**Review Board Rejection of Investigator’s Report, in Whole or in Part:**

The Review Board may:
1. Accept or reject the investigator’s finding in whole or in part and modify the investigative report accordingly;
2. Request that further investigation be undertaken by the same or another investigator;
3. Request that a de novo investigation be conducted.

**Review Board’s Acceptance of Investigator’s Report:**
1. If the Review Board, in consultation with the Title IX Coordinator, determines that the investigator properly concluded that there is insufficient information to find, by a preponderance of the evidence, that a policy violation occurred, the Review Board will affirm the finding of no responsibility.
2. If the Review Board, in consultation with the Title IX Coordinator, determines that the investigator properly concluded that there is sufficient information to find, by a preponderance of the evidence, that a policy violation occurred, the Review Board will consider the imposition of a sanction designed to eliminate the misconduct, prevent its reoccurrence, and remedy its effects. Sanctions or interventions may also serve to promote safety or deter individuals from similar future behavior.

**E. Notice of Outcome**

The Notice of Outcome prepared by the Review Board will inform the parties regarding the outcome of an investigation or hearing. The Notice, which shall be provided simultaneously and in writing to both the reporter and the accused, will contain: (1) whether the alleged conduct occurred, (2) individual sanctions against the accused, and (3) other steps the College has taken to eliminate the hostile environment. The Notice of Outcome provided to the reporter will identify any individual remedies offered to the reporter; the accused will not be informed of individual remedies offered to or provided to the reporter.

**F. Sanctions/Remedies**

The range of sanctions against the perpetrator include but are not limited to institutional probation, no contact orders, removal from class(es), housing, or suspension/dismissal/termination from the institution.

Remedies offered to the reporter include but are not limited to housing changes, counseling services, medical services, or academic support services.

Remedies for the broader student population include but are not limited to developing materials on sexual violence for all students, increased security, conducting bystander intervention and sexual violence prevention programs, and/or issuing policy statements.

**X. Appeals**

**A. Procedure**
Both the reporter and the accused will be notified simultaneously and in writing of the following procedures for the accused and the victim to appeal the result of the hearing:

1. Both the reporter and the accused are entitled to appeal the decision based on the Review Board.
2. An appeal must be filed, in writing, within 5 business days of the written Notification of Outcome. The appeal should be turned in to the Title IX Coordinator.
3. The College leadership team (President, Provost and V.P. of Academic Affairs, V.P. of Enrollment and Student Services, V.P. of Administration and Finance, and V.P. of Institutional Advancement) will serve as the Appeal Body for all sexual misconduct hearings. If either the accused or the reporter are employees, the member of the leadership team from that employees division of the College will recuse themselves from the appeal process. The member of the leadership team who served on the Review Board will also recuse themselves. A member of the leadership team may also recuse themselves if a relationship with a student involved in the hearing would compromise the impartiality of the appeal. Any party may raise issues of conflicts of interest with regard to the Appeal Body. The Title IX Coordinator will weigh these issues and resolve them accordingly. No party has a right to disqualify Appeal Body member absent a demonstrated bias.
4. The Appeal Body will first determine whether the appeal meets the grounds for appeal outlined in section X.B. If the appeal is not based on a proper ground for appeal, it may be rejected.
5. If the appeal satisfies the grounds for appeal, the Appeal Body will make a finding on the appeal within 15 days of the appeal being filed. The reporter and the accused will be notified simultaneously and in writing of any change to the findings and when such results become final.
6. If the appeal does not satisfy the grounds for appeal, the Appeal Body will notify all parties within 10 days of the appeal filing that the appeal will not be reviewed.
7. All decisions by the Appeal Body are final.

B. Grounds for Appeal

1. New evidence not available at the time of the investigation has become available.
2. It is believed that the decision by the Review Board was unreasonable. There must be specific reasons shown why the Board’s decision was unreasonable, i.e. - the Review Board considered improper evidence, made their decision based on improper criteria or used irrelevant facts.
3. It is believed that there were procedural irregularities that substantially affected the outcome of the investigation or Review Board to the detriment of the reporter or accused.

C. Time Frame

Written notification of the appeal findings will be provided simultaneously to the reporter and accused within 15 business days of the appeal being filed.

Sex Offenders

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

The Sex Offender and Crimes Against Minors Registry (SOR) for VIOLENT SEX OFFENDERS is available via Internet pursuant to Section 19.2-390.1, (D), of the Code of Virginia. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.
The Michigan State Police is responsible for maintaining this registry. Follow the link below to access the Michigan State Police website.


**Motor Vehicle Assistance Programs**

**Motor Vehicle Assistance Program**

**Dead car battery? Don’t worry.**

The Campus Safety and Security Department has a portable battery pack capable of "jump starting" your vehicle in case your battery died. They will also fill your tires with air and provide free windshield washer fluid in the winter at no charge. To take advantage of this service call the Campus Safety office and let them

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**Fire Safety Policies, Statistics and Logs**

**Policies Updated August 2017**

**Housing Facility Fire Systems**

Both housing facility fire systems are housed in a central system monitored by the College for Creative Studies Campus Safety Office 24 hours a day, seven days a week.

The Art Centre Building is fully sprinkled with a fire pump and also includes fire hose risers and pull stations. There are fire extinguishers and horn/strobes in every suite, on each floor. The fire alarm system is inspected in accordance with NFPA 25 and maintained by Simplex Grinnell.

The Taubman Center's fire system was installed in 2009 and met all Life Safety System, State, and City Codes required when installed. The fire system is fully suppressed and has a sprinkler system. This fire system also includes smoke detectors in each room, annunciators, and strobe lights. Each floor has fire extinguishers and pull stations also found in the hallway. The fire alarm and sprinkler system in inspected in accordance with NFPA 25 and maintained by Simplex Grinnell.

Residents should not hang anything from sprinkler heads or in a manner that would block the coverage of the sprinkler water flow. Nothing should be stored within 18 inches of the ceiling according to NFPA code.

**Fire Safety Education**

Each year at move-in, residents attend a housing orientation in which students are instructed on the fire evacuation procedures. For the students who have kitchens, they are also told that they have fire extinguishers to use if needed. Those who do not have kitchens are instructed where the extinguishers are located on the floor. They also hear an example of the alarm and are instructed to follow the evacuation procedures, call 911 and let Campus Safety know if there is an actual fire in their suites.

If a resident knows that their suite is responsible for the fire alarm, they are asked to notify the front desk of the cause and if the alarm is an active fire or a false alarm.

**Fire Policy Restrictions**

The following restrictions have been put in place to ensure proper precautions to reduce fire in the residence halls.

**Smoking**
Student housing is a Smoke Free Environment. All areas, including all suites, stairwells, hallways, and elevators and 15 feet from doorways are non-smoking. Residents and guest found smoking in student housing will be subject to fines and/or judicial action.

**Hookahs & Water Pipes**
Hookahs and water pipes are not allowed in student housing. If they are found in your suite, they will be confiscated by Student Life Staff and not returned.

**Vaporizers and Electronic Cigarettes**
The use of vaporizers and electronic cigarettes is prohibited from all College buildings include the residence halls. Use of these products is restricted in the same manner as tobacco products and must be used outside more than 15 feet from doorways.

**Wax**
Students are not allowed to melt wax or work with melted wax in student housing.

**Incense**
Due to the fire hazard incense presents, it is not permitted in student housing. If incense is found in your suite it will be confiscated by Student Life Staff and not returned.

**Candles**
Due to the fire hazard candles present, candles are not permitted in the student housing. If candles are found in your suite they will be confiscated and disposed of by a member of the Student Life Staff in addition to having to meet with a judicial officer in regards to your offense.

**Electronics**
Residents are advised to have surge protectors on all electrical equipment that could result in damages from a power surge. It is highly advised that surge protectors be used with stereo equipment, computers, televisions, DVD players, microwaves, etc.

**Lamps**
Halogen lamps are not permitted in student housing. Residents are to supply their own lamps for their suite. If halogen lamps are found in suites, the lamp will be confiscated and not returned.

**Lighting**
The placement of any material in or around facility lighting, inclusive of lights in resident rooms will be in violation of the Fire Safety Code.

**Machinery**
Machinery that is required to run on gasoline (or any other flammable substance) is not permitted in the student housing.

**Dangerous Items**
Items including, but not limited to fireworks, firearms, explosives, toxic substances, highly flammable substances, knives, and other weapons are prohibited from use or storage in the residence hall. Any item that may be considered a dangerous item, and is needed for academic reasons must be used solely for its intended academic purpose, and have the prior approval of the Residence Life Coordinator to be kept or used in the building.

**Motorcycles**
Motorcycles, mopeds, or other gasoline-powered vehicles are not to be stored in student housing. These vehicles can be parked in the parking garage.

**ACB-specific Policies**
Cooking
Students are to keep the cooking area in their suites clean, safe, and healthy.

Radiators
When the weather gets cold you can regulate the heat in your suite by opening and closing your radiators. If your radiator does not have a knob to open and close the valve or if your radiator makes a hissing noise, notify the Housing Office or an RA.
Do not store items on top of or near radiators, especially flammable or pressure contained items. The completed renovations of the ACB will eliminate all radiators from the suites and will be replaced by modern HVAC units.

Taubman-specific Policies

Cooking
Students are not allowed to use any open coiled kitchen appliances in their suites. This includes George Foreman style grills, toasters, toaster ovens, hot plates, pizza ovens or any other open coiled appliance. You may bring a microwave, mini refrigerator, coffee pot, rice cooker, and crock-pot. For further verification that a kitchen appliance is allowed, please contact the Residence Life Coordinator. Items that are not allowed and found in housing will be confiscated and not returned.

Evacuation Procedures
Evacuation upon the sounding of the fire alarm system is required. Failure to evacuate housing when an emergency alarm is sounding is a violation of the resident agreement and federal regulations. Residents are expected to become familiar with the evacuation procedures during their first few hours in residence. If the evacuation instruction information (found on the back of the room door) is illegible or missing, residents should contact the Residence Life Coordinator immediately for a replacement. Residents are expected to attend all housing meetings referencing safety training.

When evacuating you should:

1. **Yell for your suitemates** to ensure that they hear the fire alarm.
2. **Close your door** behind you so that if the fire spreads to your floor the door will deter its speed.
3. **Knock on the doors to the other suites on your floor.** You should **not** wait for your suitemate or floor mates before you evacuate the building.
4. **Do not use the elevator when evacuating.** Please use either sets of stairs located on each floor.
5. Once you have left the ACB, you should proceed to the cafeteria and wait for further instructions from Student Affairs Staff. If you are evacuating from the Taubman Center, please go to the parking lot between Cass and Woodward for further instructions. **Resident Assistants and/or Campus Safety personnel will determine when it is safe to re-enter the building.**

Carelessness Related to Fire Alarms
Residents who are responsible for repeatedly showing carelessness and causing the fire alarm to sound will be charged a fine. A charge of $50 may result the second time an alarm is set off due to carelessness and/or negligence, and the third time the resident may be asked to vacate student housing.

Drills for 2017
Art Centre Building Student Housing - 2
Taubman Center Student Housing - 3
### STUDENT HOUSING FIRE STATISTICS FOR 2018

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