



Annual Security Report | 2011



**Robert B. Miller College
ANNUAL SECURITY REPORT
October 1, 2011**

**Prepared by:
Kellogg Community College
Department of Public Safety**

**Campus Security
Phone number (269) 965-4147
Campus emergency extension 4444
Non-emergency extension 2567**

Battle Creek Police Department or at regional centers contact 911

<http://www.kellogg.edu/publicsafety>

This document is provided in accordance with the requirements of the Crime Awareness and Security Act of 1990, as part of the Student Right- to-Know, and Campus Security Act.

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Introduction

The Robert B. Miller College (Miller College) is committed to the safety and welfare of all students, faculty, staff, and visitors, and is dedicated to providing a safe and secure environment. Since no college campus is isolated from crime, Miller College has developed a series of policies and procedures that are designed to ensure that every possible precautionary measure is taken to protect individuals on our campus. Although we have been fortunate in not experiencing a significant number of serious crimes, it is impossible to state with 100 percent certainty that such incidents will not taken place. We have taken numerous steps to enhance individual safety and security in our building and on our grounds. In addition, we provide all members of the College community with information about the policies and programs that are designed to enhance safety and reduce crime.

Miller College is located on the campus of Kellogg Community College and the security and safety for Miller College is provided by the Kellogg Community College Department of Public Safety. Therefore, any reference to Kellogg Community College and its web links are applicable to Miller College.

The Department of Public Safety

The Department of Public Safety is responsible for campus security, safety – including emergency management, public health, and OSHA/MIOSHA compliance.

The Department of Public Safety is temporarily located in the Lane Mawby Center room 216. The public safety desk is located in the lobby of the walkway and is open 24 hours a day, providing around-the-clock protection and services to the College community.

The College's Department of Public Safety is fully functioning law enforcement agency with arrest powers and is comprised of a blended force of Michigan Commission on Law Enforcement Standards certified officers and unarmed security officers contracted through a licensed State of Michigan security provider. The College Public Safety Department also maintains an excellent working relationship with the City of Battle Creek Police Department and other local law enforcement departments which can assist with enforcement of state and local laws and ordinances.

Video surveillance equipment is deployed in most public areas of all facilities and some parking lots. The College will continue to add cameras in these areas as funds are made available. Students and staff can request the Department of Public Safety to review video recordings for suspicious activity or alleged criminal activity. If video surveillance reveals alleged criminal activity, the public safety staff will provide local law enforcement agencies with a copy for investigation purposes.

Student, faculty, staff, and visitors are encouraged to report all crime, emergencies, and suspicious situations to the Campus Security. Reports may be made in person, by telephone, or by emergency phones (yellow call boxes). All reports of crime, emergencies, and suspicious situations are immediately investigated by local law enforcement officers/campus security. Campus security provides on campus student and staff vehicle escort service anytime 7 days a week.

The Department coordinates the locking and unlocking of all buildings on campus. Most buildings are closed and locked by 10:00 p.m. Monday through Thursday, by 5:00 p.m. Friday, and all weekend. Security patrols check locked buildings to make sure they are secure. Problems with building security are immediately reported to maintenance personnel who respond and make repairs.

Disclosure

Each year, notice will be placed on the College portal advising all enrolled students and employees when the Annual Security Report is published and the web site URL to access the report.

Prospective students and prospective employees will be provided with a notice containing a statement of the report's availability, and a description of its contents, the exact address of the internet site at which the report is posted. Additionally, any person interviewed as a result of an advertisement position shall be provided a notice of the availability of the Annual Security Report.

This Annual Security Report is in compliance with the Jeanne Clery Act and is prepared in cooperation with the Kellogg Community College Public Safety office, victims, witnesses, students, employees, local law enforcement authorities, and third party information.

Crime Reporting

Criminal offenses at Miller College campus should be reported to the Kellogg Community College Department of Public Safety at 269.965.3931, ext. 2567 or in person at the security desk located in the walkway or by email to guard@kellogg.edu. Students and visitors may report a crime to any staff member, who shall promptly relay the information to the Department of Public Safety. The College urges any individual to report in a timely manner any act which results, or threatens to result in harm to a person or damage to property. Individuals who are victims of a crime yet do not wish to pursue action may speak confidentially to the College's licensed counseling staff. For Miller College students, counseling services are available through Summit Point by calling (269) 966-1460.

Timely Warning

In the event a situation arises on or off any Miller College/Kellogg Community College campus, that in the judgment of the Director of Public Safety, local law enforcement officials, or the Public Safety Security Officer in charge, constitutes a serious or continuing threat, a "timely warning" will be issued to the college community. The warning will be issued through the most

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efficient means currently available, including as appropriate but not limited to the College mass alerting system (text, e-mail, phone), building wardens, or via web at

<http://www.kellogg.edu/facilities/opstatus.html> , and replicated by such other means as may be necessary to alert and inform students, faculty, staff and visitors. The timely warning shall include information that promotes safety, allows individuals to take appropriate steps for self-protection, i.e. building evacuation, taking appropriate shelter, and in the event of a criminal act, identifies the time, location, and alleged type of crime. The College will test the warning system at least twice a year.

Disclosure of Crime Statistics

The Kellogg Community College Department of Public Safety tracks and reports annual crime statistics in accordance with the Federal Clery Act and such other federal, state, and board mandates as are applicable. The full text of the annual security report is made available in electronic format readily accessible to interested current and prospective students and employees. A paper copy shall be made available upon request at no charge. Annual notification of where to find this report shall be made to all enrolled students and current employees. All prospective employees shall be notified via the medium in which they submit their application for employment, as part of the acknowledgment of receipt of their application.

Crime Prevention

We feel that almost every crime committed on campus is preventable. As part of the College's educational mission, the Department of Public Safety attempts to inform the campus community on how to reduce their chances of suffering from a violation of their property or themselves. The College's crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging students, faculty, and staff to be responsible for their own security and the security of others.

Crime prevention information related to theft and personal safety are available on the Department of Public Safety website at <http://www.kellogg.edu/facilities/pdf/CrimePrevention.pdf>

Security of and Access to Campus Facilities

During normal business hours, the public areas of college facilities will be open and accessible to students, faculty, staff, and visitors. Non-public and restricted areas shall be accessible by keys

issued to authorized individuals only. When the College is closed, access shall be by keys issued to authorized individuals only. Emergencies may necessitate changes or alterations to any posted schedules. Buildings may be secured in the event of lockdown or evacuation, and restricted to authorized personnel only.

Maintenance of Campus Facilities

The facilities department maintains college buildings and grounds with a concern for safety and security. It inspects campus facilities regularly, promptly makes repairs affecting safety and security and responds immediately to reports of potential safety and security hazards, such as broken windows and locks. Public safety staff reports maintenance needs concerning lighting and building security to the facilities department. The campus is well lighted, and further lighting improvements are being made when needs are identified or when buildings and parking lots are renovated. College landscape contract staff members are very much aware of the potential hazard that dense shrubbery can present. Evergreens and shrubbery that are near sidewalks or against buildings are pruned so that they could not conceal a person. Low growing low-density plants that would not provide hiding places for intruders are utilized near building entrances used at night.

Violence, Harassment and Sexual Assault Policy

Miller College is committed to providing an educational and work environment free from all forms of violence and harassment including sexual harassment and assault. Therefore, the policy of Miller College is no tolerance to all forms of violence, harassment, and other forms of abusive behavior, physical or verbal, by employees, students, or the public on its property, in its facilities, or elsewhere, when conducting its business. All claims will be investigated and appropriate action taken. The College will take all reasonable steps to prevent or eliminate harassment or violence within the College. It includes employee to employee, employer to student, student to employer, student to student, and by or against non-employees who have contact with employees and students.

The College recognizes the right of a sexual assault victim to decide, without pressure or coercion, what action she or he will take following an assault. The College encourages students to report all crimes to the police and to pursue sanctions against accused offenders through the College's student conduct process as well, if the accused is a student.

A student found responsible by the Violence/Harassment Officer for committing sexual misconduct will be given a sanction appropriate to the offense. Possible sanctions range from a warning to expulsion from the College.

The College encourages victims of sexual assault to take the following steps following a sexual assault:

If you are in danger or need immediate medical attention, **call 911**.

Preserve physical evidence. Physical evidence may be critical to successfully prosecuting a case. Immediately after an assault, the victim may not know whether she or he wants to file a police report and attempt to prosecute. Because sometimes a victim changes his/her mind, it is prudent to preserve and document physical evidence before it is destroyed. Contact the Calhoun County Sexual Assault Services 24 hour crisis line for assistance at 888-383-2192

Seek medical attention immediately:

If assault occurs on campus, contact Campus Security at (269) 965-4147.

Resources for Support and Assistance for Sexual Assault Victims in the Greater Battle Creek Area

Battle Creek Health System - 24-hour emergency care
300 North Avenue
Battle Creek, MI
(269) 966-8000

Oaklawn Hospital - 24-hour emergency care
301 N Madison
Marshall, MI
(269) 789-3916 Emergency department

Bronson Methodist Hospital - 24-hour emergency care
601 John St., Kalamazoo, MI.
(269) 341-6386 Emergency Department.

Borgess Medical Center - 24-hour emergency care
1 Road, Kalamazoo, MI
(269) 226-4815 Emergency Department.

Calhoun County Sexual Assault Services 24 hour crisis line - 888-383-2192.

Kellogg Community College Counseling – (269) 965-4150 (Available only during normal College business hours)

Drug and Alcohol Policy

The College complies with federal, state, and local laws including those that regulate the possession, use, and sale of alcoholic beverages and controlled substances. The Department of Public Safety staff will actively pursue enforcement of laws concerning drugs and alcohol which includes:

* Distribution, use, or possession of any illegal drug or controlled substance

- * Possession and/or consumption of alcoholic beverages by individuals under 21 years of age.
- * Illegal possession or consumption of an alcoholic beverage in a public place.
- * Driving under the influence of an alcoholic beverage or controlled substance.

In addition to criminal prosecution, the Student Code of Conduct details drug and alcohol offenses and discipline for students - ranging from reprimand to expulsion from the College.

Education and assistance with substance abuse is available for Miller College students by contacting the Summit Point at (269) 966-1460.

Weapons Policy

The unauthorized possession or use of firearms, firecrackers, explosives, toxic or dangerous chemicals, or other dangerous substances or compounds, and other lethal weapons are prohibited on College property. Firearms are forbidden by Michigan Law in all classroom buildings. Further, possession of a firearm in all other campus areas is prohibited by College Policy.

Individual Responsibility

The cooperation and involvement of students and employees themselves in a campus safety program is absolutely necessary. Individuals must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although the campus is well lit, an individual student may feel more comfortable using the Campus Security escort service when returning to the parking lots/vehicles late at night. Valuable items should not be openly displayed in vehicles or left unattended in campus facilities. Bicycles should be secured with a sturdy lock to campus provided bicycle racks. . Individuals with cars must park them in non-reserved spaces and keep their vehicles locked at all times. Individuals should report any suspicious looking people whom they feel do not belong in the area or any unusual incidents to the Campus Security immediately.

Sex Offender Registry

Federal law provides for the registration of convicted sex offenders, and Kellogg Community College is required to inform the campus community that a registration list of convicted sex offenders enrolled at, or employed by the college is available for review. Information concerning convicted sex offenders enrolled at, or employed by the college may be obtained from the Michigan Sex Offender Registry on-line at <http://www.mipsor.state.mi.us> . The Campus Sex Crimes Prevention Act of 2000 (CSPCA) amends the Family Educational Rights and Privacy Act (FERPA) to clarify that nothing in FERPA can prohibit an educational institution from disclosing information provided to the institution regarding an individual's status as a convicted sex offender. However, the Michigan State Police caution that "extreme care should be exercised in using any information obtained" from these registrations lest misidentification occur, and federal law prohibits use of the information for purposes of

intimidation or harassment. This information is provided in compliance with the Federal Campus Sex Crimes Compliance act and the Michigan Sex Offenders Registration Act 295 of 1994.

Daily Crime Log

Kellogg Community College maintains a Daily Crime Log at the North Avenue campus security desk in the location. This report includes all crimes and calls for assistance, not just Clery Act

crimes. Information is recorded on the log when the crime is reported to the Public Safety Department regardless of how much time has passed since the crime was committed.

The Daily Crime log includes the nature of the crime, date and time reported or occurred, general location of the crime and disposition of the complaint, if known. The Daily Crime Log for the most recent sixty day period is kept in the Public Safety Department office at the North Avenue campus. The log is available for inspection upon request during the operational hours of the College. Any person may ask to see the log, whether or not they are associated with the college, including the media. Requests for information from the logs which are older than sixty days will be made available within two business days of the request for public inspection. The Daily Crime Log will be retained by the Public Safety Department for three years following publication of the last report.

Annual Crime Statistics

Robert B. Miller College provides an annual summary of crime statistics for the most recent three years committed on all campuses as required by U.S. Department of Education (see Appendix – A).

APPENDIX A

Robert B. Miller College Criminal Offenses by Calendar Year							
Criminal Offenses - On Campus				Criminal Offenses - Public Property			
	2008	2009	2010		2008	2009	2010
Murder/ Non – negligent	0	0	0	Murder/ Non – negligent	0	0	0
Negligent manslaughter	0	0	0	Negligent manslaughter	0	0	0
Sex offenses- Forcible	0	0	0	Sex offenses- Forcible	0	0	0
Sex offenses- Non- forcible	0	0	0	Sex offenses- Non- forcible	0	0	0
Robbery	0	0	0	Robbery	0	0	0
Aggravated assault	0	0	0	Aggravated assault	0	0	0
Burglary	0	0	0	Burglary	0	0	0
Motor vehicle theft	0	1*	0	Motor vehicle theft	0	0	0
Arson	0	0	0	Arson	0	0	0
* individual left keys in vehicle and vehicle was unlocked							
Hate Offenses - On Campus				Hate Offenses - Public Property			
	2008	2009	2010		2008	2009	2010
Murder/ Non – negligent	0	0	0	Murder/ Non – negligent	0	0	0
Negligent manslaughter	0	0	0	Negligent manslaughter	0	0	0
Sex offenses- Forcible	0	0	0	Sex offenses- Forcible	0	0	0
Sex offenses- Non- forcible	0	0	0	Sex offenses- Non- forcible	0	0	0
Robbery	0	0	0	Robbery	0	0	0
Aggravated assault	0	0	0	Aggravated assault	0	0	0
Burglary	0	0	0	Burglary	0	0	0
Motor vehicle theft	0	0	0	Motor vehicle theft	0	0	0
Arson	0	0	0	Arson	0	0	0
Arrests - On Campus				Arrests - Public Property			
	2008	2009	2010		2008	2009	2010
Illegal Weapons Possession	0	0	0	Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0	Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0	Liquor Law Violations	0	0	0
Referral for Disciplinary Action - On Campus				Referral for Disciplinary Action - Public Property			
	2008	2009	2010		2008	2009	2010
Illegal Weapons Possession	0	0	0	Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0	Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0	Liquor Law Violations	0	0	0