

ANNUAL REPORT FOR 2008

CAMPUS SECURITY



www.umflint.edu/safety



DEPARTMENT OF PUBLIC SAFETY
FROM THE DESK OF THE DIRECTOR OF PUBLIC SAFETY



On behalf of the staff of the University of Michigan-Flint Department of Public Safety, I extend our greetings. The men and women of the department have taken great pride in providing service to the University of Michigan-Flint community in partnership with the City of Flint, Genesee county and the State of Michigan. Our beliefs are anchored in our core values of: INTEGRITY, TRUST, COMMITMENT and COURAGE. We are a department that encourages diversity and demands respect for all. We are pleased to provide you with a variety of information about campus safety. We encourage you to familiarize yourself with these services and take advantage of them to help make your educational and living experience at the University of Michigan-Flint safe and enjoyable. We hope you will use the information and become our partner in preventing crime and maintaining a safe environment.

All the efforts of the Department of Public Safety are aimed at providing a safe and harmonious environment wherein our community can thrive. We believe that the best way to build a community is to work together. Accordingly, we endeavor to preserve old relationships and continuously form new ones within our community. Whether you are representing yourself or a group, we encourage you to let us know how the Department of Public Safety can serve you.

Every member of the Department of Public Safety is committed to the concepts of personal and professional excellence, uncompromising integrity, continuous improvement, productive teamwork and efficient safety, security and law enforcement services. We take pride in our accomplishment and abilities; and in all we do. The safety and well-being of our student, faculty, staff and visitors are always our primary concern.

Please be assured that we take the issue of campus safety seriously, and we are determined to continue our efforts to assure our campus remains safe. To do so, of course, requires not just our efforts, but the cooperation and understanding of every member of our community. A truly safe campus can only be achieved through the cooperation of its students, faculty and staff. We are indeed thankful for the cooperation and support given to us by the University leadership and the University community.

This hand book provides you with information on the department and can answer most of your questions. However, it is no substitute for the knowledge and experience of our Police officers, dispatchers, security officers, guards and civilian support staff, for truly, our reputation rests with them.

Thank you for visiting, and I hope you benefit from this aspect of the University of Michigan-Flint community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chalmers F. Sanders', written in a cursive style.

Chalmers F. Sanders
Director of Public Safety
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Website: www.umflint.edu/safety



INTRODUCTION

The Department of Public Safety is responsible for maintaining a safe environment on the properties of the University of Michigan-Flint. The department's primary goals are:

- To prevent crime on campus
- To protect and assist students, faculty, staff, and visitors to the campus with security related problems

These goals are attained through selective hiring, intensive training, providing impartial service, and enforcing the policies of the university and all local, state, and federal laws. The Department of Public Safety is dedicated to the highest professional and ethical standards, which are upheld through a commitment to safety, courtesy, and excellence.

The department does everything in its power to attain these goals, but your help is needed. Always be aware of your surroundings. Your awareness is our most powerful crime prevention tool. Report all suspicious persons or activities to the department, no matter how minor you perceive the situation. If you are a victim of a crime, immediately contact the Department of Public Safety at 762-3335 or 911 to report the incident. The department is available to assist you 24-hours-a-day, seven-days-a-week. Visit our World Wide Web site at:

www.umflint.edu/safety

This handbook details the many services available to you and provides a reference to issues of campus safety and security. There are several other resources, including the University of Michigan Standard Practice Guide and the Student Rights Policy, which discuss various issues pertaining to students, faculty, and staff.

We welcome you to the University of Michigan-Flint.



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EMERGENCY SERVICES

The Department of Public Safety maintains a communications office, open 24-hours-a-day, seven-days-a-week, at the visitor’s entrance to the Mill Street Parking Deck. The administrative office is located in the Hubbard Building and is open Monday through Friday during regular office hours. The department patrols campus buildings, parking lots, ramps, and all other campus grounds. Patrols are conducted by officers on foot, in motor vehicles, or by electric carts. The patrols are supplemented by closed circuit television cameras strategically located throughout campus. Patrols of the campus are conducted 24-hours-a-day, seven-days-a-week.

The department maintains security and police employees on the staff. The security employees assist with the many service functions of the department and the prevention of crime through patrols and preventive techniques. The police employees are deputized as sworn, certified police officers who enforce laws and make arrests when a situation calls for such action.

Phone Numbers

- Police, Fire, Medical Emergency..... 911 (emergency only)
- UM-Flint Department of Public Safety..... 311 (on campus) or (810) 762-3335 (non-emergency)
- Flint Police Department..... 911 or (810) 237-6870 (off-campus complaints)
- Flint Fire Department..... 911 (emergency)

Sexual Assault Prevention, Awareness and support:

- Women’s Educational Center..... (810) 237-6648
- Y.W.C.A..... (810) 238-SAFE
- UM-Ann Arbor Crisis Line- Sexual Assault and Prevention Awareness Center 1-734-936-3333

Note: Dialing 911 from an university phone will connect you with the Department of Public Safety. Dialing 911 from a pay telephone or cell phone will connect you with Genesee County Central Dispatch or the Flint Police Department. “University phone” does not refer to all phones within the confines of the University of Michigan-Flint. It refers only to those phones that are connected to the university’s central telephone network. University phones do not require the dialing of the first two digits for calls made within the university, and do require dialing “nine” prior to making a call to a location outside of the university. Emergency telephones are described in more detail.

REPORTING PROCEDURES

If you are a victim of a criminal act, contact the Department of Public Safety to make a report of the incident. The incident will be documented and the department will conduct an investigation. The investigation will allow the department to prevent future incidents by processing the guilty party through the appropriate system, either the university or court, and to plan for prevention of further occurrences. The incidents documented by the department will be forwarded to the Michigan State Police to be included in the computation of statistical information collected through the Uniform Crime Reporting System. This information is then forwarded to the Federal Bureau of Investigation for the compiling of federal statistics.

All statistical information of incidents reported to campus security authorities are included in the Annual Security report required by the Clery Act.

If you witness a crime, suspicious person, or suspicious incident contact the department at once. Your awareness and input are essential to campus crime prevention.

If an incident occurs off campus, the department will assist you in contacting the appropriate agency. and prohibited parking areas. Permit violations are enforced with time restrictions throughout the year.



REPORTING PROCEDURES - continued

The department prepares written reports for all criminal activities, as well as written reports for vehicle and personal accidents. All reports are strictly confidential. Copies of incident reports, for insurance purposes, may be obtained from the administrative office of Public Safety. The Department of Public Safety is designated as the department responsible for compiling data for the Clery Act report.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

Title II of Public Legislation 102-62, called the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," requires colleges and universities to distribute to all current students and employees The report must also be provided to any prospective student or employee upon request. This report consists of two basic parts: 1) disclosure of crime statistics for the past three years; and 2) disclosures regarding current campus security policies. A description of these items is included in the Annual Campus Security Report. Statistics, crime prevention tips, and general information concerning campus security on our campus will be distributed in the Annual Campus Security Report, emails, student newspaper, and the Public Safety web sight located at www.umflint.edu/safety.

To help prevent crimes or serious incidents, the University may issue alerts to ensure that students, faculty, staff and visitors are made aware of serious crimes or incidents on or near campus. Alerts may be issued by email, postings on bulletin boards and exterior building doors, or public address system announcements, depending upon the seriousness of the incident.

The Department of Public Safety maintains a daily crime log that records criminal incidents reported to us. This log is available for inspection at the Public Safety dispatch office located in the Mill Street parking structure.

CAMPUS EMERGENCY INFORMATION CENTER

Your safety is the top concern of the University of Michigan-Flint. In the event of an emergency on campus, the University of Michigan-Flint website will contain detailed information for you. This information may include:

- Status of the university, including cancellation of classes
- Emergency contact information
- All press releases related to an emergency

Communication in the midst of a crisis is paramount to helping our campus community reduce risk. The University of Michigan-Flint will provide students, faculty and staff with alerts and informational updates as necessary.

TAKE ACTION TO PROTECT YOURSELF

One of the best ways to protect you in an emergency is to receive UM-Flint Emergency Alerts through the Emergency Alert System. You will get a voice or text message from the university alerting you to a major campus emergency. It is simple to sign up and you can do it right now. Students/faculty/staff can sign up using the link located at www.umflint.edu/emergency/

In the event of a campus closing due to inclement weather, please read the Inclement Weather Plan located at [/www.umflint.edu/emergency/inclement_weather.htm](http://www.umflint.edu/emergency/inclement_weather.htm).

If you have any questions, please contact the Department of Public Safety at 762-3333.



CRIMINAL OFFENSES - CLERY ACT

Offense	Year	On-Campus Property	Residential	Non-Campus Property	Public Property	Total
Murder and Non-negligent Manslaughter	2006	0	N/A	0	0	0
	2007	0	N/A	0	0	0
	2008	0	0	0	0	0
Negligent Manslaughter	2006	0	N/A	0	0	0
	2007	0	N/A	0	0	0
	2008	0	0	0	0	0
Sex Offense-Forcible	2006	0	N/A	0	1	1
	2007	0	N/A	0	0	0
	2008	3	1	1	0	4
Sex Offense-Nonforcible	2006	0	N/A	0	0	0
	2007	0	N/A	0	0	0
	2008	0	0	0	0	0
Robbery	2006	1	N/A	0	2	3
	2007	1	N/A	0	1	2
	2008	0	0	0	0	0
Aggravated Assault	2006	0	N/A	0	3	3
	2007	0	N/A	0	0	0
	2008	3	1	0	0	3
Burglary	2006	5	N/A	1	0	6
	2007	7	N/A	1	0	8
	2008	17	2	0	0	17
Motor Vehicle Theft	2006	2	N/A	0	4	6
	2007	7	N/A	0	5	12
	2008	2	0	0	1	3
Arson	2006	0	N/A	0	0	0
	2007	1	N/A	0	0	1
	2008	0	0	0	0	0
Liquor Law Violation arrests	2006	0	N/A	0	0	0
	2007	1	N/A	0	0	1
	2008	1	1	0	0	1
Liquor Law Violation Referred for Disciplinary Action	2006	0	N/A	0	0	0
	2007	0	N/A	0	0	0
	2008	18	18	0	0	18
Drug Abuse Violation Arrests	2006	7	N/A	0	7	14
	2007	0	N/A	0	0	0
	2008	6	0	0	0	6
Drug Abuse Violation Referred for Disciplinary action	2006	0	N/A	0	0	0
	2007	0	N/A	0	0	0
	2008	2	0	0	0	2
Weapons Possession Arrest	2006	1	N/A	0	1	2
	2007	1	N/A	0	0	1
	2008	0	0	0	0	0
Weapons possession Referred for Disciplinary Action	2006	1	N/A	0	0	1
	2007	0	N/A	0	0	0
	2008	0	0	0	0	0

*This column is a subset of on-campus property statistics.

No hate crimes during this reporting period.

These statistics include all attempted and completed offenses. Public Property crimes include statistics received from the City of Flint P.D. Registered sexual offender information is available through the Michigan State police website located at www.mipsor.state.mi.us/



CRIMINAL STATISTICS

The chart on page six contains the number of reported crimes on the campus for the past three years. The statistics are for the calendar year January 1 to December 31 except where noted. Statistics include all reported attempts and actual occurrences involving criminal incidents on property or in buildings owned or controlled by the university, and property or buildings owned or controlled by student organizations.

The department maintains a liaison with the City of Flint Police Department to obtain and record incidents reported through the City of Flint Police Department.

The department includes security considerations in the maintenance of campus facilities via daily communications with facilities management.

CRIME DEFINITIONS ⁽¹⁾

Arson

To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

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 results from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

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.

Burglary

The unlawful entry of a structure to commit a felony or 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.

Larceny

The unlawful taking, carrying, leading, or riding away property from the possession, or constructive possession of another person.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Murder

The willful (nonnegligent) killing of one human being by another.

Homicide

Includes murder, negligent and non-negligent manslaughter



CRIME DEFINITIONS ⁽¹⁾ - continued

Robbery

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

Sex Offense-Forcible

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

Sex Offense-Nonforcible

Unlawful, nonforcible sexual intercourse.

Drug Abuse Violation

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, benzedrine).

Liquor Law Violation

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

Weapons Possession

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

SAFETY TIPS

The Department of Public Safety offers the following safety tips:

- If possible, avoid studying alone. Always let someone know where you are and an approximate time when you will be finished.
- Keep your purse in a locked cabinet or locker. Never place your valuables in a highly visible area.
- Keep your personal belongings in view at all times. Never leave them, even for a moment, to use the restroom or get a drink.
- Never prop open doors, especially fire doors.
- If you observe an individual in the improper restroom, leave immediately and notify Public Safety.
- If you observe a suspicious person, report it to the Department of Public Safety.

(1) Definitions were obtained from the Uniform Crime Reporting Handbook, Federal Bureau of Investigation, NIBRS Edition, 1992.



SAFETY TIPS - continued

- Always walk with another person. Never walk alone to your car at night. If a classmate is not available, call the Department of Public Safety and request an escort.
- Learn the locations of the blue light emergency telephones on campus.
- Walk on designated walkways that are well lit. Report poor lighting to the Department of Public Safety. Avoid shortcuts through the park, vacant lots, and other deserted places.
- Know the location of the Department of Public Safety and other safe areas.
- If you suspect that you are being followed, turn or cross the street. If you are being followed, use a blue light emergency phone or campus phone to call the Department of Public Safety. Find a safe area to proceed to, such as an office, highly visible area, or a place where there are people who can see you.
- Do not leave valuables, like your wallet, purse, or radar detector, in open view. Conceal or leave the items in a safe place, such as in a locker or trunk of your car.
- Do not give your keys away. Keys can be duplicated. Always keep your keys in your possession. Engrave valuables with your name and/or driver's license number. University property should have serial numbers recorded and possess a university inventory tag.
- Require photo identification from maintenance and utility workers prior to allowing them access to your house or office. Verify that the workers have authorization to remove items from the office or your home.
- Report all thefts immediately.
- Keep police and fire emergency numbers near your phone.
- Do not let a stranger into your house, even if the stranger states that it is an emergency. Instead, offer to make a call for help.
- Be alert and aware of your surroundings when walking outdoors.
- Purses should be carried close to the body and secured under one arm, not swung from the strap.
- Do not walk, jog, or run alone, especially after dark.
- Do not hitchhike.
- Leave a light on at home when you are away. An inexpensive timer on several lights could discourage a break-in.
- Make arrangements with your neighbors or other neighboring office staff when you will be away from your home or office. Ask them to keep an eye on the place. Arrange for someone to retrieve your mail and discontinue newspaper delivery until you return.
- Transfer telephone calls to a neighbor or friend.
- Walk with confidence. Show that you are aware and in control. Body language works!



ALCOHOL AND DRUG PREVENTION POLICY

The University of Michigan-Flint is committed to providing a safe, healthy learning community for all its members. The University recognizes that the improper and excessive use of alcohol and other drugs may interfere with the University's mission by negatively affecting the health and safety of students, faculty and staff. Problems such as vandalism, assault, harassment, and disruption of sleep and study space increase in relation to misuse. It is due to the harm caused by excessive and illegal use that the University has a vested interest in establishing policies to prohibit unlawful behavior, and sanctions to address policy violations by members of the UM-Flint community.

Under the **Drug Free Workplace Act of 1988** and the **Drug Free Schools and Communities Act Amendments of 1991**, the University is required to have an alcohol and other drug policy and distribute this policy annually to all employees and students. This policy must outline the University's prevention, education and intervention efforts, and consequences that may be applied by both the University 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.

Alcohol and Other Drugs Policy

Employees, students, and campus visitors may not consume, possess, distribute, or be under the influence of non-prescription drugs and/or alcoholic beverages on University property, with the following exception:

1. University functions at which use of alcohol is approved.

Michigan law prohibits the dispensing, selling or supplying of drugs or alcoholic beverages to a person under twenty-one years old. While on University property all individuals are prohibited from possessing, consuming, manufacturing, dispensing, or being under the influence of illegal drugs or engaging in improper self-medication.

All members of the campus community are also 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 and Other Drug Prevention Program

Changing the community culture from one that is indifferent to, or tolerates, the harm caused by excessive and illegal use, requires participation by all members of the community. The University of Michigan-Flint has a comprehensive substance abuse prevention program, which utilizes nationally recognized best practices. These practices are employed in order to actively promote an environment that discourages the harmful abuse of alcohol and other drugs, and strives to prevent subsequent negative outcomes. Strategies that are utilized include: informing students about alcohol and other drug policies, and possible consequences for policy violations; educational media campaigns, promoting legal, moderate use; providing information to student's parents about alcohol issues on campus during parent orientation; facilitating various education, skill building, and intervention programs to assist students in gaining knowledge and skills; and providing resources and support for students who seek treatment services. For more information please contact the Assistant Vice Chancellor for Student Services and Enrollment Management at 762-3456.

Health Risks

The use or abuse of alcohol and other drugs increases the risk for a number of health related and other



ALCOHOL AND DRUG PREVENTION POLICY - continued

medical, behavioral, and social problems. These include acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death); physical and psychological dependence; malnutrition; long-term health problems, including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease; contracting diseases such as AIDS, through sharing of hypodermic needles; pregnancy problems including miscarriages, fetal alcohol syndrome (physical and mental birth defects); psychological or psychiatric problems; diminished behavior (hangovers, hallucinations, disorientation, slurred speech); unusual or inappropriate risk-taking which may result in physical or emotional injury or death; violent behavior towards others, such as assaults and rape; accidents cause by operating machinery while impaired; impaired driving resulting in alcohol and drug-related arrest, traffic accidents, injuries and fatalities; negative effects on academic work performance; conflicts with co-workers, classmates, family, friends and others; conduct problems resulting in disciplinary actions, including loss of employment; and legal problems including imprisonment.

Counseling and Treatment Programs

The University of Michigan-Flint encourages individuals with alcohol or other drug-related problems to seek assistance.

Students

The Campus Counselor (810-762-3456) can provide information on local, state, and federal resources available for those seeking assistance.

Faculty and Staff

The University of Michigan encourages individuals with alcohol or other drug related problems to seek assistance. For information on confidential, no cost services through the University's Faculty and Staff Assistance Program (FASAP), please contact Human Resources at 762-3150 (Flint Campus).

Alcohol and Other Drugs Policy and Student Organizations

The University of Michigan-Flint expects each student organization to promote behavior that is consistent with this Policy. Student organizations will be held to the highest standards and will be expected to comply with all federal, state and local laws, thus minimizing criminal and civil liability to the organization and its members, while helping to assure the personal safety and welfare of its members and guests.

The following guidelines are recommended:

- 1 It is illegal for student organizations to sell alcohol in the state of Michigan. Student organizations can significantly improve personal safety and reduce liability by not providing alcohol to any person.
- 2 If alcohol is to be present at an organization-sponsored activity, the organization can provide for the safety of its members and reduce its liability if:
 - a. Alcohol is not the focus of the event;
 - b. Attractive alternative beverages are provided;
 - c. Procedures are in place to prevent service or sale to persons under the legal age of 21;
 - d. Alcoholic beverages are not purchased with organization funds nor with the contributions of individual members;
 - e. Alcohol is not served from common or self-serve containers;
 - f. Service complies with this Policy, as well as the rules of the facility;
 - g. Designated non-drinking hosts are assigned to attend the event.
 - h. Assist any attendee who is intoxicated with finding alternative transportation home.

ALCOHOL AND DRUG PREVENTION POLICY - continued

If alcohol is to be present at an event, the preferred method of serving alcohol is to use a caterer or hold the event at a site provided by a vendor who is licensed to sell and serve alcohol. If these methods are not possible, the next best option is to request that guests of age bring a reasonable and limited amount of alcohol that only they will personally consume at the event. Schools, departments, units and administrative offices as appropriate are expected to encourage student organizations' compliance with these expectations and recommendations.

University Sanctions

Students: The University, through the Office of Student Life has established expectations for non-academic student conduct under the Student Rights Policy. The illicit use of alcohol and other drugs is considered misconduct and subject to disciplinary action: "Unlawful possession, use, manufacture, sale, or distribution of any controlled substance, alcoholic beverage, or illegal drug on University premises or at University-sponsored activities and events."

The Student Rights Policy is administered by the division of Student Services and Enrollment Management (SSEM). Sanctions cover a wide range of educational assignments and obligations, including but not limited to suspension and expulsion from the institution. The Assistant Vice Chancellor for SSEM oversees the Conduct and Grievance Hearing Board processes as outlined in the Student Rights Policy.

Academic units of the University may also have written or implied policies concerning management of alcohol use and their response to the illicit use of alcohol and other drugs in the academic setting. Students are expected to know and understand these additional policies and abide by them.

Student Organizations: Policy violation by student organizations will be handled through the student organization judicial process administered through the Office of Student Life.

Staff and Faculty: Sanctions for violations by faculty and staff are governed by policies within individual departments and any applicable guidelines set by University regulations (Regents' Bylaw 5.09, Standard Practice Guide 201.12), appropriate collective bargaining agreements, and other applicable policies or procedures. Appropriate sanctions may include: verbal or written warnings, a mandated rehabilitation program, probation, suspension, and termination. In each case there are likely to be different circumstances that are relevant for understanding the situation and determining the appropriate sanction.

Students/Faculty/Staff and Student Organizations: Unlawful possession, manufacture, use, or distribution of alcohol or illicit drugs by faculty, staff, or students on University property or as a part of any University activity may lead to sanctions within the University, the severity of which shall increase as the seriousness of the violation increases. Sanctions include:

- A verbal or written reprimand;
- Completion of an appropriate rehabilitation program;
- A disciplinary warning, with notice that repetition of the offense or continuation of the offense may result in a more serious sanction;
- Suspension from the University (student) or from employment (employee) or from a specified University activity or facility for a fixed period of time or until completion of specific conditions, such as completion of an appropriate rehabilitation program;
- Expulsion from the University (student) or termination of employment (faculty or staff); and/or
- Other appropriate sanctions.



ALCOHOL AND DRUG PREVENTION POLICY - continued

External Sanctions

Federal laws impose significant criminal penalties for the unlawful possession, use, manufacture or distribution of alcohol and illicit drugs. These penalties include fines and/or imprisonment.

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 is also 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/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) ticket and as well as being cited for operating a vehicle while intoxicated. This is in addition to suspension of driving privileges in the state of Michigan.

Drugs: Unlawful possession, use, or distribution of alcohol or illicit drugs may lead to a referral to the appropriate local, state, and/or federal authorities for prosecution for a misdemeanor or a felony, depending on the nature of the offense. The sanctions for such offenses may include fines and/or imprisonment.

Employee Reporting Requirement

Under the Drug-Free Workplace Act of 1988, in addition to the other requirements of this policy, a faculty or staff member who works in any capacity under a federal grant or contract must notify his or her University supervisor or department head, in writing, of his or her conviction for a violation of any criminal drug statute occurring in the workplace no later than five calendar days after such conviction. This applies to direct charge employees and to indirect charge employees who perform any support or overhead functions related to the grant. The supervisor or department head must then promptly report the violation to the General Counsel's Office.

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 semester.

Review of University Prevention Program and Policy

Biennially the University shall review its "Alcohol and Other Drugs Prevention Program and Policy" to determine effectiveness and implement changes, if needed, and to ensure that the University's disciplinary sanctions are consistently enforced.

For More Information concerning this policy, contact the Vice Chancellor for Student Services and Enrollment Management at (810) 762-3434.



POSSESSION OF WEAPONS ON CAMPUS

Students

The following personal actions on University property or at official University functions shall be considered non-academic misconduct and be subject to disciplinary action: Use, possession, or storage of any weapon on University premises or at University-sponsored activities and events (unless approved by the Department of Public Safety; such approval will be given only in extraordinary circumstances). (2)

Students must also be familiar with Regent Ordinance Article X (Weapons) that also applies to possession of weapons on campus.

Faculty/Staff

The University of Michigan Standard Practice Guide Section 201.94 was issued on 3/12/01 to address the subject of weapon possession on campus. This policy states;

I. Policy: Except as otherwise provided below, employees are prohibited at any time while on any property owned, leased, or otherwise controlled by the University, or elsewhere in the course of their employment with the University, from possessing or discharging any firearm; possessing or using any explosive or any knife, sword or machete having a blade longer than four (4) inches or, in the case of a knife with a mechanism to lock the blade in place when open, longer than three (3) inches; or possessing, discharging or using any other dangerous weapon. Employees are also prohibited at any time while on any property owned, leased or otherwise controlled by the University, or elsewhere in the course of employment, from possessing any chemical or any other dangerous substance or compound with the intent of causing injury to another. The prohibitions in this Standard Practice Guide apply regardless of whether the employee has a concealed weapon permit or is otherwise authorized by law to possess, discharge or use any such device.

The prohibition in the previous paragraph does not apply:

- a) to a peace officer who is a member of the University's Department of Public Safety, who is regularly employed by the University, and who has been authorized by the Director of the Department of Public Safety to carry weapons as outlined by Department of Public Safety policy; or
- b) to an employee authorized by the University to possess or use such a device during the time when the employee is engaged in work for the University requiring such a device; or
- c) during the time when the device is worn as part of a military or fraternal uniform in connection with a public ceremony, parade or theatrical performance; or
- d) when the Director of the Department of Public Safety has waived the prohibition based on extraordinary circumstances. Any such waiver must be in writing, signed by the Director, and must define its scope and duration.

The Director of the Department of Public Safety may impose certain restrictions upon individuals who are otherwise authorized to possess or use such devices pursuant to the preceding paragraph when the Director determines such restrictions are appropriate under the circumstances.

II. Regulations: Employees who violate this policy may be subject to discipline, up to and including discharge.

Faculty/Staff should also be familiar with Regent Ordinance Article X (Weapons) that also applies to possession of weapons on campus.



POSSESSION OF WEAPONS ON CAMPUS - continued

Regent Ordinance Article X (Weapons)

Regent Amended Ordinance Article X (Weapons) applies to the possession of weapons on University properties.

Section 1. Scope of Article X. Article X applies to all property owned, leased, or otherwise controlled by the Regents of the University of Michigan and applies regardless of whether the individual has a concealed weapons permit or is otherwise authorized by law to possess, discharge or use any device referenced below.

Section 2. Possession of Firearms, Dangerous Weapons and Knives. Except as otherwise provided in Section 4, no person shall while on any property owned, leased, or otherwise controlled by the Regents of the University of Michigan: (1) possess any firearm or any other dangerous weapons as defined in or interpreted under Michigan law or (2) wear on his or her person or carry in his or her clothing any knife, sword or machete having a blade longer than four (4) inches, or, in the case of a knife with a mechanism to lock the blade in place when open, longer than three (3) inches.

Section 3. Discharge or Use of Firearms, Dangerous Weapons and Knives. Except as otherwise provided in Section 4, no person shall discharge or otherwise use any device listed in the preceding Section on any property owned, leased or otherwise controlled by the Regents of the University of Michigan.

Section 4. Exceptions.

1. Except to the extent regulated under Subparagraph 2., the prohibitions in Article X do not apply:
 - a) to University employees who are authorized to possess and/or use such a device pursuant to Standard Practice guide 201.94;
 - b) to non-University law enforcement officers of legally established law enforcement agencies or to other non-University employees who, in either situation, are authorized by their employer to possess or use such a device during the time the employee is engaged in work requiring such a device;
 - c) when someone possess or uses such a device as part of a military or similar uniform or costume in connection with a public ceremony or parade or theatrical performance;
 - d) when someone possesses or uses such a device in connection with a regularly scheduled educational, recreational or training program authorized by the University;
 - e) when someone possesses or uses such a device for recreational hunting on property which has been designated for such activity by the University provided such possession and use is in strict compliance with applicable law; or
 - f) when the Director of the University's Department of Public Safety has waived the prohibition based on extraordinary circumstances. Any such waiver must be in writing and must define its scope and duration.
2. The Director of the Department of Public Safety may impose restrictions upon individuals who are otherwise authorized to possess or use such a device pursuant to Subsection (2) when the Director determines that such restrictions are appropriate under the circumstances.

Section 5. Violation Penalty. A person who violates this Article X is guilty of a misdemeanor, and upon conviction, punishable by imprisonment for not less than ten (10) days and no more than sixty (60) days, or by fine of not more than fifty dollars (\$50.00) or both.

(2) Student Right's Policy, University of Michigan-Flint



SEXUAL HARASSMENT ⁽³⁾

It is the policy of the University of Michigan to maintain an academic and work environment free of sexual harassment for students, faculty, and staff. Sexual harassment is contrary to the standards of the university community. It diminishes individual dignity and impedes equal employment and educational opportunities and equal access to freedom of academic inquiry. Sexual harassment is a barrier to fulfilling the university's scholarly, research, educational, and service missions. It will not be tolerated at the University of Michigan.

Sexual harassment violates the University's long-standing policy against discrimination on the basis of sex. Sexual harassment is also illegal. It is prohibited in the employment context by Title VII of the 1964 Civil Rights Act, in the education context by Title IX of the Educational Amendments of 1972 and, in both employment and education contexts, by Michigan's Elliot-Larsen Civil Rights Act, adopted in 1976.

A claim under this policy may be brought by the university or by a faculty, staff, or student member of the university community based on the conduct of any university employee. Complaints based on conduct by students who are not also employees of the university are addressed in the Interim Policy on Discrimination and Discriminatory Conduct by Students in the University Environment, which is administered by the vice chancellor for student services and enrollment management.

Sexual harassment can be a very serious matter having far-reaching effects on the lives and careers of individuals. Intentionally false accusations can have similar impact. Thus the charge of sexual harassment is not to be taken lightly by a charging party, or any member of the university community. A person who knowingly and intentionally files a false complaint under this policy is subject to university discipline".

Definition of Sexual Harassment

For the purposes of determining whether a particular act or course of conduct constitutes sexual harassment under this policy, the following definition will be used: Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, living environment, or participation in a university activity;
2. submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that person's employment, education, living environment, or participation in a university activity;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's employment, education, living environment, or participation in a university activity.

Prevention and Education

The university is committed to preventing and eliminating sexual harassment of students, faculty, and staff. To that end, this policy will be published in pamphlet form and disseminated to the university community. The pamphlets will be included in orientation materials for new students, faculty, and staff and made available in the Affirmative Action Office and other appropriate locations on each campus. In addition, appropriate educational sessions will be conducted by the university on an ongoing basis to (1) inform students, faculty, and staff about identifying sexual harassment and the problems it causes, (2) advise members of the university community about the rights and responsibilities under this policy, and (3) train personnel in the administration of this policy.

(3) Selected portions of the Policy on Sexual Harassment, SPG 201.89-0, revised 4/1/09.

SEXUAL HARASSMENT - continued

Informal Resolution Process

At the complainant's option, a sexual harassment report or complaint can be made centrally on the Ann Arbor campus or locally on the Dearborn and Flint campuses. In Ann Arbor, informal reports or complaints may be received by representatives of the Affirmative Action Office, the Office of the Ombudsperson (students only), Dean's Office of the Horace H. Rackham Graduate School (graduate students only), Center for the Education of Women, Department of Public Safety, and appropriate Human Resource Office.

On the Flint and Dearborn campuses, persons designated to receive informal reports or complaints are any dean, director, department head, and/or their designees. Each school/college or other unit shall be certain that at least one of the persons designated to receive complaints is a female.

Formal Investigation

Either subsequent to or instead of following an informal process, a complainant may elect to make formal charges of sexual harassment and have it pursued. The university will investigate all formal charges of sexual harassment. Formal charges under this policy's procedures should be made in writing and filed with a dean, director, the Affirmative Action Office, or the appropriate Human Resource Office. If a formal investigation is initiated, the person accused of sexual harassment must be notified of the charge and given the opportunity to respond to any allegations before disciplinary actions are taken.

SEXUAL ASSAULT POLICY

This student policy has been written to ensure compliance with the Higher Education Reauthorization Act of 1992, Sexual Assault Victim's Bill of Rights.)

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

Reporting Options and Procedures/Rights of Survivor

The Criminal Sexual Conduct Statutes of Michigan define sexual assault as a crime involving forced or coerced "sexual penetration" (first and third degree) or "sexual contact" (second and fourth degree). The University encourages the reporting of sexual assaults to the appropriate University officials as reporting is the only way the University can take action against the accused assailant. Survivors may report sexual assaults to:

- The Department of Public Safety at 762-3335 or 911 from any campus phone. The exception is if you are calling from your cell phone or a pay phone on campus, 911 will connect you with the City of Flint Police, Fire and emergency response departments.
- Women's Educational Center: 237-6648.
- Campus Counselor-Student Development Center: 762-3456.
- YWCA of Greater Flint Crisis Line: 238-SAFE.
- Sexual Assault Prevention and Awareness Center (SAPAC)-UM-Ann Arbor 734-998-9368.

Survivors and persons receiving reports of sexual assault are reminded of the importance of preserving evidence that may be necessary to the proof of criminal sexual assault or for use in University disciplinary proceedings.



SEXUAL ASSAULT POLICY - continued

The survivor has the right to have any and all sexual assaults against them treated seriously and the right to be treated with dignity. Because the University recognizes that a sexual assault is more than an assault on an individual's body, but is also an attack on the individual's dignity and sense of self, the University is committed to insuring that the decision to take action against the accused shall rest solely with the survivor. There may be circumstances, however, depending on the status of the alleged assailant and the seriousness of the offense, in which the University must take action to protect the survivor or other members of the University community.

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

Medical Services

A survivor who seeks medical assistance has the right to have the Hospital use equipment and methods commonly used to preserve and maintain the integrity of evidence of sexual assault.

Support and Counseling Services

There are several departments available to survivors who are seeking support, information, and counseling:

- UM-Flint Women's Educational Center (WEC) 237-6648. The WEC staff serves as an advocate for a survivor of sexual assault. Staff members are trained to provide information to survivors about reporting options, medical exams, available resources, and survivor's rights. The WEC works closely with the YWCA of Greater Flint and will refer survivors to one of the YWCA's sexual assault counselors. WEC personnel are also available to accompany survivors and provide support during hospital or medical exams, contact with law enforcement personnel, during campus judicial hearings, and for local court proceedings.
- UM-Flint Counselor 762-3456
- The YWCA of Greater Flint Domestic Violence and Sexual Assault Program 238-SAFE
- The Sexual Assault Prevention and Awareness Center (SAPAC) on the Ann Arbor campus is a resource for the Ann Arbor, Dearborn and Flint campuses 734-998-9368

The University of Michigan-Flint insures survivors confidentiality as per Mich. Comp. Laws § 600.2157a (1985). All University personnel should refer sexual assault survivors to the Women's Educational Center or the Campus Counselor.

University Disciplinary Process

The survivor has the right to pursue the University judicial process against an accused student assailant through the Student Code of Conduct and the Residence Hall Judicial Process. The procedures a survivor may follow to pursue University action against a faculty or staff member are dependent upon the accused's employment status. The University commits itself to providing judicial and disciplinary processes that are sensitive, supportive, expeditious, and respectful of the individual rights of all involved. Both the survivor and the accused have the right to be accompanied by a support person through



SEXUAL ASSAULT POLICY - continued

every phase of the process. Student survivors may choose to change University housing and academic arrangements, if such changes are reasonably available, without academic penalty.

Possible sanctions for students resulting from the University's judicial process range from formal reprimands and community service to suspension and expulsion. Possible sanctions for faculty and staff range from reprimands to termination of employment. Both the accuser and the accused shall be informed of the outcome of the campus disciplinary process.

Criminal/Legal Options

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

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

Statistical Reporting

The University will provide statistics of reported sexual assaults as required and defined by the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act. All personally identifying information will be removed from the statistical reports.

SEXUAL ASSAULT PREVENTION AND AWARENESS

The University of Michigan-Flint campus provides the following sexual assault prevention and awareness services:

- Short-term counseling
- Referrals and advocacy
- Liaison with university offices
- Educational handout

All services are strictly confidential. Volunteer opportunities may be available. If interested, contact the Adult Resource and Women's Center. For information, contact the Women's Educational Center, 264 University Center, 766-6714.

CRIME PREVENTION AND AWARENESS VIDEO

The university has produced a video that highlights crime prevention and awareness while on the university campus and in the downtown Flint area.

Individuals or groups who would like to view this video should contact the Department of Public Safety. The department is prepared to offer a crime prevention seminar in conjunction with this video.

The department provides a crime prevention and awareness discussion during new student orientation sessions.



WHAT YOU CAN DO TO STOP AQUAINTANCE RAPE ⁽⁴⁾

Take all relationships seriously. Every person has the right to be treated with respect and dignity.

Communicate effectively. This means voicing your needs and listening to what is being said. Always try to express yourself as clearly and assertively as possible. Be aware of your body language. Make sure the other individual knows what you mean, want, and need in each situation.

Accept the decisions of others. It is never okay to manipulate, pressure, intimidate, or force someone into sexual activity.

Discuss your expectations. Share your feelings and thoughts about sexual activity in dating and intimate relationships with the other person.

Consider the effects of alcohol and other drugs. Alcohol and other drugs can impair the perceptions of reactions in both males and females. This can cause additional problems in communication, the ability to understand the other person, and to respond effectively.

Know your rights and responsibilities. You have the right to determine how far intimacy will go and the responsibility to stop when the other person says no.

Challenge sexist attitudes. Recognize that attitudes which promote an unequal status for girls and women perpetuate an environment which is conducive to the acceptance of rape and other violence directed at women.

Get involved with social justice. Read, talk, and act with respect and diversity regarding race, religion, gender, sexuality, and class. Keep an open mind. Others may see things differently.

EMERGENCY PHONES

Become familiar with the emergency telephone system on campus. These phones are identified by either the blue light on top of a pedestal or the red emergency call box. To contact the Department of Public Safety with one of these telephones, pick up the receiver or push the button on the phone. When an emergency telephone is activated, the Public Safety dispatcher will be alerted and an officer will be sent to the location of the telephone. Designated emergency telephones do not require dialing. There are over 100 emergency telephones located throughout campus.

(4) Adapted from: The C.A.R.E. program, University of Illinois, Urbana-Champaigne



THE UNIVERSITY OF MICHIGAN-FLINT GENERAL HOURS OF OPERATIONS

Fall 2009 (effective Tuesday, September 8, 2009)

UNIVERSITY BUILDINGS	MONDAY - THURSDAY	FRIDAY	SATURDAY	SUNDAY
French Hall (FH) Computer Lab (223)	7 a.m. - 10 p.m. 8 a.m. - 5 p.m.	7 a.m. - 10 p.m. 8 a.m. - 5 p.m.	7 a.m. - 5:30 p.m. Closed	Closed Closed
Hubbard Bldg.	8 a.m. - 5 p.m.	8 a.m. - 5 p.m.	Closed	Closed
Thompson Library (FWTL)	8 a.m. - 11 p.m.	8 a.m. - 6 p.m.	10 a.m. - 6 p.m.	2 p.m. - 10 p.m.
Murchie Science Bldg. (MSB) Computer Lab (206)	7 a.m. - 11 p.m. 9 a.m. - 11 p.m.	7 a.m. - 5:30 p.m. 9 a.m. - 11 p.m.	7 a.m. - 11 p.m. 9 a.m. - 11 p.m.	9 a.m. - 11 p.m. 9 a.m. - 11 p.m.
Northbank Center (NBC)	6 a.m. - 7 p.m.	6 a.m. - 7 p.m.	8 a.m. - 4 p.m.	Closed
University Pavilion (UPAV) Pavilion Ramp	7 a.m. - 7 p.m. 6:30 a.m. - 10:30 p.m.	7 a.m. - 7 p.m. 6:30 a.m. - 7:30 p.m.	Closed Closed	Closed Closed
Recreation Center	6 a.m. - 10 p.m.	6 a.m. - 9 p.m.	8 a.m. - 6 p.m.	10 a.m. - 8 p.m.
University Center (UCEN) Information Desk Riverview Dining Room - Lunch/Brunch - Dinner UCEN Food Court	7 a.m. - 12 a.m. 7:45 a.m. - 8:15 p.m. 11 a.m. - 2:30 p.m. 5 p.m. - 7:30 p.m. 8 a.m. - 10 p.m.	7 a.m. - 12 a.m. 7:45 a.m. - 4:30 p.m. 11:30 a.m. - 2:30 p.m. Closed 8 a.m. - 10 p.m.	8 a.m. - 12 a.m. Closed Closed Closed 11 a.m. - 7 p.m.	9 a.m. - 12 a.m. Closed Closed Closed 4 p.m. - 10 p.m.
William S. White Bldg. (WSW) Computer Lab (3174) Information Desk	7 a.m. - 10 p.m. 8 a.m. - 8 p.m. 7:45 a.m. - 7:15 p.m.	7 a.m. - 5:30 p.m. 8 a.m. - 5 p.m. 7:45 a.m. - 2:15 p.m.	7 a.m. - 5 p.m. 8 a.m. - 5 p.m. Closed	Closed Closed Closed
Third floor skywalks between UCEN, FH, MSB, UPAV & Library are open as follows:	All until 11 p.m.	All until 11 p.m.	FH and Library open until 6 p.m.	All closed except UCEN to MSB - open until 11 p.m.

The Department of Public Safety is responsible for monitoring all campus-wide fire and intrusion alarms. Alarms are monitored 24-hours-a-day. When an alarm is received, an officer or other appropriate personnel will be dispatched to investigate.

A specific individual or group will be admitted to a building or room after hours, on weekends and holidays only if the Department of Public Safety has received written authorization from a department, no later than 48 hours prior to the date the facilities are to be used. Authorization should be written for an individual or group by the person in charge of the room or area involved.

ADDITIONAL SERVICES PROVIDED BY THE DEPARTMENT OF PUBLIC SAFETY

Car Problems. If you experience car trouble on campus, call the Department of Public Safety. The department is available to assist you with such problems as:

- Dead car batteries
- Frozen door locks
- Lost cars
- Keys locked in the car
- Flat tires

Provide your location and the make, model, year, color, and license plate number of your vehicle. If possible, lift the hood and stand by your vehicle. Public Safety personnel will respond and assist you as soon as possible.

Medical Assistance. Emergency requests for medical treatment and ambulance service should be directed to the Department of Public Safety, using the emergency 911 number. The department will provide basic first aid and will contact the Emergency Medical System (EMS) if necessary.

Escorts. Escort service is available 24-hours-a-day, seven-days-a-week for all members of the University of Michigan-Flint community. If you need an escort, call the department and give your name, location, and destination. A safety employee will be glad to meet you and walk you to your car or other campus destination.

Personal Injury Reports. If you or someone you know is ill or injured on university property, contact the Department of Public Safety via any blue light emergency telephone or university telephone. A Public Safety employee will be dispatched to perform basic first aid and will call for further assistance, if needed.

Lost and Found. The Department of Public Safety receives all lost and found articles on campus. If an item is lost or found on campus, contact the department by calling 762-3335 on any campus phone. An officer will respond to pick up the found item. The department maintains a log of all reported lost items. All attempts to return found property to the owner will be made.

Unclaimed property held by the department over 30 days will be handled as follows: When the owner of found property cannot be identified, it will be returned to the person who found it. Exceptions: Employees whose job functions include providing a clean, maintained, and safe environment are not able to claim found articles, even after the 30-day waiting period. Department of Public Safety, Facilities Management and other employees who are entrusted with a higher level of access to campus areas are prohibited from receiving unclaimed found articles. Unclaimed property will be donated to a local charity.

Locksmith Services. The Department of Public Safety, in conjunction with Facilities Management, provides locksmith service for offices and buildings owned by the university. Lock core changes and issuance of keys are maintained by the Department of Public Safety. Lock repairs, door hardware problems, or any other repair service of locks and doors are provided by Facilities Management. Keys will only be issued to authorized persons with proper identification after receiving a completed key request form. Key request forms are available from the Department of Public Safety.

Automobile Accident Reports. If you or someone you know is involved in an automobile accident on campus, call the Department of Public Safety immediately. The Department of Public Safety is qualified to take accident reports. Please do not contact the Flint Police Department. They will not take a report on an accident on university property. You can contact the Department of Public Safety via any of the blue light emergency telephones located throughout campus. Indicate the parking lot you are in, whether there are any injuries, the make, and color, of the vehicles involved.

Emergency Notifications. If you are on campus and need to be contacted in regard to an emergency

ADDITIONAL SERVICES PROVIDED - continued

situation, contact should be made with the Department of Public Safety at 762-3335. The dispatcher will ask the nature of the emergency in an attempt to determine if the emergency constitutes your immediate removal from class or if the notification can take place at the beginning or end of your class. The name and telephone number of the caller will be taken in case the notification could not be successfully made. Emergency notifications should be limited to “true emergencies” only. Notifications will not be made for missed appointments, meetings, or lack of transportation.

Fire Alarms and Extinguishers. In the event of a fire, an alarm will sound throughout the affected building. If you hear an alarm, vacate the building immediately. Never use an elevator during a fire alarm. If you discover a fire, no matter how small, activate the nearest fire pull box, and then contact the Department of Public Safety. Do not try to fight a fire yourself unless you know how to properly use a fire extinguisher and the fire is small and contained. After evacuating the building, stay clear of the building. Allow room for fire-fighting equipment to maneuver around the building as necessary.

Fire extinguishers are maintained by the Department of Public Safety. If you discharge or observe a discharged fire extinguisher, contact the department. The fire extinguisher will be replaced with a properly filled extinguisher.

PARKING PERMITS AND IDENTIFICATION CARDS

The University of Michigan-Flint issues parking permits and identification cards to faculty, staff, and students of the University of Michigan-Flint. For the first two weeks of the fall and winter semesters and the first week of the spring and summer semesters, parking permits and student identification cards are issued. If a student misses the general period for obtaining a permit or identification card, they can be obtained by going to a M-Card station located at 206 Murchie Science Building and 3174 William S. White Building computer labs.

Returning students must present their parking permit to have the permit validated. A fee will be charged for issuing a replacement for lost identification cards.

Students are issued only one parking permit validation per semester. The parking permits are transferable from car to car. There is no additional fee to receive a student parking permit. Faculty and staff parking permits are available at the beginning of the fall semester at the department’s administrative office in the Hubbard Building. Returning faculty and staff must present their parking permit to receive a parking validation sticker. Faculty and staff are charged a fee for the parking permits as set by the university. The fee can be paid by payroll deduction or paid for at the time of issuance. No cash can be received, checks only please.

Parking permits are required to be displayed to use any of the University of Michigan-Flint parking facilities. Visitor parking is available in the Mill Street Parking Deck and in lots with proper notification of the Department of Public Safety.

PARKING VIOLATIONS

The Department of Public Safety issues parking violation tickets to vehicles parked in violation of Flint ordinances and university regulations. Parking enforcement is continuous for violators of handicap, fire zones, and prohibited parking areas. Permit violations are enforced with time restrictions throughout the year.

Once a parking violation is issued, the violation is turned over to the Flint Police Department and the 68th District Court. The 68th District Court has complete authority over the final disposition of all violations.

PARKING VIOLATIONS - continued

What to do if I get a violation? If you receive a parking violation, you can contest it or pay the fine.

To contest a parking violation:

- Contact the 68th District Court at 766-8968.
- You can call the Department of Public Safety for an explanation of the violation.
- Make an appointment at the 68th District Court to discuss the violation with the court magistrate.

To pay the violation:

- Use the pre-addressed envelope on the parking violation.
- Do not send cash. Only checks or money orders are accepted.
- Seal the payment in the envelope, attach a stamp, and drop it in any mailbox.

INCLEMENT WEATHER

The Department of Public Safety is alerted to severe or inclement weather by weather radio and a civil defense receiver. Upon receiving this information, notification is made to the university community in various ways.

WEATHER CLOSING

"In the event of inclement weather, the decision on whether to close the university is made by the chancellor after consultation with various personnel. The decision is made as quickly as possible for the safety and convenience of students, faculty, and staff.

If the decision is made to remain open, all regularly scheduled classes are expected to meet as planned. No public announcement will be made. However, if the decision is to close the campus, University Relations will alert area radio and television stations, and will announce the closing on the M-Formation line, a telephone recording heard by calling 767-1UMF." ⁽⁶⁾

Do not call the Department of Public Safety with questions in reference to school closings. If the University of Michigan-Flint is closed, all area radio and television stations will be given the information to broadcast. The department dispatcher needs to remain available to handle emergency conditions and notifications required during the current weather condition.

SPRING/SUMMER INCLEMENT WEATHER

The Department of Public Safety will take the following actions in regard to these weather conditions:

Tornado Watch. A tornado watch indicates that weather conditions are favorable for a tornado. A tornado watch does not indicate that a tornado has been spotted.

Tornado Warning. A tornado warning indicates that a tornado has been located in or around the Genesee County area and/or a threat exists. All departments and building occupants will be notified by the public address system and/or by Department of Public Safety employees. Students and staff with disabilities should be assisted to the designated shelter areas, using elevators when necessary.

Severe Thunderstorm Watch. A severe thunderstorm watch indicates that severe thunderstorm activity may be expected. No notification will be made under these conditions by the Department of Public Safety.

Severe Thunderstorm Warning. A severe thunderstorm warning indicates that severe thunderstorm activity is present or expected in the area. Departments with critical electrical equipment and computer systems should take note that their equipment may be placed at risk if plugged in and left running.



INCLEMENT WEATHER - continued

In the event of an emergency, the department will assist people in locating the appropriate shelter areas. All persons will be asked to remain in the shelter area until the emergency condition is terminated.

The department reminds all faculty and staff that upon leaving the office, turn off the lights and secure the door. This will assist the department in a walk-through check of the buildings to determine if all areas are evacuated as well as to prevent criminal activity.

(8) Procedures for notification of weather-related closings, Office of University Relations, January 20, 1992.

EMERGENCY GUIDELINES

The purpose of this emergency plan is to indicate to building occupants the actions that must be taken to prepare for and respond to emergency situations that may occur at the University of Michigan-Flint.

There are generally three types of emergencies. Those that require one to evacuate, those that require one to seek protective shelter, and those that require medical attention. Some examples of emergencies that may require one to evacuate or take shelter include:

- Fire
- Tornado/severe weather
- Radiation, biological, or chemical spill
- Active shooter

The following systems are used to warn or notify building occupants of an emergency:

- Public address system
- Email
- Fire alarm
- Notification in person or by telephone
- 3N Emergency Alert

If you discover an emergency condition that requires immediate attention (fire, serious injury, chemical spill, etc.) immediately call the Department of Public Safety at 911 or 762-3335 from any campus telephone and provide the following information:

- Your name, location, and telephone number
- Describe the emergency situation, location, and actions already taken
- Report the extent of the injuries.

Evacuation: Building occupants will stop all activities when the fire alarm sounds or when instructed by Public Safety to evacuate and do the following:

- Remain calm and do not run or panic,
- gather in groups of 3 - 4 people and evacuate using the "buddy system" as directed by your instructor or supervisor,
- promptly move to the nearest exit and assemble outside of the designated area,
- identify unaccounted individuals and report their names to your instructor or supervisor, and
- do not enter the building until the "ALL CLEAR" is given by Public Safety.

Shelter: Building occupants will stop all activities when instructed by Public Safety to go to a protective shelter and do the following:

- Remain calm and do not run or panic,
- gather in groups of 3 - 4 people and using the "buddy system" as directed by your instructor or supervisor, promptly move to the nearest protective shelter in your building,
- identify unaccounted individuals and report their names to your instructor or supervisor, and
- do not return to work areas or classrooms until the "ALL CLEAR" is given by Public Safety.

Medical: Medical emergencies must be reported to Public Safety. If you or someone else requires emergency medical care, call Public Safety and report the name, condition, and location of the injured person. Only individuals trained in first aid, CPR, or emergency medical procedures should respond

EMERGENCY GUIDELINES - continued

directly to medical emergencies. Universal precautions should be followed at all times when there is potential exposure to bodily substances.

When returning to classrooms and work areas, be aware of hazards that may exist, such as broken glass, electrical wires, tripping hazards, chemical hazards, etc. Hazards should be reported to your instructor or supervisor, Public Safety, or Facilities Management. **DO NOT ATTEMPT TO MAKE ANY REPAIRS.**

The UM-Flint Office of Accessibility Services (762-3456) provides a wide range of valuable services to individuals with disabilities that may require accommodations while at UM-Flint. Additionally, special assistance should be given to these individuals when evacuating or seeking protective shelter.

- Visually impaired individuals may require assistance or guidance to the nearest shelter or assembly area.
- Hearing impaired individuals may not hear the alarm or announcement. They may require others to relay pertinent information in writing to them or act as their guide.
- Mobility impaired individuals may not be able to walk long distances or utilize stairs without some assistance. If the person is in a wheelchair, they may need assistance to a safe area with a telephone where Public Safety can be called to further coordinate their assistance to the assembly area.

If you have a permanent or temporary disability, during an emergency immediately notify your instructor or the nearest UM-Flint staff person for assistance.

For additional information, the Environmental Health & Safety (EHS) Department has a Web HomePage



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