Annual Security Report
October 1, 2013
LCC SAFETY AND SECURITY INFORMATION

Lansing Community College (“LCC” or the “College”), in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also referred to as the “Clery Act”), has published this document to provide its students and employees with an overview of the College’s resources, policies and procedures regarding campus safety and reporting crime that occurs on or near the LCC campus. These policies and procedures may be subject to change at any time.

A hard copy of this document may be obtained by contacting the LCC Police Department (“LCC PD”) at 517.483.1800, or in person in the Gannon Building, Room 254, on the Main Campus in Lansing, Michigan.

The College also reports the annual crime statistics contained in this report to the U.S. Department of Education. A searchable database containing those statistics can be found at: http://www.ope.ed.gov/security/

As part of Clery Act Compliance, LCC PD maintains a crime log which documents the previous 60 days of criminal reports. A copy of the crime log can be viewed at http://www.lcc.edu/police/crime_information/log.txt. A paper copy can be obtained upon request in the Gannon Building, Room 254, on the Main Campus in Lansing, Michigan.

I. Policy Statements

A. Timely Warning

In the event that a situation arises, either on or near LCC’s campus, that in the judgment of the LCC PD or its designee constitutes an ongoing or continuing threat, a “timely warning” notification will be issued. Various methods will be used to communicate with students, faculty, staff and visitors.

Upon confirmation that a timely warning is necessary, LCC will, without delay, and taking into account the safety of the community, draft and distribute the notification, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The President’s Office will determine what communication must be distributed and to whom and initiate that communication.

LCC has various systems in place for communicating information to the campus community quickly. Some of these methods of communication may be activated in the event that of an immediate threat to the LCC campus community. These methods include the LCC Emergency Star Alert System (text, phone and email), public address system, and fire alarms. LCC may post and provide updates during a critical incident on the College website.

B. Emergency Notification

An emergency notification must be performed for any criminal event, weather event, or other incident that LCC becomes aware of that may represent a serious threat to students and employees.
To report a crime or emergency on any LCC property/facility, call LCC PD at 517-483-1800 or 911 from any campus telephone (landline). Dialing 911 from a cellular telephone or non-campus phone will be sent to the local 911 dispatch center which will then contact LCC PD.

LCC PD and LCC Emergency Management Safety Services (EMSS) Department monitor the national weather service and receive weather emergency notification through that system.

When the LCC PD and/or LCC EMSS Department are notified of situations that rise to the level of an emergency, the following steps will be put into action. The following steps will be put into action by the appropriate decision maker.

1. LCC PD Dispatchers will dispatch police officers immediately.
2. LCC PD Dispatchers will perform an “ALL PAGE” notification through the campus wide public address system. For smaller scale emergencies, a notification can be targeted to the affected building. Directions to evacuate or shelter in place may be given at this time.
3. LCC PD Dispatcher will notify EMSS if they are not already aware of the situation.
4. EMSS can send out an alert through the Star Emergency Alert System which covers text messages to cellular telephones and e-mails of students and employees.
5. LCC PD Supervisors and/or EMSS will have the notification posted on the College Website and possibly the College’s social media sites as well.
6. If notification needs to be made outside the LCC community, communication can be made to proper departments via LCC PD, EMSS, or LCC Public Relations depending on which is appropriate.

LCC EMSS tests the Star Emergency Alert system on a monthly basis and test messages to all subscribers are sent out on an annual basis. Documentation of these tests are maintained by EMSS within the alert system.

C. Annual Disclosure of Crime Statistics

LCC PD prepares this report in compliance with the Clery Act. The full text of this report is available on our website at: http://www.lcc.edu/police/campus_safety/. You can also connect to our website through our home page www.lcc.edu. This report is prepared in cooperation with local law enforcement agencies that surround our properties, the Office of Student Compliance, and other Campus Security Authorities (CSA’s) where crimes can be reported.

Campus crime, arrest and referral statistics include those reported to LCC PD, designated campus officials, (including, but not limited to, Deans, Associate Deans, Department heads, Athletic Director, Student Compliance, Director of Student Life, counselors and advisors) and local law enforcement agencies that occur on LCC’s campus, on public property adjacent to and accessible from LCC’s campus, and certain non-campus property. LCC Counselors inform their clients of the procedures to report a crime to LCC PD on a voluntary or anonymous basis, should they feel it is in the best interest of the client/student. A procedure/practice is in place to anonymously capture crime statistics disclosed confidentially during such a session.
Each year, by October 1st, all students, faculty and staff receive an email notification that the annual security report is available. Notice of the availability of the report is provided on an ongoing basis to prospective students and employees when they receive information regarding enrollment or employment at LCC. Copies of the report may also be obtained at LCC PD office located at Gannon Building, Room 254 on the Main Campus in Lansing, Michigan.

D. Reporting a Crime on Campus

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to LCC PD in a timely manner. Any suspicious activity should be reported to the LCC PD immediately.

To report a crime or emergency on any LCC property/facility, call LCC PD at 517-483-1800 or dial 911 from any campus telephone (landline). Dialing 911 from a cellular telephone or non-campus phone will be sent to the local 911 dispatch center who will contact LCC PD. To report any non-emergency security or public safety matter, please contact LCC PD at 517-483-1800.

Dispatchers are available at the above numbers 24/7, 365 days a year, to answer all calls. When responding to a call, LCC PD will take the required/appropriate action, such as dispatching an officer or asking the victim to report to the LCC PD office to file an incident report.

All LCC PD reports involving students are forwarded to the Office of Student Compliance for review and potential action. LCC PD officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office of Student Compliance.

If the assistance of local law enforcement, fire or EMSS services is needed, LCC PD will contact the appropriate unit. If a sexual assault should occur, staff on scene, including LCC PD, will inform the victim of available support services. LCC has crisis counselors on staff for students, as well as a contract with Sparrow CARES for employees, all of whom are available to provide assistance to the victim.

This report contains information about on-campus and off campus resources and is made available to provide the LCC community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about “resources” is not provided to infer that those resources are “reporting entities” for LCC.

Crimes should be reported to the LCC PD to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

1. Encouragement of Accurate and Prompt Crime Reporting
Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to LCC PD in a timely manner.

To report a crime or emergency on any LCC property/facility, call LCC PD at 517-483-1800 or dial 911 from any campus telephone. Dialing 911 from a cellular telephone or non-campus phone will be sent to the local 911 dispatch center who will contact LCC PD. To report any non-emergency, security or public safety matter, please call LCC PD at 517-483-1800.

2. List of Campus Security Authorities

Campus Security Authorities (CSAs) are individuals to whom students and staff may also report potential criminal activities or issues on campus. A crime that occurred on or around College property may be reported to any of the following individuals:

1. Dean of Students, 517-483-1220
2. Director of Student Compliance, 517-483-9632
3. Director of Student Life, 517-483-1287
4. Counselors, 517-483-1924
5. Athletic Director, 517-483-1610
6. Dean of Arts and Sciences, 517-483-1010
7. Dean of Health and Human Services, 517-483-1210
8. Dean of Information Technology, 517-483-1775
9. Dean of Technical Careers, 517-483-1319

3. Limited Voluntary Confidential Reporting (Criminal Acts)

LCC PD encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, LCC PD cannot hold reports of crime in confidence. However, the victim and witness information will not be entered into the report and that part will remain confidential. Confidential reports for the purpose of inclusion in the annual disclosure of crime statistics can generally be made to LCC CSAs as identified above in section 2.

The purpose of the limited confidential report is to maintain confidentiality, while taking steps to ensure the future safety of those involved in the reporting. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

4. Counselors and Confidential Crime Reporting

The Clery regulations clarify those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors,” when acting as such are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics.
As a matter of LCC policy, Pastoral and Professional Counselors are encouraged (if and when they deem it appropriate) to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The Clery Regulations define “counselors” as the following:

**Pastoral Counselor**

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor**

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. LCC Counselors that fall under this description are housed within the Support Services Department.

Currently, LCC does not have pastoral counselors.

**E. Security and Access to Campus Facilities**

During business hours, most LCC buildings and facilities will be open to students, parents, employees, contractors, guests and invitees. During non-business hours, access to all College facilities is by key, if issued, or by admittance by the LCC PD. In the case of extended closing, only employees with specific access to buildings with access readers (as authorized by designation on their StarCard) will be allowed access.

LCC PD works on a continuous improvement philosophy and reviews its policies and procedures for the safety and security of the College. LCC PD has had security reviews done in the past by outside consultants/law enforcement agencies and will continue to have them done in the future.

The Director of the Administrative Services Division and LCC PD Chief of Police meet on a bi-weekly basis to discuss any safety/security issues. This meeting may occur more frequently depending on when issues arise.

On an annual basis, the College’s campus/facilities master plan is reviewed and revised with significant attention paid to the security of the students, employees, visitors, facilities and grounds. In addition, health and safety maintenance work orders are given the highest priority by maintenance staff.

**F. LCC Police Department Authority**

LCC PD police officers have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus or around campus. LCC PD police officers are
given sworn officer powers through the LCC President and Board of Trustees and are deputized by the Ingham and Eaton County Sheriffs. If criminal and/or code of conduct violations are committed by a student, LCC PD may also refer the individual to the Office of Student Compliance.

Major offenses, such as, but not limited to, rape, murder and robbery, are handled by LCC PD, unless mutual aid is requested by LCC PD from the local agency. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted through the appropriate County Prosecutor’s Office or City Attorney, depending on the jurisdiction and/or the crime involved.

LCC PD works closely with local, state and federal agencies and has direct radio communication with all law enforcement agencies in the Tri-County Area (Ingham, Eaton and Clinton Counties) via a tri-county radio system.

LCC PD has access to the NLETS (National Law Enforcement Telecommunications Network) and LEIN (Law Enforcement Information Network) systems through the Lansing Police Department. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

Through coordination with local law enforcement agencies, criminal activity engaged in by students at off campus events or locations is monitored and recorded. This information is provided to the Office of Student Compliance for any follow-up that may be required. LCC PD currently has no MOUs with any other law enforcement agency.

Meetings are held with local law enforcement agencies on a formal and informal basis as needed. LCC PD and these agencies communicate on an as-needed basis or concerning incidents that affect the College. LCC PD works closely with these agencies when LCC PD requests assistance.

In addition to sworn police officers, LCC has campus security officers called cadet officers. These cadet officers have no more arrest authority than an ordinary citizen, but they patrol campuses and have direct interaction with students, employees, and visitors. Per LCC PD policy, cadet officers are to report incidents to a sworn police officer and only act upon orders from a sworn police officer.

G. Criminal Activity Off Campus

When an LCC student is involved in an off-campus offense, police officers may assist with the investigation in cooperation with local, state or federal law enforcement. Lansing Police Department works and communicates with LCC officers on any serious incident that occurs on campus or in the immediate neighborhood and business areas surrounding campus. LCC does not operate any housing on or off campus. However some students and staff live and park in the area around campus. While Lansing Police Department has the primary jurisdiction over all areas surrounding LCC’s campus, LCC police officers can and do respond to calls concerning incidents that are in close proximity to campus. LCC officers have direct radio communications with the city.
police and fire department to facilitate rapid response to any emergency situation.

H. Crime Log

LCC PD maintains a crime log, which documents the previous 60 days of criminal reports. A copy of the crime log can be viewed 24/7 at http://www.lcc.edu/police/crime_information/log.txt. A paper copy can be obtained upon request in the Gannon Building, Room 254, on the Main Campus in Lansing, Michigan.

I. Security Awareness and Crime Prevention Program

The LCC PD offers educational presentations addressing safety, security, and crime prevention. Presentations can be made to any campus group upon request. Workplace Violence and Active Shooter Training is also available through the Learning Management System Safety (for employees). Security and crime prevention information is sent periodically via email to LCC employees and students, and pamphlets and other materials are available in hard copy at either the Downtown Campus or West Campus LCC PD offices.

There are several programs and services offered to assist students and employees. LCC PD also periodically offers Rape/Aggression Defense (RAD) training at no cost for female College employees.

To further support the College’s security awareness and crime prevention efforts, LCC PD hands out free whistles to any students or staff, offers 24/7 cadet/police escort for any student or staff when requested, and has installed numerous cameras throughout the campuses in an effort to prevent crimes. Due to the large number of cameras, many but not all can be monitored in real time. All cameras are recording for historical purposes. In the event of an incident, cameras can and will be reviewed for any information that will aid in the investigation.


J. Drugs and Alcohol On Campus

Standards of Conduct

1. Employees

The Lansing Community College Board of Trustees has adopted a policy entitled the “Drug Free Workplace Policy” (in accordance with the Drug Free Workplace Act of 1988) to ensure a safe environment for employees, students and guests.

Per the current policy, it states, “The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on all College owned or operated property.”

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Employees are required to adhere to the requirements of this policy. All newly hired employees are required to complete a training course that includes information related to this policy. Failure to adhere to this policy may result in sanctions as listed in Section V (A) below. In addition, the Executive Director of Human Resources is responsible for the oversight of this policy.

The current Drug Free Workplace Policy may be viewed at: http://www.lcc.edu/policy/policies_4.aspx#DRUG_FREE_WORKPLACE

2. Currently enrolled students

Students are required to abide by LCC’s Student Code of Conduct. Per Article III (B) (11) & (12), the following acts are considered violations under the code. The code prohibits:

“11. Use, possession, manufacturing, distribution, or being under the influence of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by federal law. Possession of drug paraphernalia is also prohibited on campus or other LCC operated facilities.

12. Use, possession, manufacturing, distribution, or being under the influence of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.”

Currently enrolled students are required to abide by the Student Code of Conduct. Failure to abide by the Student Code of Conduct may result in sanctions listed in Section V (B) below.

The current LCC Student Code of Conduct can be found at: http://www.lcc.edu/catalog/policies_procedures/studentrulesguidelines.aspx#code

K. Legal Sanctions

1. Federal

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act, as well as other related federal laws, the penalties for controlled substance violations include, but are not limited to, incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircrafts and any other personal or real property), ineligibility to possess a firearm, and potential ineligibility to receive federal benefits (such as student loans and grants).

2. State

Under current Michigan state law, “a person shall not knowingly or intentionally possess or distribute a controlled substance.” If an individual is found guilty of a...
violation of the state law, they may be subject to large fines and imprisonment.

A minor may not “purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content.” Violation of the law may subject a minor to fines, participation in a substance abuse program or treatment center, imprisonment, community service hours, and/or out of pocket expenses related to required substance abuse screenings.

3. **Local**

The City of Lansing ordinance prohibits the sale, consumption or possession of an alcoholic beverage in an open container and possession of drug paraphernalia. Violations of the city ordinance may subject an individual to fines and costs, a requirement to participate in alcohol and/or substance abuse treatment, and may possibly result in a driver’s license suspension and possible jail time.

L. **Health Risks**

According to the National Institute of Drug Abuse (NIDA), the following are risks associated with drugs and alcohol abuse¹.

1. **Drug Abuse**

The following is a list of the most frequently used drugs and the risks associated with their use.

   1. **Cannabinoids** (marijuana & hashish)

      Known risks are “cough, frequent respiratory infections, possible mental health decline, and addiction.”

   2. **Opioids** (heroin & opium)

      Known risks are “constipation, endocarditis, hepatitis, HIV, addiction, and fatal overdose.”

   3. **Stimulants** (cocaine, amphetamine & methamphetamine)

      Known risks are “weight loss, insomnia, cardiac or cardiovascular complications, stroke, seizures, and addiction.” **Specific risks associated with cocaine** use include “nasal damage from snorting.” **Specific risks associated with methamphetamine** use include “severe dental problems.”

   4. **Club Drugs** (MDMA-methylene-dioxy-methamph-etamine [also known as: Ecstasy, Adam, clarity, Eve, lover's speed, peace, uppers]; Flunitrazepam

¹ Information regarding health risks associated with drug abuse was obtained from the National Institute of Drug Abuse (NIDA) website at: [http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/commonly-abused-drugs-chart](http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/commonly-abused-drugs-chart) (website last visited on 1/21/14).
[also known as: Rohypnol: forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies]; GHB [also known as: Gamma-hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X])

Known risks are “sleep disturbances, depression, impaired memory, hyperthermia, addiction.” Risks specific to GHB are “unconsciousness, seizures, and coma.”

5. **Dissociative Drugs** (Ketamine [also known as: Ketalar SV: cat Valium, K, Special K, vitamin K]; PCP and analogs [also known as: Phencyclidine: angel dust, boat, hog, love boat, peace pill]; Salvia divinorum [also known as: Salvia, Shepherdess's Herb, Maria Pastora, magic mint, Sally-D]; Dextrometh-orphan (DXM) [also known as: cough and cold medications: Robotripping, Robo, Triple C]).

Known risks are “anxiety, tremors, numbness, memory loss, and nausea.”

6. **Hallucinogens** (LSD [also known as: Lysergic acid diethylamide: acid, blotter, cubes, microdot yellow sunshine, blue heaven]; Mescaline [also known as: buttons, cactus, mesc, peyote]; Psilocybin [also known as: Magic mushrooms, purple passion, shrooms, little smoke])

Known risks are “flashbacks and Hallucinogen Persisting Perception Disorder.”

7. **Other Compounds** (Anabolic steroids [also known as: Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise: roids, juice, gym candy, pumpers]; Inhalants [also known as: Solvents (paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippets])

Known risks for anabolic steroids are “hypertension, blood clotting and cholesterol changes, liver cysts, hostility and aggression, acne, (in adolescents) premature stoppage of growth, (in males) prostate cancer, reduced sperm production, shrunken testicles, breast enlargement, (in females) menstrual irregularities, and development of beard and other masculine characteristics.” For inhalants, the known risks are “cramps, muscle weakness, depression, and memory impairment, damage to cardiovascular and nervous systems, unconsciousness, and sudden death.”

2. **Prescription Drug Abuse**

Commonly abused classes of prescription drugs include opioids (for pain), central nervous system (CNS) depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy).

3. **Nicotine Abuse**

Nicotine can be found in cigarettes, cigars, bidis, and smokeless tobacco (snuff, spit tobacco, chew). Known health risks include chronic lung disease, cardiovascular disease, stroke, cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid
leukemia; adverse pregnancy outcomes, and addiction.

4. Alcohol Abuse

Known health risks include increased risk of injuries, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, addiction, and fatal overdose.

“Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.”

M. Drug and Alcohol Programs

According to the National Institute of Drug Abuse (NIDA), the Principles of Drug Addiction Treatment, more than three decades of scientific research show that treatment can help drug-addicted individuals stop drug use, avoid relapse and successfully recover their lives. Based on this research, 13 fundamental principles that characterize effective drug abuse treatment have been developed. These principles are detailed in NIDA's Principles of Drug Addiction Treatment: A Research-Based Guide. The guide also describes different types of science-based treatments and provides answers to commonly asked questions.

1. Employees

The following programs are available for employees at LCC:

- Access to the CARES, an Employee Assistance Program (EAP) through Sparrow Health System. This benefit is fully funded by LCC, and an employee who participates in a CARES treatment program has no out-of-pocket expense to do so. CARES coordinates treatment with the employee’s physician and other treatment professionals and, with permission from the employee, provides LCC with compliance information. CARES electronic informational pamphlet may be found here: http://lcc.edu/hr/files/CARES%20Flyer.pdf
- Substance abuse needs are also covered by all medical plans offered by Lansing Community College. Employees pay only their plan’s co-pay for all treatment services.
- Leaves of Absence. LCC offers leaves covered under the Family and Medical Leave Act and those not covered by the Act. Employees may work

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2 See footnote 1. Information regarding alcohol abuse can be found at: http://www.drugabuse.gov/drugs-abuse/alcohol (website last visited on 1/21/14).
3 See footnote 1. Information regarding alcohol abuse can be found at: http://www.drugabuse.gov/drugs-abuse/alcohol (website last visited on 2/5/14).
with LCC’s Human Resources department to request a leave to participate in treatment, and the reason for the leave is maintained confidentially. Leaves may be full leaves, meaning the employee is entirely absent from work, or the employee may take intermittent leave of absence. Leaves are coordinated through and documented by the employee’s treatment provider.

- General substance/alcohol abuse information is available on the LCC Counseling website: [http://www.lcc.edu/counseling/Online_MH_Resources/Acohol_OtherDrugs.aspx](http://www.lcc.edu/counseling/Online_MH_Resources/Acohol_OtherDrugs.aspx)

**2. Currently Enrolled Students**

The following programs for alcohol/substance abuse prevention and/or the provision of treatment information are available to currently enrolled students at LCC:

- Ongoing promotions regarding substance abuse counseling (via the LCC Counseling website) at: [http://www.lcc.edu/counseling/things_to_talk/](http://www.lcc.edu/counseling/things_to_talk/).
- Ongoing classroom presentations by counselors to students about substance and alcohol abuse.
- Individual counseling by LCC counselors for students who need assistance with substance and alcohol abuse issues.
- Informational booths and tables on substance and alcohol abuse at student events such as StarFest and Welcome Week.
- Substance Abuse Awareness Week: counselors discuss and distribute relevant information relating to drug and alcohol abuse.
- Driving under the Influence (DUI) Simulator. Students are allowed to experience the effects of drinking and driving via the DUI Simulator sponsored by the Student Life Office during the Spring Fling event held on campus.
- Creation and enforcement of the Student Athlete Drug Testing Program.
- General substance/alcohol abuse information available on the LCC Counseling website: [http://www.lcc.edu/counseling/Online_MH_Resources/Acohol_OtherDrugs.aspx](http://www.lcc.edu/counseling/Online_MH_Resources/Acohol_OtherDrugs.aspx).

**N. Disciplinary Sanctions**

Consistent with federal, state, and local laws, LCC will impose sanctions on students and employees for violation of LCC’s policies and standards of conduct, up to and including expulsion, termination, and referral for prosecution. Possible sanctions are described in more detail below.

**1. Employees**

Section III of the current Drug Free Workplace Policy states:

“As required by the Drug Free Workplace Act, any employee found to be in violation of the above prohibition shall be subject to (1) mandatory participation in
drug abuse assistance or rehabilitation program as a condition of continued employment; and/or (2) disciplinary action, up to and including discharge or dismissal.

Furthermore, as a condition of continued employment, any employee who is convicted for a violation occurring in the workplace of any state or federal criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance shall notify the Executive Director of Human Resources of the conviction no later than five (5) working days after such conviction. Failure to timely report such conviction shall subject an employee to disciplinary action, up to and including discharge. Any employee who is convicted as described above shall be subject to (1) participation in a drug abuse assistance or rehabilitation program as a condition of continued employment; and/or (2) disciplinary action, up to and including discharge.”

Employees suspected of impairment are dealt with urgently, with the goal to maintain safety of the employee, campus, and community at large. Employees suspected of impairment are safely transported to Sparrow Health System for testing to determine the presence of alcohol/controlled substance(s). Employees are safely transported home after testing and remain on administrative leave of absence pending further investigation.

Once the results are known, the employee is interviewed by Human Resources. If test results indicate the presence of alcohol or controlled substance(s), the employee is offered three options, as follows:

1. Resign employment.
2. Elect to be involuntarily terminated from the College’s employment.
3. Admit impairment and submit to a treatment plan, monitored by CARES, authorizing CARES to notify LCC of compliance with the designated program.

If employee opts to participate in CARES program, he/she immediately begins working with CARES. He/she is placed on medical leave of absence pending CARES release to return to work.

Upon return to work, the employee is issued a Level 3 discipline, which is a de facto Last Chance Agreement. The employee remains on this level of discipline for a minimum of two years from the date he/she returns to work. During that time, he/she is subject to random drug test from both CARES and LCC. If the employee does not comply with all terms and conditions of the discipline, or if the employee fails one of the drug tests, he/she is immediately terminated.

2. Currently Enrolled Students

Violations of the Student Code of Conduct are taken very seriously. When a currently enrolled student violates the student Code of Conduct, the following language in Article IV (B) (1) (a-k) of the current Student Code of Conduct applies. It states:
“1. In cases of noncompliance with the Student General Rules or a violation of the Student Code of Conduct, the College will impose discipline that is consistent with the impact of the offense on the College community. Progressive discipline principles will be followed in that the student's prior discipline history at the College will be taken into account. Disciplinary action taken against a student may include, but is not limited to, one or more of the following:

a. Written Warning—A notice in writing to the student that the student is violating or has violated institutional regulations and a copy of the warning letter is placed in the student’s disciplinary file.
b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
c. Loss of Privileges—Denial of specified privileges for a designated period of time.
d. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
e. Discretionary Sanctions—Work assignments, essays, service to the College, Community Service or other related discretionary assignments.
f. College no contact orders—between the accused student and the complainant or witnesses (when appropriate).
g. College Suspension—Separation of the student from the College for a definite period of time (usually a year or less) after which the student is eligible to return. Conditions for readmission may be specified. Suspensions may be effective immediately or deferred.
h. College Dismissal—separation of the student from the College for a year or more. The student may be eligible for return. Conditions for readmission may be specified. Dismissals will be effective immediately.
i. College Expulsion—Separation of the student from the College permanently. Expulsions will be effective immediately.”

Sanctions are administered on a case by case basis, taking into consideration the unique facts and/or mitigating or aggravating circumstances presented. The ultimate goal of the sanctions is to reinforce LCC’s commitment to a positive and safe learning environment consistent with acceptable social standards, and in accordance with federal, state and local laws. To achieve this goal, one or more of the sanctions listed above, may be assigned.

Furthermore, when applicable, the Office of Student Compliance will work closely with the LCC PD when a student has also violated the law. LCC PD will seek prosecution of drug and alcohol related offenses that occur on the College’s campus or facilities it operates and involve currently enrolled students when warranted.

O. Board of Trustees Nondiscrimination Policy

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Lansing is committed to maintaining a fair and respectful environment for work and study and to protect students and prospective students, employees and prospective employees, from prohibited discrimination or harassment, consistent with federal, state and local law, other policies adopted by the Board of Trustees, and rules and standards of conduct adopted by the College.

The College's Prohibited Discrimination and Harassment Policy applies to all students, employees, staff, faculty, supervisors, administrators, officials, volunteers, guests, vendors, contractors and visitors to campus. The Policy applies to all College programs and activities, including all academic, educational, extracurricular, athletic, social and other programs and activities related to the College. Application of the Policy is not limited to the College's campuses, or to facilities or premises at which any College-related programs or activities occur.

The College prohibits any member of the College Community (including students, employees, staff, faculty, supervisors, administrators, officials, volunteers, guests, vendors, contractors and visitors) from discriminating against or harassing any other member of the College Community on the basis of the member's race, color, sex, age, religion or creed, national origin or ancestry, familial status, disability, marital status, height, weight, sexual orientation, gender, genetic information, veteran or military status, or any other factor prohibited by law. Prohibited discrimination occurs when one of these factors is the basis for treating a person worse than other people who are "similarly situated."

A copy of the Board’s Nondiscrimination Policy can be found here: http://www.lcc.edu/discrimination/sexual_misconduct/

P. Sexual Misconduct

As a recipient of Federal funds, the College is required to comply with Title IX of the Higher Education Amendments of 1972 ("Title IX") which prohibits discrimination on the basis of sex in education programs or activities. Sexual misconduct is a broad term which encompasses all forms of sex/gender discrimination prohibited by Title IX. The College is committed to providing programs, activities and an educational environment free from sex discrimination.

LCC has designated two individuals as Title IX Coordinators: the Employee Title IX Coordinator and the Student Title IX Coordinator. Both individuals have received formal Title IX Coordinator Training through ATIXA, a nationally recognized leader in Title IX compliance and training. Title IX Coordinators are responsible for ensuring that LCC remains in compliance with the law and federal regulations for their respective areas. As such, coordinators share appropriate information between departments and, at times, conduct joint investigations, such as when a student employee is accused of prohibitive activities. Policies and procedures are reviewed by both coordinators, and best practices and educational opportunities are shared.

Specific information regarding the Employee Title IX Grievance Process can be viewed at: http://www.lcc.edu/discrimination/sexual_misconduct/employee.aspx. This process is consistent with the negotiated investigatory steps and disciplinary outcomes in the College’s six collective bargaining agreements.
Specific information regarding the Student Title IX Grievance Process can be viewed at: http://www.lcc.edu/discrimination/sexual_misconduct/student.aspx.

As a public institution, LCC must provide a fair and equitable process to both a complainant and an accused party. For example, both the complainant and the accused must have the same opportunities to present information/witnesses during the process and both the complainant and the accused will be informed of the final outcome of an institutional disciplinary proceeding involving sexual misconduct, including any sanction imposed against the accused.

If an accused person is determined to have violated an LCC policy, the possible disciplinary action and sanctions following a disciplinary hearing regarding forcible and non-forcible sex offenses may include a discretionary sanction, probation, suspension, dismissal or expulsion, based on the facts and the circumstances.

When a student is the victim of a sexual assault, the Student Title IX Coordinator will ensure that the College appropriately assists the student with any course scheduling, parking or informational needs.

LCC will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

In addition, LCC is also required and committed to upholding the First Amendment of the United States Constitution and to uphold all other constitutional protections for all of its students.

1. Sexual Assault and Harassment Awareness and Prevention

LCC provides programming to promote the awareness of sexual assault and harassment through student and employee orientation. New employees are required to complete an online course detailing prohibited activities, mandatory reporting responsibilities, and the process followed when a violation is reported. The College also distributes an informational pamphlet to both students and employees, providing information on prohibited activities and also information on how to report violations.

Students may also obtain information by viewing the informational video posted on the College’s Student Title IX Process Webpage: (http://www.lcc.edu/discrimination/sexual_misconduct/student.aspx#video), face to face presentations and contact information of the Student Title IX Coordinator and the Deputy Student Title IX Coordinator that flashes regularly on video screens in high student traffic areas. Contact information of both the Employee Title IX Coordinator and the Student Title IX Coordinators is available on the College’s website at: http://www.lcc.edu/discrimination/sexual_misconduct/student.aspx

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2. Responding to Sex Offenses

Under federal law, LCC is required to have grievance procedures that appropriately addresses complaints regarding sexual misconduct when reported to the institution.

Time is a critical factor for evidence collection and preservation. LCC encourages assault victims to timely report sexual assault to either a Title IX Coordinator or LCC PD.

Filing a police report with an LCC PD officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and test;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts LCC PD, other College officials (such as the Employee Title IX Coordinator or the Student Title IX Coordinator) may be contacted to ensure compliance with federal law, when appropriate, to assist the victim and/or provide information regarding the College’s grievance procedures.

The victim of a sexual assault has the right to determine which type of investigation they wish to pursue (criminal or administrative). A Title IX Coordinator (or an advocate/representative chosen by the victim) will guide the victim through the available options and support the victim in his or her decision. Counseling options are available from LCC through the Counseling Department or the Women’s Resource Center.

Counseling and support services outside the LCC system can be obtained from:

- CARES EAP through Sparrow Health System (Lansing, MI) – (517) 364-2626
- SAFE Center (St. John’s, MI) – (877) 952-7283
- Listening Ear Crisis Center (East Lansing, MI) – (517) 337-1717
- National Domestic Violence Hotline – (800) 799-7233
- National Dating Abuse Hotline - (866) – 331-9474
- Lansing Community College Police and Public Safety – (517) 483-1800

3. Sex Offender Registration Information

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

The Sex Offenders Registration Act (SOR) for violent sex offenders is available via Internet and may be found at:  [http://www.mipsor.state.mi.us/](http://www.mipsor.state.mi.us/)

Registry information provided under this section shall be used for the purpose of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular.

### II. LCC Crime Statistics

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Hate Crimes
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| 2011                  | 0    | 0 | N/A | N/A | 0 | 0 |
| 2012                  | 0    | 0 | N/A | N/A | 0 | 0 |
| Religion              |  |  |  |  |  |  |  |
| 2010                  | 0    | 0 | N/A | N/A | 0 | 0 |
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| 2012                  | 0    | 0 | N/A | N/A | 0 | 0 |
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<p>| NON-FORCIBLE SEX OFFENSES | Race |  |  |  |  |  |  |  |
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The LCC Crime Statistics are also available on the College’s website at:

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