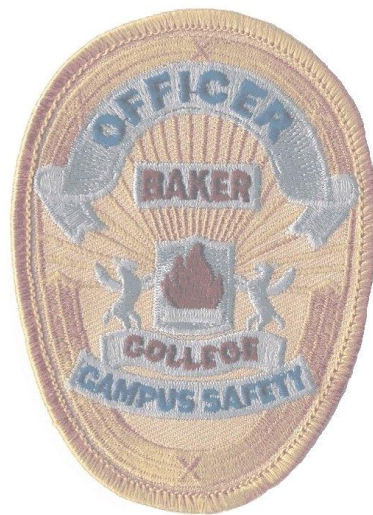


CAMPUS SAFETY

ANNUAL SECURITY REPORT

(Including 2008 Reportable Crime Statistics)

BAKER COLLEGE OF ALLEN PARK



September 2009

Clery Act Annual Security Report

Each year the Director of the Baker College Campus Safety Department prepares an Annual Security Report of crime statistics, for each of the three most recent years of crimes, that were committed on each campus, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus. This report is compiled from all of the incidents reported to the college by any one of the following sources:

- Victim
- Witness
- Third Party
- Perpetrator
- Local law enforcement agencies

This report includes policies, procedures, programs, and statistics on Criminal Murder; Non-Negligent and Negligent Manslaughter; Forcible and Non-Forcible Sex Offenses; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; Arson; Hate Crimes, as well as arrests and/or disciplinary referrals for Illegal Weapons Possession and drug or liquor law violations. This annual statement will be collected, reported and disseminated to the campus community as well as to the U.S. Department of Education.

The Annual Security Report will be retained by the Campus Safety Department for a period of three (3) years following publication of the last report.

The Annual Security Report will be made available online each year by October 1st at www.baker.edu/departments/campussafety/.

Each year, an email notification will be sent to all enrolled students and employees of Baker College of Allen Park, via their Baker provided email account announcing publication of the "Annual Security Report" and providing the web site URL to access this information.

Prospective students and prospective employees will be provided with a notice containing a statement of the report's availability, and a description of its contents, the exact address (URL) of the internet or intranet web site at which the report is posted and the opportunity to request a paper copy. Additionally, any person interviewed as a result of an advertisement shall be provided a notice of the availability of the Annual Security Report.

Anyone may obtain a paper copy of the Annual Security Report through the Campus Safety Department. There is no fee charged for this report.

This Annual Security Report is in compliance with the *Jeanne Clery Act* and is prepared in cooperation with the Allen Park Police Department, Baker College's campus security authorities, students, employees, witnesses and third party information.

Reporting a Crime or Emergency

If anyone on campus, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus is a victim of a crime, a witness to a crime, has third party information, or observes suspicious activity, they should immediately report it to the Campus Safety Department by calling 313 425-3725 or by coming into the office. Crimes should also be reported to the Allen Park Police Department, by calling 313 386-7800 or stopping by the police station.

There are also other Baker College employees known as “campus security authorities” who will cause your information to be investigated and forwarded to the appropriate authority in a timely manner. The campus security authorities at Baker College are identified as the President, Campus Safety Department, Vice President of Academics/Chief Academic Officer, Vice President of Student Services, Director of Financial Aid, Vice President/Director of Admissions, Admissions Advisors, Deans, Director of Advising and Counseling, Academic Advisors, and Counselors. All of these campus security authorities can be reached by dialing 313 425-3700 and asking for the authority of your choice. The Campus Security Authority will then forward the information to the Campus Safety Department.

Crimes should be reported to the Baker College Campus Safety Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the college’s community, when appropriate.

Voluntary Confidential Reporting Procedures

If appropriate, a Campus Security Authority may advise a victim of a crime about the availability of voluntary confidential reporting. This procedure allows a crime victim who does not want to pursue action within the college system or the criminal justice system, to remain anonymous while documenting the facts of the incident. With the victim’s permission, the Director of Campus Safety or a designee of the Campus Safety Department will prepare a report on the details of the incident without revealing the victim’s name or other identifying information. The purpose of a voluntary confidential report is to comply with the victim’s wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. 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.

The Baker College Campus Safety Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public record under state law, the police department cannot hold reports of crime in confidence.

Exemptions from Crime Reporting Mandated by the Jeanne Clery Act

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U. S. C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus Pastoral Counselors and Campus Professional Counselors, when acting as such, are not considered to be a Campus Security Authority and are **not** required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they 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 rulemaking committee defines counselors as:

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.

Baker College of Allen Park currently does not have 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.

Baker College of Allen Park currently does not have a Professional Counselor.

Campus Emergency Response and Immediate Warning

Baker College of Allen Park's Campus Safety Department personnel will respond to any actual or perceived emergency. They will respond with whatever the necessary course of action mandates. In the event that an evacuation is necessary the campus population will be notified through our Fire Alarm, Public Address System, Email, and Cellular Communications (Opt out program) depending on what emergency or evacuation situation mandates.

In the event that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus, an immediate warning shall be given to the campus population. This warning shall be authorized by the President, Director of Campus Safety, or their designee. The warning shall include the date, time, and nature of the threat. Warnings may only be withheld if they would compromise efforts to contain the emergency.

Emergency response and evacuation procedures shall be publicized on an annual basis. This shall be done through student orientations, evacuation policy posting in every classroom and office area, and annual reminder to employees and students to review their emergency and evacuation plan via email.

The campus's emergency response and evacuation procedures shall be tested at least annually.

Additionally, anyone with information warranting an emergency response or immediate warning may report the circumstances to the Campus Safety Department by calling 313 425-3725 or by coming into the office.

Timely Warnings

In the event that a crime occurs on campus, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus, that, in the judgment of the President, Director of Campus Safety, or their designee constitutes an ongoing or continuing threat to persons or property, and/or as an educational effort to prevent similar crime(s) in the future, a campus wide timely warning will be issued. The decision to issue a timely warning will be made on a case by case basis in light of all the facts surrounding a crime, including factors such as the date and time of the crime or incident, the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. The President, Director of Campus Safety, or their designee will determine what type of information will be included in the timely warning, and will likewise be responsible for issuing the warning.

Depending upon the particular circumstances of the crime or incident, a timely warning may be issued utilizing one or more of the following methods:

- Posting on student bulletin boards throughout the various campus buildings;
- Posting within the college newsletter;
- Posting through student, employee and faculty email; and
- Posting on the Baker College web site.

While timely warnings are required for crimes specific to the *Clery Act*, a timely warning may, at the discretion of the President, Director of Campus Safety, or their designee be issued for other crimes or unusual circumstances occurring on college property or the surrounding area.

Additionally, anyone with information warranting a timely warning may report the circumstances to the Campus Safety Department by calling 313 425-3725 or by coming into the office.

Daily Crime Log

Baker College is required to maintain a Daily Crime Log (DCL) at each campus location. The DCL includes reports of all crimes, not just *Clery Act* crimes. Information is recorded on the log when the crime is reported to the Campus Safety Department regardless of how much time has passed since the crime was committed.

The DCL includes the nature of the crime, date and time reported, date and time occurred, general location of the crime and disposition of the complaint, if known.

The DCL for the most recent sixty (60) day period is kept in the Campus Safety Department at Allen Park. The DCL is available for inspection upon request during the operational hours of the Campus Safety Department. Any person may ask to see the log, whether or not they are associated with the college, including the media. Requests for information from DCLs that are older than sixty (60) days will be made available within two business days of the request for public inspection. The "Daily Crime Log" will be retained by the Campus Safety Department for a period of three (3) years following publication of the last report.

Campus Safety Officers' Authority and Jurisdiction

Baker College of Allen Park Campus Safety officers provide a uniformed, armed presence on the campus, and maintain a highly professional working relationship with the Michigan State Police Department, Wayne County Sheriff's Department, and the Allen Park Police Department. Baker College Campus Safety Departments are not certified agencies; therefore, there is no Memorandum of Understanding (MOU) with state and local law enforcement agencies.

Campus Safety officers have administrative authority to ask persons for college identification and to determine whether individuals have lawful business at Baker College. Campus Safety officers also have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff.

Campus Safety officers are not vested with general police authority and do not possess arrest power. Criminal incidents are referred to the Allen Park Police Department who has authority within their jurisdiction.

Baker College encourages anyone with information regarding a crime or suspicious persons or activities to report it to the Campus Safety Department and the local police agency.

Off Campus Organizations

There are no off-campus organizations or activities that are officially recognized by Baker College of Allen Park.

Security and Facilities Access

Baker College campuses are protected by uniformed Campus Safety personnel. These officers, who are not vested with general law enforcement authority, patrol the campus both on foot and in vehicles. Baker College of Allen Park's campus safety personnel are retired or current law enforcement officers and are armed. Its campus buildings are also protected by an array of electronic surveillance equipment that covers both interior and exterior areas of the campuses. Additionally, each campus maintains a good working relationship with its local law enforcement and works in conjunction with them should the need arise.

During business hours, the college will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all college facilities is by key, swipe card (if issued), or admittance by authorized maintenance personnel or Campus Safety personnel. In case of periods of extended closing, the college will admit only those with prior written approval to all facilities.

Some facilities have individual hours, which may vary at different times of the year. Examples are the Learning Support Services Center and the Library. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules.

All Baker College campuses are under constant review for safety issues. The review is conducted by (but not limited to) Campus Safety Department personnel, all department heads and the college administrators. An example of such areas would include landscaping, locks, alarms, lighting, traffic issues and communications. Students likewise, are encouraged to make recommendations for additional safety ideas.

Security Awareness Programs

Local communities and local law enforcement departments present crime prevention awareness sessions on theft and vandalism, as well as educational sessions on personal safety.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through bulletin board safety tips, informational handout pamphlets, security alert posters, and articles in the college newsletter.

When time is of the essence, information is released to the college community through security alerts posted prominently throughout the campus and through computer memos sent over the college's electronic mail system.

Sexual Assaults and Prevention Programs

On an annual basis, or at the request of a student or citizen, local communities sponsor crime prevention and sexual assault programs. Personnel from local law enforcement agencies, present highly valuable information concerning crime prevention awareness, sessions on sexual assault, and date rape drugs. In addition, self-defense tactics are demonstrated by these experts to assist students and employees with self-defense awareness. In conjunction with this, a host of informational material covering a gamut of sexual assault information is available on the internet and as handouts in the Campus Safety Department.

Sexual Assault Reporting Procedures

If a sex offense occurs on campus, in or on the property of a non-campus building, or on public property within or immediately adjacent to and accessible from the campus, that crime **should be immediately reported** by the victim, witness, or third party to any one or more of the following entities: The Allen Park Police Department, the Baker College Campus Safety Department, or to any other Baker College Campus Security Authority designated by the college to document Clery Act crimes. Prompt reporting of such a crime will result in different actions taken by the entity to which the crime is reported.

Law enforcement personnel will take a detailed statement, prepare a report and request that you be examined by medical personnel to treat any injuries and collect evidence. Baker College Campus Safety Department personnel will take a detailed report and encourage you to notify the local law enforcement agency and have a medical examination. A campus safety authority will take a detailed description of the event, encourage you to report such a crime to the local law enforcement agency as well as the college's Campus Safety Department. They will also encourage you to seek medical assistance for the purpose of treating injuries and collection of evidence.

Institutionally, Baker College and its employees will give full assistance to anyone who wishes to request the aforementioned authorities.

As a general rule, the victim of a sexual assault should:

- Attempt to preserve evidence of the assault;
- Not shower;
- Not change clothes;
- Not alter any physical evidence if at all possible;
- Receive a physical exam for injuries and evidence; and
- Take an extra set of clothing for after the exam (your clothing could contain evidence).

Additionally, Baker College will assist the victim in obtaining medical and counseling assistance through the Academic Advisor's Office. There are other resources available to the victims which are listed later in this document.

It is the victim's choice to notify the Campus Safety Department, local law enforcement or a Campus Security Authority of a sexual assault. They may also choose to pursue criminal prosecution or to only seek administrative/discipline action against the perpetrator should the perpetrator also be a Baker College student. Baker College encourages students to report the crime and will assist in any way possible in reporting the offense to the proper authorities. The college will further assist the victim by changing academic schedules if the victim so requests and the changes are reasonably available.

The *Clery Act* provides the following procedural rules for college disciplinary hearings involving alleged sexual assaults:

- The accuser and the accused are entitled to the same opportunities to have others present during the proceeding.
- Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding by the Chairperson of the Baker College Disciplinary Judiciary Committee, in writing, in a timely manner.
- Disclosure of the penalty is unconditional, that is the victim shall not be required to sign a nondisclosure agreement or to otherwise agree to a prohibition from discussing the case.

A person found to have committed a criminal sexual offense may receive sanctions up to and including termination of employment or expulsion from Baker College. Such persons may also be subject to criminal prosecution and/or other legal action.

Sexual Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies (in Michigan, it is the Michigan State Police) to provide Baker College with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at Baker College.

Baker College maintains a list of registered sex offenders enrolled at Allen Park in the Campus Safety Department. Information will be provided upon request. In addition, a list of all registered sex offenders in Michigan is available from the Michigan State Police at <http://www.mipsor.state.mi.us/>.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Alcohol and Drugs

Use of alcohol or drugs presents numerous health, behavioral, and social problems. These include acute health problems related to intoxication or overdose, physical and psychological dependence, long-term health problems, contracting diseases, pregnancy problems, psychological problems, diminished behavior, risk taking, violent behavior, accidents, negative side effects on academic or work performance, and conduct problems.

Baker College is a drug and alcohol free institution. It does not consider the use of drugs or alcoholic beverages as necessary or conducive to the process of higher education. Baker College students are expected to abide by all federal, state, and local laws. The possession, sale, manufacture or distribution of any controlled substance is illegal under both State and Federal laws. Such laws are strictly enforced by Baker College Campus Safety Departments. Violators are subject to criminal prosecution, imprisonment, fines as well as Baker College disciplinary proceedings.

Additionally, the use of illegal drugs or alcohol on any Baker College owned or leased property or during a college sponsored activity is strictly prohibited. Violation of either the drug or alcohol policy will result in immediate disciplinary action up to and including expulsion.

The legal drinking age in Michigan is 21. Some alcohol-related offenses under Michigan law are: Drunk Driving, Impaired Driving, Open Intoxicants in a Motor Vehicle, Permitting a Person under the Influence of Alcohol to Drive, Minor Possessing or Transporting Alcohol in a Motor Vehicle, and The Purchase, Possession, or Consumption of Alcohol by a Minor. Michigan law imposes fines, incarceration, and in some cases vehicle impoundment for conviction of alcohol-related offenses.

Baker College provides referrals for personal counseling and help for students and employees with drug and alcohol-related problems through the Academic Advisor's office. Additionally, full time employees have employment benefits that address counseling needs. Referrals will be kept confidential.

Substance abuse and sexual assault counseling, treatment, rehabilitation, or re-entry programs are available through, but not limited to, the following locations:

Alcoholics Anonymous Hotline
(248) 541-6565

Narcotics Anonymous
(248) 543-7200

Drug Abuse Hotline
1 800 662-4357

Suicide Prevention and Crisis Center
313 224-7000

Sexual Assault Services
1 800 656-hope

Domestic Violence Victim Services
313 224-5800

Domestic Violence Shelter
1 888 453-5900 / 1 800 996-6228

Teen Runaway and Homeless Shelter
313 873-0678

Adult Residential Program
313 531-0111

Parenting Helpline
1 800 942-4357

Adult Day Care and Senior Services
734 727-7373

(The listing of an agency in this Directory does not constitute an endorsement by the Baker College system.)

Annual Crime Statistics

Baker College provides an annual summary of crime statistics for the most recent three years committed on the Allen Park campus. The table below includes statistics on murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, and auto theft. It also includes the number of arrests for alcohol, drug and/or weapons violations.

Criminal Offenses - On-campus	2006	2007	2008
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Criminal Offenses - Public Property	2006	2007	2008
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Hate Offenses

The following criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Hate Offenses - On-campus	2006	2007	2008
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0

Hate Offenses - Public Property	2006	2007	2008
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Any other crime involving bodily injury	0	0	0

Arrests

Arrests - On-campus	2006	2007	2008
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions/Judicial Referrals - On-campus	2006	2007	2008
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Arrests - Public Property	2006	2007	2008
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions/Judicial Referrals - Public Property	2006	2007	2008
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0