

# Ferris State University

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## **BUSINESS POLICY**

TO: All Members of the University Community

2011:10

DATE: May 2011

## **CLERY ACT COMPLIANCE POLICY**

Ferris State University is committed to campus security and safety and recognizes this as an important issue in postsecondary education. The U.S. Department of Education adopted the Crime Awareness and Campus Security Act of 1990, commonly referred to as the Clery Act, to provide students nationwide with a safe environment in which to learn and keeping students, parents and employees well informed about campus security.

## **CAMPUS POLICIES REGARDING PROCEDURES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIONS OR OTHER EMERGENCIES OCCURRING ON CAMPUS**

### **Timely Warnings**

In the event that a situation arises on the Ferris State University campus or in the vicinity of campus (Big Rapids area) and is reported to the Ferris State University Department of Public Safety ("DPS") that in the judgment of the Director of Public Safety, or Director's designee, is confirmed as a significant emergency or dangerous situation, the Director of Public Safety or Director's designee will notify the President or Acting President and University Advancement and Marketing. University Advancement & Marketing will determine the segment of the campus community to be notified, determine the content of the notification, and initiate the notification system. Additional assistance for this process may be provided by the Office of the President, President's Council and/or Information Technology Services. Timely warnings will be issued when the incident is classified as a Clery Act reportable offense and is determined to be a significant emergency or dangerous situation: criminal homicide; sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; and certain arrests for liquor law violations, drug law violations, and illegal weapons possession. If there is an immediate threat, the University will follow the Emergency Response and Evacuation Procedures and warnings will be disseminated through one or more of the following methods:

- Emergency Outdoor Broadcast System (tested silently daily, audible test monthly)
- FSU Emergency Text Alerts (tested the first Monday of each month)
- Voice Over Internet Protocol Phones within selected classrooms (tested annually)
- In-classroom Messaging (tested beginning and mid semester)
- Phone Fanout (tested once per semester)
- Distributed through E-mail (University Wide Notice)
- Posted to electronic signs (tested once per semester)
- Posted to the University website homepage
- Posted to the MyFSU login page or announcements
- Ferris Information Hotline

### **Emergency Response and Evacuation Procedures**

The University will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and/or staff. Ferris State University's *Clery Act Emergency Notification Information* can be found at <http://www.ferris.edu/htmls/othersrv/campussafety/clery-act-emergency-notification.htm>. The *Ferris State University Emergency and Safety Procedures Guide* is available at <http://www.ferris.edu/htmls/administration/adminandfinance/Human/Safety/FSU-FlipCharts.pdf>

### **Preparation of the Annual Disclosure of Crime Statistics**

DPS shall prepare an annual crime awareness report that will be distributed to students and employees through the DPS web page at <http://www.ferris.edu/htmls/othersrv/campussafety/safety.html>. Statistics for the report will be collected by DPS from the agency-shared records management system which is utilized by DPS, Big Rapids City Police and the Mecosta County Sheriff Department.

A crime log for the most recent 60-day period is open to public inspection, upon request, during normal business hours at Ferris State University's Department of Public Safety office.

### **Preparation of the Annual Fire Safety Report**

DPS shall prepare an annual *Fire Safety Report* that will be distributed to students and employees through the DPS web page. <http://www.ferris.edu/htmls/othersrv/campussafety/doc/fire-report.pdf>. Statistics for the report will be collected by DPS from the agency-shared records management system which is utilized by DPS, Big Rapids City Police and the Mecosta County Sheriff Department.

A fire log for the most recent 60-day period is open to public inspection, upon request, during normal business hours at Ferris State University's Department of Public Safety office.

### **Individuals and Organizations Designated to Report Clery Act Crimes**

The Ferris State University main campus community, including students, employees, contractors, guests and invitees, should report criminal incidents, accidents, and other emergencies that occur on campus or in the vicinity of campus (Big Rapids area), to DPS by dialing 911 to reach an emergency dispatcher, activating one of the blue emergency phones located on the main campus, or dialing (231) 591-5000 to reach DPS directly.

In addition to reporting a sexual assault incident to DPS by calling 911 or (231) 591-5000, individuals may report sexual assaults to individuals who have been designated as "Reporting Officials". Reporting Officials are identified in Business Policy 2001:05 *Sexual Assault Policy* at <http://www.ferris.edu/htmls/administration/buspolletter/bpl0105.htm> and the *Code of Student Community Standards* at <http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/>

DPS encourages anyone who is the victim or witness to any crime to promptly report the incident to DPS. Because public safety reports are public records under state law, DPS cannot hold reports of crime in confidence.

Confidential reports of crime may be made to the Campus Crime Hotline by calling (231) 591-5900 or sending a text message to [BulldogsTextTip@ferris.edu](mailto:BulldogsTextTip@ferris.edu). The confidential information will be used to investigate the reported criminal or suspicious activity and to make the campus community a safer place to live, work and receive an education. Confidential reports of crime may be used for the purposes of inclusion in the annual disclosure of crime statistics.

### **Security and Access to Campus Facilities**

Ferris State University (excluding residential facilities) will be open to students, parents, employees, contractors, guests, and invitees during normal business hours. During non-business hours, access to all University facilities is by key or card swipe, if issued, or by admittance via DPS, once legitimacy for the access has been established.

Ferris State University employees are responsible for maintaining the security of University-owned property. Employees are required to unlock/lock the doors that he/she has responsibility for upon the beginning and completion of the workday or class. Business Policy 2006:02 *Key Policy* <http://www.ferris.edu/htmls/administration/buspolletter/BPL0602.pdf>.

Residence halls are secured 24 hours a day. All student residence halls are equipped with “card reader access” which allows students entry through most residence hall exterior doors. Access to a particular resident hall via the card swipe access is limited to only those students who are assigned residency within their particular hall. Ground floor windows in residence hall rooms are secured with an additional safety stick to prevent opening the window from the outside. *Code of Student Community Standards*  
<http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/>. Ferris State University maintains student housing only on the main campus in Big Rapids, Michigan.

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

Light surveys are made periodically by DPS and defective lights are reported on a regular basis to the Physical Plant, which takes corrective action as soon as possible. Physical Plant staff also continuously review campus lighting needs and respond to concerns expressed by campus community members regarding deficient lighting. Lighting concerns can be directed to the Physical Plant Office at (231) 591-2600.

## **CAMPUS LAW ENFORCEMENT**

### **Working Relationship with State and Local Police Agencies and Authority to Arrest Individuals**

Ferris State University police officers receive their police power and arrest authority from the Board of Trustees as empowered by Public Act 120 of 1990 see Board Policy Part 8 Sec. 8-101 *Status of Ferris State University Department of Public Safety* at <http://www.ferris.edu/htmls/administration/trustees/boardpolicy/8sub8-1.htm> and by the Mecosta County Sheriff. Ferris State University has entered into a mutual aid and indemnity agreement between the University, City of Big Rapids and County of Mecosta. In addition, the Michigan State Police recognizes that Ferris State University sits within the borders of the State and would respond if requested.

### **Reporting Crimes to Department of Public Safety**

The Ferris State University campus community, including students, employees, contractors, guests and invitees are encouraged to report criminal incidents, accidents, and other emergencies to DPS in an accurate and timely manner.

Victims of crimes are encouraged to report the incident to DPS as soon as they are aware of the incident taking place. Any retaliatory, threatening, intimidating, coercing or discriminatory action against any individual with respect to the implementation of any provision of the Clery Act is strictly prohibited.

Individuals are encouraged to immediately report criminal incidents, accidents, and other emergencies on the Ferris State University campus or that occur in the vicinity of campus (Big Rapids area), by dialing 911, calling DPS directly at (231) 591-5000, or activating one of the blue light emergency phones that have been installed outdoors in strategic locations around the main campus. To report a non-emergency security or public safety related matter, call DPS at (231) 591-5000. To report an off campus non-emergency security or public safety related matter, dial Big Rapids Department of Public Safety at (231) 527-0005, the Central Dispatch Authority at (231) 796-4811 or Mecosta County Sheriff's Department at (231) 592-0150. To anonymously report a crime or suspicious activity on campus, call the Campus Crime Hotline at (231) 591-5900.

In response to a call, DPS will take the required action, dispatching an officer or asking the victim to report directly to DPS to file an incident report.

If assistance is required from the Big Rapids Department of Public Safety, Mecosta County Sheriff's Department, or the Big Rapids Fire Division, DPS will contact the appropriate unit.

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

Students, employees, contractors, guests and invitees at Ferris State University's satellite or non-campus properties who are a victim of a crime are encouraged to promptly and accurately report the crime to the school official and local police agency where the incident occurred.

### **Pastoral counselors and professional counselors**

As a result of the negotiated rule making process which followed the 1998 amendments to 20 U.C.S. Section 1092(f), clarification was given to those considered to be campus security authorities. "Pastoral Counselors" and "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. The rule making 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.

- **Professional Counselor:** An employee of an institution whose official responsibilities include psychological counseling for members of the institution's community and who is functioning within the scope of his or her license or certification.

Ferris State University does not employ Pastoral Counselors. As a matter of policy, Ferris State University's Professional Counselors encourage, 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.

## **CAMPUS SECURITY PROGRAMS**

Employees and students are informed of campus security procedures and practices at new employee/student orientation and at specially requested presentations (department/class presentation request, Summer University, etc.). Safety Posters with crime prevention/safety/security information is posted annually in campus buildings. Annual fire/severe weather drills are recommended to all of campus.

## **SECURITY AWARENESS PROGRAMS**

DPS provides programs for students in crime prevention, identity theft prevention, Rape Aggression Defense (RAD), active shooter response (Shots Fired DVD), and responding to and reporting behaviors of concern (Flashpoint DVD), as well as other pertinent training topics. Residence Life promotes residence hall security through programming in the residence halls. The counseling center monitors alcohol and drug programs by offering the "Choices" program. Business Policy 2010:01 *Campus Violence and Weapons Prohibition* can be located at

<http://www.ferris.edu/htmls/administration/buspolletter/bpl1001.pdf>

## **MISSING RESIDENT STUDENT PROTOCOL**

The Office of Housing and Residence Life *Missing Resident Student Policy and Procedures* are located at

<http://www.ferris.edu/housing/docs/FINAL%20MissingStudentPolicy10-20-2010%20for%20publication.pdf>

## **CRIME PREVENTION PROGRAMS**

DPS routinely provides crime prevention programs to students through the first year challenge program referred to as FSUS and through the campus residence halls.

## **MONITORING AND RECORDING OF SATELLITE AND NON-CAMPUS/PUBLIC CRIMINAL ACTIVITY**

Ferris State University maintains classroom space in several locations away from the main campus located in Big Rapids. Statistics concerning crimes reported at those off campus locations can be obtained by contacting the local police department in those locations.

Ferris State University's satellite and non-campus properties are required to report Clery Act reportable offenses to DPS no later than September 1 of each year for preparation of the annual disclosure of crime statistics.

## **ALCOHOL BEVERAGE POLICY**

Ferris State University's *Policy on Alcohol and Other Drugs* can be found at: <http://www.ferris.edu/htmls/administration/trustees/boardpolicy/8sub8-8.htm> and *Code of Student Community Standards* at <http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/>.

## **ILLEGAL DRUGS POLICY**

Ferris State University's *Policy on Alcohol and Other Drugs* can be found at: <http://www.ferris.edu/htmls/administration/trustees/boardpolicy/8sub8-8.htm>, *Drug-Free Workplace Policy* at <http://www.ferris.edu/htmls/administration/trustees/boardpolicy/8sub8-5.htm>, and *Code of Student Community Standards* at <http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/>.

## **ALCOHOL AND SUBSTANCE ABUSE EDUCATION POLICY**

Ferris State University's *Policy on Alcohol and Other Drugs* at <http://www.ferris.edu/htmls/administration/trustees/boardpolicy/8sub8-8.htm> and *Code of Student Community Standards* at <http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/> explains alcohol and substance abuse education.

## **SEX OFFENSES POLICY**

Ferris State University's *Sexual Assault Policy* can be found at <http://www.ferris.edu/htmls/administration/trustees/boardpolicy/8sub8-6.htm>; Business Policy 2001:05 *Sexual Assault Policy* at <http://www.ferris.edu/htmls/administration/buspolletter/bpl0105.htm>; and the *Code of Student Community Standards* at <http://www.ferris.edu/htmls/administration/StudentAffairs/Studenthandbook/>

## **SEX OFFENDER REGISTRATION**

Law enforcement information concerning registered sex offenders may be obtained from the Michigan Public Sex Offender Registry at: [http://www.michigan.gov/msp/0,1607,7-123-1589\\_1878\\_24961---,00.html](http://www.michigan.gov/msp/0,1607,7-123-1589_1878_24961---,00.html).

Jerry L. Scoby  
Vice President for Administration & Finance

Contact: Director of Public Safety (231) 591-5000