

**CONCORDIA UNIVERSITY
4090 GEDDES ROAD
ANN ARBOR, MI 48105-2750**



**Safety and Security
Information**

2009—2010

A publication of the Concordia University Department of Public Safety

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Safety and Security Information

The “Student Right-to-Know and Campus Security Act of 1990” requires that all colleges and universities distribute campus security policies and crime statistics to all students and employees. In November 1999, this act was updated and amended to form “The Jeanne Clery Disclosure of Security Policy and Campus Crime Statistics Act”. This booklet was compiled in compliance with the Clery Act and other Federal Regulations.

Concordia University is located in Ann Arbor, Michigan—a city synonymous in the minds of many with quality higher education. With the University of Michigan located about three miles to the west and Eastern Michigan University the same to the east, Concordia University is part of a vibrant and exciting community of over 130,000 residents. Concordia’s enrollment includes approximately 475 full time degree seeking traditional students and about 300 adult commuter students in a degree completion program. In addition, there are approximately 70 individuals employed by the University in non-faculty positions such as staff, food services, maintenance, and development. Faculty members account for approximately 50 additional employees.

The Executive Director of Student Services is the administrator responsible for supervising Concordia’s Department of Public Safety (DPS), through the Director of DPS. An extensive background check occurs before an officer is hired. Officers must then successfully complete a 90-150 day probation period in which a 12-shift (minimum) training curriculum is implemented. At the end of this period, the new officer is tested according to Public Safety and University policies. Departmental training continues on a regular basis and certifications are updated as needed.

Concordia University DPS maintains an excellent working relationship with the Ann Arbor Police Department. As defined by the FBI Uniform Crime Report, all Part I crimes and some Part II crimes are reported to the Ann Arbor Police. When necessary, local or State Police assist in investigations. Concordia DPS officers have arrest authority for felonies. DPS maintains daily logs of officer activity and reports generated while on duty.

In the maintenance of campus facilities, including landscaping, grounds keeping, and outdoor lighting, University personnel continually monitor the campus for irregularities and needed repairs. Security is a major factor in all landscape and lighting designs. Periodic input is sought from outside agencies as an additional guide in evaluating needs. All campus buildings are equipped with standard locking devices that are checked regularly for any malfunctions or needed repairs. DPS officers completely check and secure campus buildings every evening. During normal business hours, campus facilities are open to students, parents, employees, contractors, and visitors. Individuals not having legitimate business on campus may be confronted as trespassers and may be subject to the penalties provided by the Michigan criminal code.

Standard locking mechanisms are used to secure doors and windows in student rooms. Students are issued a key to their room as well as a keycard that allows them to gain access into their dorm through an electro-magnetic, audibly alarmed system. If an exterior door is left open for a period of longer than 75 seconds, an audible alarm will sound in the dormitory and will not cease until the door has been shut. Dormitories should remain secured 24 hours a day and students are encouraged to take advantage of all safety and security features provided in the dormitories. Any malfunctioning dormitory entry system should be reported as soon as possible to the Department of Buildings and Grounds. Public Safety officers regularly check the security of exterior doors and windows during patrols of campus.

Overnight guests must be registered with the Resident Assistant and DPS. No formal procedure for identification and admission of day time visitors is required. However, students are instructed to refuse admittance of any non-resident personnel to the dormitories unless accompanied by a staff person or a resident of that specific dorm. Students and staff are requested to notify DPS of any suspicious persons or circumstances.

All guests in dormitories must have a student host or have been approved by the Residence Life Department. The host is responsible for the actions of and/or any damages caused by his/her guest. If a roommate objects to the presence of any overnight guest, that guest may not spend the night.

Note: Concordia University is not responsible for the damage, loss, or theft of personal property. This includes items left in campus buildings, classrooms, and vehicles.

Students who receive permission to remain on campus during low occupancy periods such as holidays and summer vacation must complete a registration form. This form may be obtained through the campus housing office. Public Safety officers are notified of the names and locations of such students.

All persons are expected to comply with the law in regard to the possession and use of alcoholic beverages (including state laws related to underage drinking, which will be enforced). The possession of alcoholic beverages is not permitted on campus, except in the married student housing units. Dormitory students may not consume alcohol on campus or be in possession of it. All state laws must also be observed with regard to the possession, use, or sale of illegal drugs. The college cooperates fully with state and local law enforcement agencies in the investigation of the possession, use, or sale of illegal drugs. The Student Handbook (online) contains the complete policy statement relating to the use of alcoholic beverages and illegal drugs on campus—including the fines, penalties, and abuse education programs.

If it is known that a member of the University community has a criminal record, any necessary decisions or actions taken regarding that member are dependent on the particular circumstances and the nature of the offense. All students, faculty, and staff have the right to access information regarding registered sex offenders. To view the most current list of local and/or national sex offenders, visit the website of the Michigan State Police Public Sex Offender Registry at: www.mipsor.state.mi.us.

The following media and communication channels are used on an as needed basis to keep the campus informed about security matters: Crime prevention literature generated by DPS, the Residence Life staff, Student Senate meetings, Resident Assistant meetings, campus forums, memos, announcements, and campus e-mail. If a violent or serious crime occurs on campus that poses an ongoing threat to the campus community, DPS officers will, as quickly as possible, inform the campus about the nature of the threat. The warning will be sent out through campus E-mail, and all Resident Directors and Resident Assistants will be contacted directly so they can share the information with the on-campus student population.

In addition, the University also has an emergency warning and response system in place. DPS and/or the Executive Director of Student Services 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 persons on campus. DPS will respond to the scene, assess the situation, and initiate the warning and response system based upon the circumstances of the incident. Direct observation, evidence at the scene, and witness information will be used to determine if a significant emergency exists and what the extent of that emergency may be. If need be, outside emergency response units will be called in to assist with the situation. (In the event of a fire and/or gas explosion, for example, the officer on patrol will coordinate with Resident Directors and Resident Advisors to help establish areas of safety and make sure everyone is accounted for. The Ann Arbor Fire Department will be notified and additional police, fire, or medical assistance will be requested as needed. In the event of a severe storm or other natural disaster, residents will be instructed to take proper shelter by Resident Assistants and DPS.) The emergency notification system will then be activated by DPS and/or the Executive Director of Student Services. The notification system is set up through an off-site contracted company through an independent server and can be activated directly from the cell phone DPS officers carry on patrol or through DPS/Student Service computers. Details of the emergency or threatening situation will be sent through this system to the e-mail addresses and cell phones of all registered students, faculty, and staff. (If the emergency is isolated, it may not be necessary to have the system contact every registered person...faculty and students not presently on campus for example. The system allows for categorization of notifications so that persons unaffected and not in the danger zone will not be unnecessarily disturbed.) Additional information, instructions, and updates will be sent using the same system. If deemed necessary, the Emergency Management Team will also be contacted and will assemble on campus to make further decisions regarding the situation. The University's campus-wide emergency response plan will be used for initial guidelines. Further actions taken (including partial or full campus evacuations) will depend upon the nature of the situation and may be dictated by the responding agency(s) requests and determinations. The emergency warning and response system will be tested at least once every year at predetermined times.

Live-in residence staff includes two area Residence Directors who are members of the professional staff and fourteen (14) Resident Assistants who are undergraduate students. The University does not have any off-campus student organizations.

The Residence Staff receives basic security training in emergency procedures and crime prevention. This training is provided subsequent to the start of the school year, and in-service training programs are conducted throughout the school year.

Dormitory meetings are held at the beginning of each semester in every hall to inform residents about housing, safety and security measures, enforcement policies, crime awareness and prevention, and emergency procedures.

Since the University does not offer formal programs for students and employees to educate them about the prevention of sexual assault and other crimes, DPS strongly encourages students, faculty, and staff to be responsible for their own safety and the safety of others. Safety booklets and literature generated by DPS, dorm meetings, and student/employee handbooks are useful for guidance in this area.

DPS officers will be on patrol 24 hours a day / 7 days a week. Any criminal incident or emergency can be reported by calling the on-duty patrol officer directly at (734) 358-1340. In addition, calls may be made to Ann Arbor Police Emergency Services by calling "911" for medical or police assistance. In the event "911" is called and Concordia DPS is not immediately notified, please ask "911" Dispatch to contact the DPS officer on duty. All crimes, suspicious persons, and suspicious activities should be reported immediately to DPS. Officers should be contacted on the cell phone for reports of intruders, fights, vandalism, medical emergencies, etc. Officers will also respond to dorm hour violations in cooperation with the Residence Life Staff. In addition, officers on patrol are available to provide safe escorts on campus at night.

The Department of Public Safety urges students to immediately report all sex offenses. Any evidence must be maintained for effective prosecution. Students may also report offenses to the Ann Arbor Police Department or request DPS to make contact for them. Counseling and academic/living changes are available upon students' request. Disciplinary action in cases of alleged sex offenses will follow the guidelines as stated in the student handbook. In addition to campus issued sanctions, criminal prosecution may be pursued. Both the accuser and the accused are entitled to the same opportunity to have others present during any institutional disciplinary proceedings, and both the accuser and the accused shall be informed of the outcome of any such proceedings.

Concordia University DPS gathers crime data through the following methods: incidents encountered on patrol, response to crime scenes, reports taken over the phone, witness/victim/suspect statements, campus investigations, and referrals to the college for disciplinary action.

It is also possible for crime data to be collected through voluntary confidential reporting. This method captures statistical data reported to DPS by campus pastors and professional counselors who may receive crime information through privileged communication with victims. Concordia University does not have mandatory policies enforcing, allowing, or disallowing voluntary confidential reporting. Victims who want a crime to be included in the yearly statistics - but do not want their name or details from their privileged communication filed in an incident report - should simply ask the pastor/counselor they have confided in to report the categorical crime to DPS. Any voluntary confidential reporting data received by DPS in this manner is greatly appreciated and is used for crime statistical purposes only.

If you have questions or concerns about any of the policies or procedures stated above, please feel free to contact the Director of Public Safety and Security at (734) 995-7502 or through the department E-mail, Security@cuaa.edu.

**CONCORDIA UNIVERSITY
ANN ARBOR, MICHIGAN
2008 YEARLY CRIME REPORT**

UNIFORM CRIME REPORTING

<u>Classification *</u>	2008	2007	2006
Arson	0	0	0
Aggravated Assault	0	1	0
Breaking and Entering/Burglary	6	1	1
Motor Vehicle Theft	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Robbery	0	0	0
Drug Arrests	0	0	0
Drug Referrals	1	0	0
Liquor Arrests	0	0	0
Liquor Referrals	9	17	24
Weapons Arrests	0	0	0
Weapon Referrals	1	0	1

* as defined by the FBI

REPORTS OF CRIMINAL SEXUAL CONDUCT

	2008	2007	2006
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0

HATE CRIMES*

	2008	2007	2006
	0	0	0

*Crime classification and category of prejudice included with each offense

CRIMES LISTED ABOVE THAT OCCURRED IN DORMITORIES

	2008	2007	2006
Aggravated Assault	0	1	0
Breaking and Entering/Burglary	3	0	1
Drug Referrals	1	0	0
Liquor Referrals	9	12	9
Weapon Referrals	0	0	1

NON-CAMPUS BUILDINGS OR PROPERTY

There were no reported crimes for this category (2006-2008)

PUBLIC PROPERTY ADJACENT TO CAMPUS

There were no reported crimes for this category (2006-2008)