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MISSION STATEMENT

Henry Ford College Mission Statement:

Henry Ford College (HFC) transforms lives and builds better futures by providing outstanding education. As a student-centered, evidence-based college, our success is measured by the success of our students. We empower learners through the development of independent, critical and creative thinking, and we foster diversity, tolerance, understanding, and acceptance to prepare learners to succeed in a global society. We anticipate and respond to the needs of our stakeholders, exceed their expectations and serve the public good.

https://www.hfcc.edu/

Office of Campus Safety Mission Statement:

The Office of Campus Safety (OCS) supports the mission of the College and its commitment to student success by creating and sustaining a safe, secure, customer-focused campus environment that promotes respect, inclusion, and tolerance.

The OCS operates 24 hours a day, 7 days a week. The aim of OCS is to provide a safe and secure environment, to protect all property, and to enforce College policies and regulations for all students, faculty, staff and visitors to the College. Our staff consists of three full-time Campus Safety Administrators and full and part-time Campus Safety Associates along with uniformed contract security staff. Our department services include but are not limited to: security response, emergency preparedness, incident investigation, emergency notification, access control, key issuance, parking lot vehicle assistance, and training.

https://www.hfcc.edu/campus-safety
GENERAL CAMPUS INFORMATION

MAIN CAMPUS

- Henry Ford College
  5101 Evergreen Road
  Dearborn, MI 48128-1495
  313-845-9600

  https://www.hfcc.edu/contact/map

EAST CAMPUS

- Henry Ford College at M-TEC
  3601 Schaefer Road, Building A
  Dearborn, MI 48126
  313-317-6600

- Henry Ford College Nursing Division
  3601 Schaefer, Building B
  Dearborn, MI 48126
  313-845-6305

  https://www.hfcc.edu/contact/map-east

CAMPUS MAPS & PARKING INFORMATION

Parking at HFC is free; students and visitors do not need parking passes. However, employees must obtain a parking permit from the Office of Campus Safety before access to the employee parking lots is authorized. The circle drive entrance (Flag Pole) is for handicap pickup or drop off only. All other pickups or drop offs are to be made in student lots.

The Campus Safety Associates have been trained by the Dearborn Police Department to issue parking tickets.

  https://www.hfcc.edu/parking
OFFICE OF CAMPUS SAFETY

Accountability and Operations

The HFC Office of Campus Safety (OCS) is responsible for maintaining a safe and secure learning environment which supports the College’s mission of dedication to the education and enrichment of our students and community. The members of the OCS protect and enhance the overall safety of the College community by providing efficient and reliable services on a continuous 24-hour basis.

The staffing of the OCS is made up of full and part-time Campus Safety Associates, administrative personnel, and contract uniformed Security Officers.

The OCS is located in the Learning Technology Center (Building N). The Dispatch Office (telephone and walk-up campus safety service) is open and staffed 24 hours a day. At least one Campus Safety Associate is usually on duty whenever classes are in session. Contract uniformed security officers are on duty 24 hours a day.

The OCS is open for administrative services during normal college business hours, which are Monday - Friday, 8:00 am to 4:30 PM during the Fall and Winter semesters and Monday - Thursday, 8:00 am to 6:30 PM during the Spring and Summer semesters.

When a Call for Service (CFS) is received, a Campus Safety Associate and/or Campus Safety personnel will respond to the situation and utilize whatever resources are needed. These additional resources may include assistance from local law enforcement agencies and emergency medical services. Emergency Notifications and Timely Warnings are used to alert our campus community to potentially dangerous situations.

Safety on our campus is a shared responsibility between the OCS, students, faculty, employees and campus visitors. Everyone is encouraged to take steps to ensure both personal and College property is safe and to contact the OCS whenever they observe behavior or circumstances that may present a threat to our College community.

Contacting the HFC Campus Safety Office for non-emergencies/general assistance

1. Dial 9630 from any campus telephone or call 313-845-9630 to reach the Campus Safety Dispatcher 24 hours a day.

2. Dial 9862 from any campus telephone or call 3131-845-9862 to reach the Secretary for the Campus Safety Office during normal business hours.

Local Law Enforcement Agencies

Members of the HFC OCS maintain professional working relationships with local, county, state, and federal law enforcement agencies, as well as various emergency management agencies.
The Dearborn Police Department has local law enforcement jurisdiction for the HFC Main Campus and the East Campus (Nursing and M-Tec). They can be contacted for emergencies by dialing 911 or 313-943-2240 for non-emergencies. They are located at 16099 Michigan Avenue, Dearborn, MI 48126.

http://www.cityofdearborn.org/city-departments/police

- **Crime Statistics:** The OCS is required to keep and provide crime statistics relative to six major categories of crimes. These crimes are; Murder, Arson, Sexual Assault, Burglary, Auto Theft and Aggravated Assault. In addition, statistics relative to drug, alcohol, weapons possession and hate crimes are also required. The statistical report is included in this Annual Security Report (ARS) and is available on the Campus Safety webpage https://www.hfcc.edu/campus-safety/crime-stats. A physical copy can be obtained at the OCS in Building N on Main Campus, and at the security desk at the East Campus - Nursing.

**CLERY ACT**

**Background**

In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965 (HEA)*. This act required all postsecondary institutions participating in HEA’s Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000.

The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act*.

On Aug. 14, 2008, the *Higher Education Opportunity Act* or HEOA (Public Law 110-315) reauthorized and expanded the *Higher Education Act of 1965*, as amended. HEOA amended the *Clery Act* and created additional safety- and security-related requirements for institutions.

**Violence Against Women Reauthorization Act (VAWA) of 2013**

On March 7th, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). Among other provisions, this law amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Clery Act (20 U.S.C. 1092(f)). These statutory changes require institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies including incidents of sexual assault, domestic violence, dating violence, and stalking. Additionally, institutions will be required to include certain policies, procedures, and programs pertaining to these crimes in their Annual Security Reports.
Under section 304(b) of VAWA, the changes made by the new law "take effect with respect to the annual security report prepared by an institution of higher education one calendar year after the date of enactment" of VAWA. Thus, the first Annual Security Report that must include the new required information is the report that must be issued by each institution by October 1, 2014. This report would include crime statistics from calendar years 2011, 2012, and 2013. These crime statistics would also be reported to the Department through the web-based data collection in October 2014.

Final regulations to implement the statutory changes to the Clery Act will not be effective until after the Department completes the rulemaking process. Until those regulations are issued, Henry Ford College will make a good faith effort to comply with the statutory requirements in accordance with the statutory effective date. Henry Ford College will include statistics for the new crime categories for calendar year 2014 in the Annual Security Report due in October of 2015.

The Clery Act requires institutions to publish an Annual Security Report (ASR) containing safety and security-related policies & procedures and crime statistics. It must be distributed/made readily available to all current students and employees. Schools also must inform prospective students and employees about the availability of the report.

The Clery Act requires disclosure of crime statistics in three general categories:

- Criminal Offenses
- Hate Crimes
- VAWA – Violence Against Women’s Act
- Arrests & Referrals for Disciplinary Action

Criminal Offenses

Per the Clery Act, crimes are classified based on the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting Handbook (UCR). For sex offenses only, definitions are from the FBI’s National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate Crimes are classified according to the FBI’s Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection. The following categories/types of crimes and crimes definitions are part of the requirements of the Clery Act. These definitions are as they appear in The Handbook for Campus Safety and Security Reporting and refer to those crimes as required to be included in the HFC OCS Annual Security Report.

Clery Act Crime Definitions

Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.
Negligent Manslaughter

The killing of another person through gross negligence.

Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. Rape

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

B. Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

C. Date Rape Drug

Under Clery, the administration of a date rape drug in an unsuccessful attempt to incapacitate and sexually assault the victim, and investigation determines that the perpetrator's attempt was to commit a sex offense, is a sexual assault. Administration of a date rape drug in which intent cannot be proven is an Aggravated Assault.

Sex Offenses, Nonforcible

Unlawful, nonforcible sexual intercourse.

A. Incest

Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape

Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence

A. State Definition

Domestic Violence: Abuse between family or household members. Family or household members: Spouses or former spouses; adults related by blood, marriage or adoption,
persons cohabitating or who have cohabitated; persons in a past or present sexually intimate relationship; unmarried parents of a child.

**Abuse:** The occurrence of one or more of the following acts within a domestic relationship:

(a) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury.
(b) Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury.
(c) Causing another to engage in involuntary sexual relations by force or threat of force.

**B. Federal Definition**

(1) A felony or misdemeanor crime of violence committed-
(i) By a current or former spouse or intimate partner of the victim
(ii) By a person with whom the victim shares a child in common
(iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or a partner
(iv) By a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime of violence occurred, or
(v) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence**

**Federal Definition**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(1) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(2) For purposes of this definition-
(i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
(ii) Dating violence does not include acts covered under the definition of domestic violence.

(3) For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Note:** There is no state definition for Dating Violence.
Stalking

Henry Ford College Definition

A pattern of behavior made up of a series of two or more separate non-continuous acts which shares the same purpose and causes a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested.

State Definition

(1) A person commits the crime of stalking if:
(a) The person knowingly alarms or coerces another person or a member of that person’s immediate family or household by engaging in repeated and unwanted contact with the other person;
(b) It is objectively reasonable for a person in the victim’s situation to have been alarmed or coerced by the contact; and
(c) The repeated and unwanted contact causes the victim reasonable apprehension regarding the personal safety of the victim or a member of the victim’s immediate family or household.

Federal Definition

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to-
   a. Fear for the person’s safety or the safety of others; or
   b. Suffer substantial emotional distress
2. For the purposes of this definition-
   a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
   b. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
   c. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Robbery

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

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed. Aggravated assault includes poisoning (date rape drug, etc.)

**Burglary**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding).

**Arson**

The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

**Liquor Law Violations**

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

**Drug Abuse Violations**

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (e.g. barbiturates, Benzedrine).
**Weapon Law Violations**

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

(Crime definitions are from the Uniform Crime Reporting Handbook. Sex offense definitions are from the National Incident-Based Reporting System edition of the Uniform Crime Reporting Program).

**Clery Act Hate/Bias Crimes**

A hate crime is defined as any crime that manifests evidence that a victim was selected because of his/her actual or perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's perceived race; gender; gender identity; religion; sexual orientation; ethnicity; national origin or disability, the crime is classified as a hate crime. For more information on the definition and classification of hate/bias crimes, see: http://www.fbi.gov/about-us/cjis/ucr/data-collection-manual

**Bias**

Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin. Although there are many possible categories of bias, under Clery, only the following eight categories are reported:

**Race**

A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

**Gender**

A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

**Gender Identity**

A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
Religion

A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Muslims, Jews, Protestants, atheists.

Sexual Orientation

A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived sexual orientation.

Ethnicity

A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

National Origin

A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions.

Disability

A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

If a hate crime occurs during an incident involving larceny, simple assault, intimidation or vandalism, Clery law requires that the statistic be reported as a hate crime even though these four crime classifications by themselves are not Clery-reportable crimes.

A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, religion, ethnicity, national origin, gender, gender identity, sexual orientation, or disability, the crime is classified as a hate crime.
Larceny-Theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black’s Law Dictionary, 6th ed. as “where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.”)

Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property (Except "Arson")

To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

POLICY STATEMENTS

Reporting of Emergencies or Criminal/Suspicious Activity

For Emergencies, dial 9630 from any campus telephone (connects directly into the HFC Campus Safety Dispatch Office) or call 911 from your cell telephone (connects to Dearborn Police 911 Call Center).

Emergency “One Button” Telephones are in all campus buildings and Campus Emergency Telephone “Blue Light” Towers are on the campus grounds/parking lots. These telephones connect directly into the Campus Safety Dispatch Office.

All classroom telephones and many office telephones have a direct dial button that connects to the Campus Safety Dispatcher.

Emergencies or in-progress crimes on the Main Campus or East Campus can also be reported to the Dearborn Police Department by dialing 911.
Criminal/suspicious activity can also be reported to the Dearborn Police Department by calling their non-emergency numbers:

**Dearborn Police** 313-943-2240

When a Call for Service (CFS) for an emergency is received, Safety Associate(s) and/or Security Officer(s) will respond with caution to the location. They will follow safety procedures, determine if an emergency situation doesexists, provide for emergency care, and determine the appropriate response to the emergency. Depending on the type and severity of the incident, the Safety Associates(s) and/or Security Officers(s) may request response from the appropriate law enforcement, fire or EMS agency.

**Emergency Notifications**

In the event that an incident exists or has the potential to exist either on or off an HFC campus that constitutes significant emergency or dangerous situation, a campus-wide “Emergency Notification” will be made. The Manager of Campus Safety or their designee has the responsibility for initiating the emergency notification system(s). If practical, the College President or his Cabinet designee will be notified prior to the notification and advised of the circumstances necessitating the notification. Depending on the incident, the warning to students and employees may be issued through one or more available delivery methods.

**Immediate Notifications Methods**

Upon confirming that there is an emergency or dangerous situation, Henry Ford College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The Office of Campus Safety (OCS) will determine what communication must be distributed to whom and initiate notification.

OCS has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the HFC campus community. These methods of communication include the various methods allowed through the OCS Emergency Alert system (text, phone, e-mail, public address speaker tower system, fire alarms, and mass notification through HFC’s class room phone/ speaker system.) The college may post and provide updates during a critical incident on the college web site.

The Office of Campus Safety has the primary responsibility for activating and utilizing:

1. **The Emergency Notification System (ReGroup)**- Text, Voice Message, E-Mail

2. **Emergency Siren/Broadcast Warning System - Campus Grounds**
Information Technology Services has the primary responsible for activating and utilizing:

1. The Telephone Voice Message & Text Message Display Screens Notification System (Syn-Apps)
2. Desktop Computer Alerts
3. Digital Signage/Monitors in common areas
4. HFC Webpage

The Office of Marketing & Communications has the primary responsibility for utilizing:

1. Social Media outlets
2. Local & College electronic and print media

Anyone with information that may warrant an “Emergency Notification” should contact the Campus Safety Office by dialing 9911 from any Campus telephone, 313-845-9630 from any other telephone, or 911 to reach the Dearborn Police Department.

Timely Warnings

This procedure is to advise how Henry Ford College confirms a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on HFC owned or leased property. It is provided to you to communicate the procedure for an emergency response and or evacuation.

HFC Campus Safety personnel will respond to the scene and determine the kind, severity, and appropriate response to the situation. If it indicates an immediate threat to the health or safety exists, Campus Safety Office will initiate communication with the college community to provide information. Here are those notification steps:

- Determine which community segment(s) will receive the notification
- Determine the content of the notification
- Initiate the notification

All students and employees are encouraged to sign up for the Henry Ford College Emergency Alert system. Visit HFC website to Sign up.

In certain situations like school closings due to severe weather or other emergencies HFC will utilize other forms of media to get the appropriate information to the HFC Community (Television, Radio…Etc.).

Crime Prevention and Security Awareness Programs

Students and employees are made aware of campus crime and crime prevention through the following means:
- Annual Security Report
- Distribution of Crime Prevention/Security Awareness Materials
- College Newspapers/Articles
- Regularly Scheduled Lectures and Presentations
- Safe Walk Program
- Biannual Right-to-Know and Drug and Alcohol Awareness Notifications
- Timely Warnings
- Emergency Notifications

Office of Campus Safety (OCS) Location

The Office of Campus Safety (and security) is located in the Learning Technology Center on the east side of the Main Campus. Campus Safety is responsible for maintaining and releasing incident and accident reports, key control, and issuance of employee and maintenance of the access control system, Safe Walk, as well as overall control of all security and safety operations.

The college maintains 24 hour/7 day security, 365 days per year. Safety services include patrol operations, first aid response, vehicle jump starts, incident and accident report writing as well as parking enforcement and Safe Walk services.

Campus Safety Dispatch
313-845-9630
24 hours/7 days

Campus Safety Business Office
313-845-9862
Mon-Fri 8 AM-4:30 PM (Fall and Winter Semesters)
Mon-Fri 8 AM-6:30 PM (Spring and Summer Semesters)

Education of Members of the College Community

Staff, faculty and students are educated in campus security procedures during new student orientation, new faculty orientation, welcome week, and other school functions. OCS participates in these forums at all campuses and typically covers: crime prevention tips and how to contact Campus Safety. Handouts are provided. Training for Staff, Instructors and students on safety, handling difficult people, and other security related topics is held regularly.

Security Awareness and Crime Prevention Programs

During orientation, students and employees are informed of services offered by the OCS. Emergency Procedure pamphlets are posted in all classrooms providing safety tips. Emergency Procedures and Campus Safety Phone numbers are displayed throughout the campus as a way to highlight security awareness and to encourage College community to be aware of their responsibility and surroundings for their own security and the security of others. Information is also presented to students and employees through crime prevention awareness lectures, security alert posters, e-mails,
and newsletter articles. Should you become a witness or victim of a crime while on HFC property, contact OCS immediately

**Potential Legal Consequences for Drug Violations**

Violations of laws and ordinances relating to drugs and alcohol may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions, which include, but are not limited to, the following:

- Fines as determined under local, state, or federal laws;
- Imprisonment, including up to life imprisonment, for possession or trafficking in drugs such as heroin and cocaine;
- Forfeiture of personal and real property;
- Denial of federal benefits such as grants, contracts and student loans;
- Loss of driving privileges;
- Required attendance at substance abuse education or treatment programs.

**State Alcohol Sanction**

Under Michigan law, it is illegal for anyone under the age of 21 to purchase, consume or possess, or have any bodily content of alcohol. The following summarizes some of the potential legal consequences for violating state law.

- A first-time conviction may result in a fine, substance abuse education and treatment, community service and court-ordered drug screenings.
- There also is a provision for possible imprisonment or probation for a second or subsequent offense.
- The use of false identification by minors in obtaining alcohol is punishable by a fine, loss of driver’s license, probation and community service.
- Individuals can be arrested and/or convicted of operating a vehicle while intoxicated with a blood alcohol concentration (BAC) level at .08 or higher. If a student is under 21, there is a “zero tolerance” law in the state of Michigan, and any blood alcohol level of .01 or higher can lead to a minor in possession (MIP) citation as well as being cited for operating a vehicle while intoxicated, if applicable. This is in addition to suspension of driving privileges in the state of Michigan.

**Michigan Law Governing Medical Marijuana**

The Michigan Medical Marijuana Act of 2008 (MMMA) permits qualified patients and their primary caregivers to use, possess and grow limited amounts of marijuana for treatment of certain debilitating medical conditions. However, the MMMA conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. The College receives federal funding that would be in jeopardy if those federal laws did not take precedence over state law. Thus, the use, possession or
cultivation of marijuana in any form and for any purpose constitutes a violation of the Board of Trustees’ Drug and Alcohol Abuse Free College Policy

Federal Drug Sanctions

A full description of federal sanctions for drug felonies can be found at:


Additional Information (Web Sites and Phone Numbers)

Office of Campus Safety and Security (313) 845-9630
https://www.hfcc.edu/campus-safety

Office of Campus Safety and Customer Service Patrol Information
https://www.hfcc.edu/campus-safety/safe-walk

Office of Campus Safety and Security reporting –Incidents
https://www.hfcc.edu/campus-safety/reporting-incidents

Student Outreach Services (313) 845-9629
https://www.hfcc.edu/campus-life/sos

Counseling (313) 845-9757
https://www.hfcc.edu/campus-life/sos/counseling

National statistics and definitions are available on the U.S. Dept. of Education website: http://ope.ed.gov/security/

Michigan State Police Sex Offender Registry
www.mipsor.state.mi.us/

Federal Drug Penalties
www.usdoj.gov/dea/agency/penalties.htm

Dearborn Police (Contact Information)

Emergency…………………………………………………………………………… 911
Non-Emergency and General Information……………………………………… 313-943-2240
Neighborhood Watch/Suspicious Activity (Anonymous)………………… 313-943-3030
Police Desk……………………………………………………………………………… 313-943-3341
Detective Bureau……………………………………………………………………… 313-943-2255
Domestic Violence Advocate……………………………………………………… 313-943-3451
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HATE CRIMES: There were no reported hate crimes for the years 2012, 2013, and 2014.

*Dearborn Heights Campus transferred to Dearborn Public Schools in June 2014.*

Hate Crime Statistics are crimes in which the victim is intentionally selected because of race, gender, religion, sexual orientation, ethnicity, or disability. HFC did not have any Hate Crimes during this period.

The Clery Act requires statistical categories not found in this brochure. HFC has no stats that fit within those categories therefore they are not applicable. Since HFC has no on-campus housing, dorms or other housing or off campus facilities or property, for use by, or used by, students or student organizations they are not included.

**REPORTING INCIDENTS**

To report a crime or an emergency, activate one of the Blue Light call boxes or pick up one of emergency phones located in the lobbies of most buildings. This phone rings directly to the Office of Campus Safety Dispatcher. The Office of Campus Safety is also accessible from any campus phone by dialing Extension 9630 or from off campus by dialing 313-845-9630. The Office of Campus Safety is open 24 hours/7 days per week.

**What to Report**
- All crimes
- Thefts
- Robberies
- Accidents
- Assaults
- Medical emergencies
- Threats
- Fights
- Vandalism
- Disorderly or disruptive behavior
- Suspicious persons, vehicles or activities
- Alarms
- All suspicious activities
- Any unsafe or dangerous areas or conditions

**Sexual Assault (definitions)**

Sexual Assault – generally defined as attempted or actual unwanted sexual activity.
“Forcible” Sex Offenses – forcible sex offenses are any sexual act directed against another person, forcibly and/or against that person’s will where the victim is incapable of giving consent, and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Non-forcible Sex Offenses – acts of unlawful, non-forcible sexual intercourse and includes incest and statutory rape. Depending on circumstances, rape could be in either category.

Procedures for Reporting Sexual Assault – Call Dearborn Police at 911, or call Campus Safety at 9630 on a campus phone, use the Emergency call boxes, or call Campus Safety at 313-845-9630 from your cell phone.

Sexual Harassment and Misconduct (Title IX) – It is Henry Ford College’s policy that it will not permit, and will take strong action against any sexual harassment of its students and employees by anyone and particularly by fellow employees or management. The Equal Employment Opportunity Commission defines sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct and communication of a sexual nature when either:

A. submission to or rejection of such conduct or communication by individual is used as a factor in decisions affecting such individuals hiring or employment; or
B. …such conduct or communication has the purpose or effect of substantially interfering with an individual’s employment or creating an intimidating, hostile, or offensive employment environment.

Any student who believes he/she is subject to any type of discrimination or sexual harassment must report such to the attention of the Student Title IX Coordinator. The College will investigate each complaint thoroughly and confidentially.

Student Title IX Coordinator
Aura Cazares
Learning Resource Center, Counseling Office
ajcazares@hfcc.edu
313.845.6315

Note:

In those instances where a sexual assault is alleged, the victim is strongly encouraged to report the incident. By contacting any of these offices, the victim will be given specific information as to how to go about bringing formal charges against the accused.

The procedures for an on-campus disciplinary action would be the same as those outlined in the Student Code of Conduct for any alleged violation. All students are advised that they have the option of pursuing an allegation through the HFC system and the Student Code of Conduct; or through the criminal justice system; or of
pursuing the allegation in both systems. Ultimately, it is the student’s option as to whether or not he/she wishes to pursue allegations through either or both authorities.

In addition to criminal prosecution, Henry Ford College may impose sanctions on the violator under the Student Code of Conduct to protect the victim. Students who have become victims of sex crimes are eligible for and encouraged to take advantage of the student support services offered by Henry Ford College. Referrals to other community support services will be provided as well.

Guidelines for Assistance

Sexual assault is a very traumatic and invasive crime and many victims may be too embarrassed or ashamed to report the offense to police. Fear of investigative, medical, and prosecutorial procedures add to a victim’s reluctance to make a report. A victim’s distress may also create an unwillingness or inability to assist in the investigation. Therefore, it is our procedure to provide victims of sexual assault with compassion and consideration and with the necessary information and assistance to make their interaction with the criminal justice system easier.

If You Are Raped or Sexually Assaulted on Campus:

- Get to a safe place as soon as you can
- Try to preserve all evidence
- Get medical attention
- Contact either the Office of Campus Safety and Security or Dearborn Police

When Preserving Evidence:

- Do not change your clothing. If you must change, place your old clothes in a PAPER bag
- Do not wash or clean your clothing
- Do not take a shower, bathe, or clean up
- Do not apply medication or cosmetics

BIANNUAL RIGHT TO KNOW INFORMATION & DRUG AND ALCOHOL PREVENTION PROGRAM

As a condition for receiving federal funds or any other form of federal financial assistance, all institutions of higher education must provide timely notifications that inform students of the following policies. A specific description of the Henry Ford College Drug and Alcohol Education and Prevention program is included in this document and in the Student Consumer Information webpage.

Student Consumer Information, Your Right to Know
To review a complete description of the Student Consumer Information, Your Right to Know, and Title IX, please click on the hyperlink Student Consumer Information or use URL address https://www.hfcc.edu/about-us/consumer.
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<td>- Federal Student Aid Drug Conviction Information</td>
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<td>- HFC Financial Aid</td>
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<tr>
<td>Student Outcomes</td>
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<tr>
<td>- Gainful Employment</td>
<td></td>
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<tr>
<td>- Graduation and Transfer-Out Rates</td>
<td></td>
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<tr>
<td>- Graduation Rates for Students Receiving Athletically Related Student Aid</td>
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<tr>
<td>- Placement in Employment</td>
<td></td>
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<tr>
<td>- Retention Rate</td>
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<tr>
<td>- Sample of Job Title and Employer of Recent Graduates</td>
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<tr>
<td>- Student Outcomes</td>
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<tr>
<td>- Transfer-Out Rates for Students Receiving Athletically Related Student Aid</td>
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<tr>
<td>- Intercollegiate Athletic Program Participation Rates and Financial Support Data</td>
<td></td>
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<tr>
<td>Intercollegiate Sports</td>
<td></td>
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<tr>
<td>Henry Ford College is a member of the Michigan Community College Athletic Association (Eastern Collegiate Conference) and the National Junior College Athletic Association (NJCAA). The nickname is the Hawks. Varsity teams participate in the following sports at the conference, state, regional, and national levels:</td>
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<td></td>
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<tr>
<td>Men</td>
<td></td>
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<tr>
<td>Baseball</td>
<td></td>
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<tr>
<td>Basketball</td>
<td></td>
<td></td>
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<tr>
<td>Golf</td>
<td></td>
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<tr>
<td>Women</td>
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<tr>
<td>Basketball</td>
<td></td>
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<tr>
<td>Softball</td>
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<tr>
<td>Golf</td>
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<tr>
<td>Try-outs for all sports are in early Fall.</td>
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<tr>
<td>Club Sports</td>
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<tr>
<td>Henry Ford College provides a</td>
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<tr>
<td>Information</td>
<td>number of Club Sports teams based on the interest of the student body. Club Sports provide an opportunity for students to compete in a fun and challenging environment against other HFC students or Club Sport teams at nearby colleges.</td>
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<td>-----------------------------------------------</td>
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<tr>
<td>• Price of Attendance</td>
<td>For more information call 313-317-4138 or visit <a href="http://www.athletics.hfcc.edu">www.athletics.hfcc.edu</a></td>
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<tr>
<td>• Return of Federal Financial Aid</td>
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<td>• Brochure</td>
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<td>• Policy</td>
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<td>• Scholarships</td>
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<td>• State Grant Assistance</td>
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<td>• Student Loan Information</td>
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<td>• 2015-2016 Financial Aid Facts Book</td>
<td></td>
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<tr>
<td>• HFC College Loan Code of Conduct</td>
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<tr>
<td>• U.S. Department of Education Student Loan Information</td>
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<tr>
<td>• Entrance Counseling for Student Loan Borrowers</td>
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<td>• Exit Counseling for Student Borrowers</td>
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<tr>
<td>• 2015-2016 Financial Aid Facts Book</td>
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<tr>
<td>• <a href="http://www.StudentLoans.gov">www.StudentLoans.gov</a></td>
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**Drug and Alcohol Education and Prevention**

As a condition for receiving federal funds or any other form of federal financial assistance, all institutions of higher education must implement a drug and alcohol policy that complies with applicable federal, state and local drug and alcohol laws. The law requires institutions to implement a program that will prevent the unlawful manufacturing, dispensing, possession, use or distribution of illicit drugs and alcohol by students and employees. Any violation of these policies or of local, state or federal laws regarding illicit drugs or alcohol will result in appropriate disciplinary action. In addition to college disciplinary sanctions, students, faculty, and staff involved with illegal use, possession, or distribution of controlled substances may face criminal penalties, and the college will cooperate fully with law enforcement agencies as appropriate. If a student has concerns about alcohol or drug addiction or impact on their lives, they will want to meet with a counselor in the Counseling division. The phone number is 313-845-9611.

If an employee has concerns about drug or alcohol use – their own or use by others – they may wish to consult with the College’s employee assistance program (EAP). The phone number is 800-847-7240.

As members of an academic community, students and employees can expect an atmosphere that supports personal growth and learning. The College requires that its students and employees comply with legal standards and student conduct standards as they apply to alcohol and illicit/illegal drug use and possession.
The Law (Alcohol)

- The minimum age in Michigan for the purchase, consumption or possession of alcoholic beverages is 21.
- It is illegal to furnish or serve alcoholic beverages to any person under the age of 21.
- The law prohibits carrying or consuming alcoholic beverages in open containers outdoors on public property, regardless of a person's age.
- It is illegal to possess or use false identification or to misrepresent one's age for the purpose of obtaining or consuming alcoholic beverages.
- No group which is not licensed by the Liquor Control Board (LCB) may sell alcoholic beverages. The use of chits, chips, tickets or other means of exchange in place of cash violates LCB regulations.
- It is illegal to appear in any public place manifestly under the influence of alcohol to the degree that you may endanger yourself or other persons or property or annoy persons in your vicinity.
- A person under the age of 21 is prohibited from operating a motor vehicle with ANY alcohol in his/her system.
- Driving under the influence of alcohol (blood alcohol level of 0.08% or greater) is illegal.

STUDENT CODE OF CONDUCT

HFC expects students to show respect for order, law, the personal rights of others, and the educational mission of the College, as well as to maintain standards of personal integrity.

Behavior or situations that violate these standards include, but are not limited to:

A. Students at HFC must comply with state, federal and local laws and ordinances, to show respect for the personal rights of others and the educational mission of the College, and to maintain standards of personal integrity.

B. The following are examples of behavior or situations that violate these standards. This list is illustrative and is not exhaustive, and it is not to be read as a limitation of the College’s right to discipline for infractions which are not listed:
   1. Interference with normal College or College-sponsored activities including, but not limited to: interference with teaching, College administration, and College Board meetings;
   2. Failure to comply with Campus Safety and other College personnel;
   3. Violation of legal standards of decency;
   4. Discriminating against or harassing an individual or group in any College-related activity, opportunity or organization on the basis of race, color, ethnicity, gender, religion, sexual orientation, creed, national origin, ancestry, age, disability, height, weight, or marital status, or retaliating against any such individual or group for having complained about such behavior;
   5. Disrupting a class, a class related activity, or a College-sponsored or related event;
6. Physical assault;
7. Stalking;
8. Threats of injury or harm;
9. Arson;
10. Theft;
11. Gambling;
12. Damage to College, student, faculty or employee property;
13. Computer or technology abuse or tampering;
14. Possession of firearms or dangerous weapons by persons who are not sworn federal, state, or local law enforcement officers who are required to carry weapons during the course of their employment. (Such individuals are required to notify Campus Public Safety of this requirement prior to bringing such weapons on campus);
15. Falsifying, altering or providing false, inaccurate or incomplete information on any College application, form or document; or providing false, inaccurate or incomplete verbal information which is to be used with regard to any College application, form, document or transaction;
16. Possession, use, manufacture, sale of, or being under the influence of alcohol or any controlled substance, without a physician’s prescription, or possessing drug paraphernalia while on campus; and/or
17. Any other actions deemed unsuitable for a College campus

The complete text of this policy is available in the office of the vice president of Student Affairs, 430A Administrative Services and Conference Center or online under the Student Rights and Responsibilities section of the Student Services drop down menu. Provide direct and specific link: https://www.hfcc.edu/current-students/student-policies.

**Alcoholic Beverages and Illegal Drugs**

As a public institution, Henry Ford College operates under the guidelines of Federal Public Act 101-226, entitled Drug Free Schools and Campuses, passed in 1990. This law states that students must be informed of the College’s rules and sanctions relative to drugs and must be informed of health risks related to the use of drugs and of counseling assistance available at the College.

**College Rules**

Use, possession, or distribution of alcoholic beverages and drugs is forbidden on campus. Persons appearing on campus while under the influence of alcoholic beverages, narcotics, and other dangerous drugs, except as expressly permitted by law, will be subject to disciplinary and/or legal action.

Possession, consumption, sale, or purchase of any controlled substance which is illegal under state or federal law is prohibited on the campus of Henry Ford College.
College Sanctions

Employees found in violation of College or employee performance or conduct policies or state or federal laws are subject to due process action which may include, required treatment, education, and training, restriction of privileges, a warning, suspension or dismissal.

Students found in violation of College conduct policies or state of federal laws are subject to disciplinary action and may consist of payment of fines, verbal reprimand, restitution of damages, restriction of privileges, disciplinary probation, suspension, dismissal, and/or notation on the student's record of dismissal or suspension.

Brochures are available in the Counseling Office located in the Learning Resources Center. Anyone with questions should call 313-845-9611 or 845-9612.

Alcohol

Health Effects

Alcohol, the shortened term for ethyl alcohol, is a central nervous system depressant that is absorbed into the blood stream and transmitted to all parts of the body. Moderate doses reduce physical coordination and mental alertness while larger doses of alcohol drastically impair an individual's ability to function, sometimes rendering them unconscious. Long term drinking can increase the risk of developing liver and heart disease, circulatory and stomach problems, various forms of cancer and causes irreversible brain damage.

Legal Issues and Sanctions

Legal Age

- Persons under the age of 21 caught with alcohol in their car can be charged with a misdemeanor regardless of whether they are driving at the time or parked. That charge can result in a license suspension. The only time a person under the age of 21 may transport alcoholic beverages in a vehicle is if a person over the age of 21 is present.

Legal Limit

- For people of the legal drinking age, the blood alcohol concentration level considered above the limit is anything .08 or higher. For persons under the age of 21, that limit is .02. Michigan has a zero tolerance policy for those under the age of 21 who have been caught driving while intoxicated as person aged 16 to 20 are the least experienced behind the wheel. Statistics show that that inexperience combined with alcohol makes males 16 to 20 years old 18 times more likely to be killed in a car accident than a sober driver of the same age, and females 16 to 20 years old 54 times more likely to be killed.
Zero Tolerance

- For persons under the age of 21 caught purchasing, consuming or possessing alcohol, the first offense is a $100 fine, second offense is $200 fine and 30-day license suspension, third is $500 fine, 60-day license suspension, and 305-day restricted license.

For persons under the age of 21 caught driving while intoxicated, the first offense is up to $250 fine, the possibility of up to 350 hours community service, 30-day license suspension, four points off of driving record and $500 driver responsibility fee for two years. If a person is caught in a second underage DUI within seven years, the fines double, and that person could face up to 93 days in jail.

Students who violate the law are immediately subject to disciplinary action but also may be accountable to local Police department.

Read more: Penalties for Underage DUI in Michigan | eHow.com
http://www.ehow.com/list_6769635_penalties-underage-dui-michigan.html#ixzz1z0nAQvPX

Illicit/Illegal Drugs

Health Risks

Illicit Drugs are controlled substances that possess a high potential for abuse, have no currently accepted medical use in the United States and demonstrate a lack of accepted safety for use under medical supervision. Controlled substances so defined fall under seven headings: marijuana (marijuana, hashish); stimulants (amphetamines, cocaine); depressants (barbiturates, tranquilizers, hypnotics); hallucinogens (LSD, PCP); opiates or narcotics (heroin, morphine, opium, codeine); inhalants (sprays, solvents, glue); and designer drugs (synthetic drugs similar in effect to stimulants, hallucinogens and narcotics). To be used legally and safely, some of the drugs above must be prescribed by a physician. This list is not comprehensive; there may be substances omitted that are also illegal and fall under the designation of controlled substances.

All drugs, including alcohol, can have side effects. Their influences can affect the safety and wellbeing of the users as well as their friends. Illicit drugs can interfere with important brain activities including coordination, memory and learning. They increase the risk of lung cancer, destroy liver cells, initiate severe weight loss and may weaken the immune system. Users may also experience abdominal pain, nausea, vomiting, rapid heartbeat and irregular breathing. Convulsions, coma and death are also possible. Combining drugs can be fatal.

Federal Law: Sanctions

Federal law prohibits the trafficking of illegal possession of controlled substances as outlined in 21 United States Code, Section 811 and 844. Depending on the amount, first offense maximum penalties for trafficking marijuana range from five years imprisonment
and a fine of $250,000 to life imprisonment and a fine of $4 million. Again, depending on the amount, first offense maximum penalties for trafficking class I and II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl analogue) range from five years to life imprisonment and maximum fines ranging from $2-$4 million. First offense penalties and sanctions for the illegal possession of a controlled substance ranges from up to one year in prison and a fine of at least $1000 but not more than $250,000 or both.

Financial Aid Sanctions

Financial Aid: Sanctions

Pursuant to 484(r) of the Higher Education Act, a student who has been convicted of any offense under Federal or State law involving the possession or sale of a controlled substance may be determined to be ineligible to receive any Title IV grant, loan or work assistance. The period of ineligibility is determined by the type of conviction as well as whether or not the student was receiving federal student aid at the time of the offense. More information can be found at [https://studentaid.ed.gov/eligibility/criminal-convictions](https://studentaid.ed.gov/eligibility/criminal-convictions).

Drug/Alcohol Abuse Education Programs

Emergency Assistance/Campus Contacts:

- On-campus call 9911
- Off-campus call 911
- Campus Safety: 313-845-9770
- Human Resources: 313-845-9820
- Student Affairs: 313-845-9610


Assistance, Treatment, Support and Community Resources

On Campus Counseling: The College employs full and part time licensed professional counselors who provide individual counseling, workshops and group sessions to students experiencing personal issues including those impacted by drug and/or alcohol abuse or addiction. Three counselors have specialized education and training in addiction and alcohol and drug education. Counseling Department: 313-845-9611 or 313-845-9612

Off Campus Substance Abuse Resources

- Alcoholic Anonymous: 24 hour help line 248-332-3521
- Eastwood Clinic (affiliated with St John’s Health) 800-626-3896
- Downriver Community Alliance Central 800-686-6543
- Narcotics Anonymous: 24-hour help line 248-543-7200
- Oakdale Recovery Center 734-397-3088
- Psychiatric Intervention Center 734-721-2000
- Apex Behavioral Health, Dearborn, MI 313-271-8710
- Employee EAP- HR Benefits Office 800-847-7240