



## **2025 Annual Security and Fire Safety Report**

Contain Crime Statistics for calendar years 2024, 2023 and 2022

Information for 2025 Academic Year



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Compiled by the Lawrence Technological University  
Department of Campus Safety

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## 1. SCOPE OF DOCUMENT

In order to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, also known as the "Clery Act," LTU publishes this Annual Security and Fire Safety Report. The intended purpose of this report is to make the University community aware of LTU's policies concerning response to reports of crimes, fires and violations of university policy, as well as provide crime statistics for events occurring on campus, in residence halls, in University owned buildings, and on public property surrounding the University property or running through the campus. The University community is defined as students, staff, faculty, and vendors on campus, as well as other parties who may frequent the campus or have an interest therein. Anyone may request a copy of this report by contacting the Lawrence Technological University Department of Campus Safety at 248.204.3945 or [ltu\\_safety@ltu.edu](mailto:ltu_safety@ltu.edu). The Department of Campus Safety is located at 21301 Civic Center #G102, Southfield, MI 48076.

## 2. REPORTING CRIMES AND EMERGENCIES, STATUS OF LAWRENCE TECHNOLOGICAL UNIVERSITY'S DEPARTMENT OF CAMPUS SAFETY

All members of the LTU community and all visitors are encouraged to accurately and promptly report potential criminal activity, suspicious behavior, and any emergencies on campus, on public property running through or immediately adjacent to the campus, or on other property that is owned or controlled by Lawrence Technological University. LTU Campus Safety can be contacted 24/7/365 at 248.204.3945 or the Southfield Police Department at 911 (for emergencies) or at 248.796.5500 (for non-emergencies).

LTU encourages the accurate and prompt reporting of all crimes to Campus Safety and local law enforcement agencies even if the reporting person does not wish to pursue criminal charges.

LTU has procedures, administered by the Student Affairs, that encourage reporting to professional counselors on a voluntary and confidential basis. This information is included in the annual disclosure of crime statistics.

In response to a call, the Department of Campus Safety will take the required action, either dispatching an officer or asking the victim to come to the Department of Campus Safety to file an incident report. All reported crimes will be investigated by the University and may become a matter of public record. The Department of Campus Safety incident reports are forwarded to the Dean of Students Office for review and for potential action pursuant to the Student Code of Conduct. The Department of Campus Safety will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Dean of Students. If assistance is required from the local police department or the local fire department, the Department of Campus Safety will contact the City of Southfield Police/Fire.

If the victim is unable (either physically or mentally) to make such a report, LTU Campus Safety will contact the local law enforcement agency on their behalf. Police, Fire, Hazardous Material Incidents and Emergency Medical Services are provided by the City of Southfield, Michigan. LTU Campus Safety augments their efforts on campus.

LTU maintains good working relationships with the Southfield Police Department, Michigan State Police, and the Oakland County Sheriff Department. LTU has not entered into a Memorandum of Understanding (MOU) pertaining to the investigation of alleged criminal incidents with the Southfield Police Department nor any other law enforcement agency.

### MONITORING AND RECORDING OF CRIMINAL ACTIVITY BY STUDENTS AT NON-CAMPUS LOCATIONS OF RECOGNIZED STUDENT ORGANIZATIONS

LTU has officially recognized student organizations that own and/or control facilities outside the main LTU campus that are non-campus locations. The Southfield Police Department (SPD) patrol these locations and take law enforcement action if necessary. If the SPD responds to one of those locations, they have traditionally notified LTU Campus Safety. SPD does this out of professional courtesy and is not legally required to notify the University.

## CAMPUS LAW ENFORCEMENT POLICIES

LTU Campus Safety is a proprietary, non-sworn, safety and security department. The jurisdiction of the Campus Safety Department includes all University property owned, leased, controlled or occupied by the University. Campus Safety Officers are not vested with police authority and do not have misdemeanor arrest authority. Criminal incidents are referred to the law enforcement agency with jurisdiction. Campus Safety Officers have administrative authority to ask persons for University identification and to determine whether individuals have lawful business at LTU. Campus Safety Officers also have the authority to issue parking tickets, which may be billed to financial accounts of students, faculty, and staff.

## CONTACTING THE LTU DEPARTMENT OF CAMPUS SAFETY

LTU Campus Safety Central Dispatch may be contacted 24 hours per day at 248.204.3945, or extension 3945 if on the University phone system. All University phone extensions display the caller's extension, suite or room number and personal or department name, which provides the location of the caller in an emergency. When using the 911 extension on the University phone system to reach Southfield Police and Fire, 911 caller information simultaneously emailed to [ltu\\_safety@ltu.edu](mailto:ltu_safety@ltu.edu) for response.

### **3. CRIME PREVENTION AND SECURITY AWARENESS PROGRAMMING**

Security awareness and crime prevention programs on personal safety are sponsored with various departments at LTU throughout the year. On an annual basis, the LTU Campus Safety Department offers crime prevention awareness material, as well as educational information on personal safety to the entire campus community. Information is disseminated to students and employees through workshops, bulletin boards, the LTU website, and University newsletters.

The common theme of all awareness and crime prevention programs is to encourage both students and staff to be aware of their responsibility for their own safety and the safety of others around them.

The Department of Campus Safety's policies and procedures are presented during semi-annual orientation for new students, parents and faculty, as well as during residence hall orientations. Information is also available from the Campus Safety website and the online Student Handbook. Participants in these programs are asked to be alert, security-conscious and involved and advised to call LTU Campus Safety Agency to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at 248.204.3945.

The Office of Student Affairs offers educational programs several times per year. These programs address topics such as personal safety, alcohol and drug abuse awareness, and sexual assault prevention. As part of the security awareness programs, students and employees are encouraged to be responsible for their own security and the security of others. Anyone interested in having an LTU Campus Safety Officer speak to his or her classroom or group should contact them at 248.204.3945

## EMERGENCY RESPONSE PROCEDURES

In the event of an emergency on campus, all students, faculty, and staff are expected to follow established emergency response procedures, which include: promptly notifying campus safety through the designated emergency number, evacuating the building according to designated exit routes, assembling at designated assembly points, and following instructions from emergency personnel until the situation is deemed safe; all emergency response procedures are outlined in the Campus Emergency Response Plan, accessible to all members of the campus community and regularly reviewed during safety training and exercise.

In the event of significant emergency or disaster, LTU maintains an Emergency Operations Plan (EOP) The EOP provides University administrators, faculty, and staff with information and guidance for responding during a crisis. While the EOP does not cover every conceivable situation, it does provide an all-hazards framework.

All Campus administrators, especially those whose responsibilities and authority include the operational areas specified in the EOP, are expected to know their roles and responsibilities. Only those University administrators responsible for directing and/or coordinating emergency operations may approve exceptions to these crisis management procedures as required to fulfill the emergency response. The University's EOP is available on-line and in print for members of the Campus Community. Emergencies occurring on campus should be reported to LTU Campus Safety at 248.204.3948 and by calling 911.

The LTU Emergency Operations Plan includes information regarding shelter-in-place and evacuation guidelines. In conjunction with other emergency agencies, the University conducts emergency response tests each year, which may include tabletop and field exercises. These tests are designed to assess and evaluate the emergency response plans and capabilities of the institution. These tests may be announced or unannounced.

Additionally, LTU Department of Campus Safety officers receive training in Incident Command and Rapid Response. General information about the emergency response and evacuation procedures is publicized via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act and is available on the LTU Campus Safety website located at [www.ltu.edu/campus\\_safety](http://www.ltu.edu/campus_safety). LTU publishes the procedures to test emergency response and evacuation procedures on an annual basis. Documentation for each test are retained and include the following; a description of the exercise, the date, time and whether it was announced or unannounced.

#### **4. EMERGENCY NOTIFICATIONS**

The Department of Campus Safety staff is responsible for responding to reported emergencies and confirming the existence of an emergency, sometimes in conjunction with campus administrators, local first responders, and/or the National Weather Service (NWS).

In the event of an emergency or a situation involving an immediate threat to the health or safety on the LTU campus, the University will initiate and provide, without delay, Emergency Notification. Examples of incidents involving Emergency Notification include, but are not limited to; severe weather, fire, active assailant, and hazardous materials (HazMat).

The Department of Campus Safety has primary responsibility for initiating Emergency Notifications.

The Department of Campus Safety and/or the Vice President of Finance and Administration will communicate the threat to the LTU community, or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. The Department of Campus Safety and/or the Vice President of Finance and Administration may collaborate with the Department of Marketing to determine the content of the message and will use some or all of the systems described below to communicate the threat to the LTU community, or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population.

The University utilizes the RAVE platform for Emergency Notifications via email and text. The University may also post information on social media accounts (currently Facebook and Twitter/X) and on the University website. Face to face communication may also be used in the event of an emergency situation.

Members of the LTU community are automatically opted-in for emergency email notifications through their LTU email accounts. To opt-in for emergency text messages, students, faculty, and staff can do so at the following URL: [www.ltu.edu/student-life/campus/campus-safety](http://www.ltu.edu/student-life/campus/campus-safety).

Follow-up information pertaining to an emergency or dangerous situation on campus will be sent using some or all of the systems listed below (with the exception of fire alarms).

	System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
Primary	RAVE (Email & Text)	Executive Director of Campus Safety	Dept. of Campus Safety	Executive Director of Campus Safety	Dept. of Campus Safety	Executive Director of Campus Safety
			Vice-President of Finance	Vice-President of Finance		Vice-President of Finance
Secondary	Social Media (Facebook & Twitter)	Dept. of Marketing	Executive Director of Campus Safety.	Executive Director of Campus Safety	Dept of Marketing	Executive Director of Campus Safety.
				Vice-President of Finance		
	Website	Dept. of Marketing.	Dept. of Information Technology	Executive Director of Campus Safety	Dept. of Marketing	Dept. of Information Technology
				Vice-President of Finance		
Face-to-Face Communication	Executive Director of Campus Safety	Dept. of Student Affairs	Dept. of Campus Safety	Dept. of Campus Safety	Dept. of Student Affairs	
			Vice-President of Finance			

MEMBERS OF THE SURROUNDING COMMUNITY

Individuals who are members of the surrounding community and interested in receiving information pertaining to emergencies on campus may access that information by visiting the LTU Facebook page or following LTU on Twitter/X. LTU will also provide time-sensitive emergency information to local media outlets for broadcast across the metro Detroit area.

EMERGENCY EVACUATION PROCEDURES

The emergency evacuation procedures in student housing are tested at least three times each year and recorded on forms provided by the State of Michigan. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation.

LTU Campus Safety does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are incident specific, and will be effected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In all cases, LTU Campus Safety will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At LTU evacuation drills are used as a way to educate and train occupants on

fire safety issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

#### GENERAL EVACUATION PROCEDURES

Evacuate the building at the sound of a fire alarm, at the direction of a Campus Safety Officer, or by alert from the RAVE Emergency Notification. Assume all fire alarms are for an actual fire. Know the exit routes to the building exits for your building, including a primary and a secondary route in the event there is a blocked exit. Exit the building using the doors marked "EXIT" immediately upon the sound of the fire alarm, as buildings may fill up with smoke that can disorient you very quickly. Call 911 and notify LTU Campus Safety at 248.204.3945. Additional points to remember include:

- Remain Calm
- Do NOT use elevators, use the stairs.
- Assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform LTU Campus Safety or the responding Fire Dept. of the individual's location.
- Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
- Make sure all personnel are out of the building.
- Do not re-enter the building until you are told it is safe to do so by emergency personnel

#### WHEN EVACUATION IS NOT POSSIBLE

In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Do not reopen your window (if it opens) unless forced to do so by smoke. After you have sealed your door, immediately call 911 and advise emergency responders of your location and situation. Wait for help to arrive.

#### POST INCIDENT

At the completion of the incident, the Fire/Rescue Department (or other appropriate emergency officials) should release the building to the Facility Leadership. The facility should be pronounced all clear, or clear with conditions for re-occupancy. The Facility Leadership should then communicate the "all clear" or the "clear with conditions" status to the area entrance monitors in person, via communications equipment, or by the use of a runner. On the way in, staff members should check on others who might have disabilities or other special needs and assist them as much as is reasonable and safe.

#### SHELTERING IN PLACE

Because sheltering in place may be the protective action recommendation for several emergencies with differing risks, and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelter in place procedures. Based on the type of emergency, such as Tornado, Active Assailant, or Hazardous Materials, you should consult each relevant section for guidance. Emergencies change as they progress. Ask yourself the following questions during an emergency. Am I safer inside or outside? Where am I safest inside? Where am I safest outside?

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. Follow directions from emergency responders.

#### HOW YOU WILL KNOW TO "SHELTER-IN-PLACE"

A shelter-in-place notification may come from several sources, Department of Campus Safety, Housing

staff members, other University employees, Southfield Police/Fire Department, or other authorities utilizing the LTU's emergency communications tools.

#### HOW TO "SHELTER-IN-PLACE"

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
- An interior room;
- Above ground level; and
- Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible.)
- Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to LTU Campus Safety so they know where you are sheltering. If only students are present, one of the students should call in the list.
- Turn on a radio or TV and listen for further instructions.
- Make yourself comfortable.

#### TIMELY WARNINGS

"Timely Warnings" are issued upon assessment of a Clery Act crime that occurs on the University's Clery geography that are reported to Campus Security Authorities or local police and are considered to represent a serious or continuing threat to students and employees. Timely Warning notices will be issued in the form of a "Crime Alert."

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: major incidents of arson, murder/non-negligent manslaughter, a string of Burglaries or Motor Vehicle Thefts that occur in reasonably close proximity to one another; and robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning notice, but will be assessed on a case-by-case basis). Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information available.

For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other LTU community members, and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount information known by the LTU Campus Safety Department. Cases involving property crimes will be assessed on a case-by-case basis and alerts will typically be sent if there is a discernible pattern of crime. The Executive Director of Campus Safety or designee reviews all reports to determine if there is an ongoing threat to the community and if the distribution of a Timely Warning is warranted. Timely Warnings may also be posted for other crime classifications and locations as deemed necessary.

Timely Warnings will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential and that may aid in the prevention of similar occurrences.

Timely Warnings are written and distributed by either the Executive Director of Campus Safety (or their

designee), the Vice President of Finance or Associate Vice President of Marketing and Public Affairs. Timely Warning Notices will be issued to the Campus Community through the use of the RAVE system. Crime Alerts information may also be posted in student housing and university buildings.

#### POLICY ON THE CRIME AND FIRE LOG

The LTU Department of Campus generates a daily incident log (Crime & Fire Log) that captures all crimes and fires within 48 hours of being reported to Campus Safety. On this log are crimes that have occurred within the institution's Clery geography and fires that have occurred in campus residence halls (including the nature of the fire). Incident reports are numbered by a sequential report number and a year separated by a hyphen. Incident report numbers are recorded in an incident report log that recaps all incident reports generated in the year beginning on January 1<sup>st</sup> and ending on December 31<sup>st</sup>.

The most recent 60-day period of the Daily Crime and Fire Log is accessible to the public free of charge at the office of the LTU Department of Campus Safety located at 21301 Civic Center #G102, Southfield, MI 48076 during normal business hours, Monday-Friday, excluding holidays.

### **5. ACCESS AND SECURITY OF CAMPUS FACILITIES**

During normal business hours the administrative and academic facilities at LTU are open and accessible to students, staff, faculty and visitors of the University. After normal business hours and during breaks these facilities are locked and only accessible to authorized individuals. Residential facilities are only accessible to building residents and their authorized guests and visitors. The Department of Campus Safety conducts regular security and safety patrols of student housing as well as academic and administrative buildings.

Campus Safety promotes a "See Something, Say Something" crime prevention mindset for the Campus Community.

Campus Safety patrols the campus both on foot and in vehicles. All of LTU's owned/leased buildings are protected by a monitored alarms and an extensive close circuit television (CCTV) system.

LTU maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated. The Department of Campus Safety works closely with Facilities Management to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that impact security. Other members of the University community are helpful when they report equipment problems to LTU Campus Safety or to Facilities Management. To remain compliant with OSHA regulations, and for the safety and security of our students and staff, access to some areas containing chemicals is restricted.

### **6. ALCOHOL AND DRUGS POLICY**

The consumption, possession, use and sale of alcoholic beverages by students or their guests on campus, is prohibited at any university sponsored function or by any group that is identified with the University. The Department of Campus Safety will enforce Michigan underage drinking laws by notifying the law enforcement agency with jurisdiction, of any such violation. Any student appearing on campus or at any University-sponsored function under the influence of intoxication beverage will be subject to disciplinary action pursuant to the University's Student Code of Conduct. The illegal consumption, possession, use, and sale of any narcotic or unlawful drug is prohibited at LTU and will be grounds for disciplinary action. The Department of Campus Safety will enforce federal and Michigan drug laws by notifying the law enforcement agency with jurisdiction, of any such violations. The Dean of Student handles all student discipline cases for the University.

LTU is committed to creating an environment free of drug and alcohol abuse. Federal Law requires LTU to notify faculty, students and staff information about the institution's compliance with the Drug Free Schools and Communities Act. LTU utilizes TIPS (Training for Intervention Procedures) a global leader in education and training for the responsible service, sale, and consumption of alcohol. TIPS is a skills-

based training program that is designed to prevent intoxication, underage drinking, and drunk driving. TIPS training and an overview of the student code of conduct is presented to LTU students during orientation.

In compliance with the Drug Free Schools and Communities Act, LTU publishes information regarding the University's educational programs related to drug and abuse prevention which include standards of conduct that prohibit the unlawful possession, use, and distribution of alcohol and illegal drugs on campus and at institution-associated activities; sanctions for violations of federal, state and local laws and University policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment rehabilitation and/or re-entry programs for LTU students and employees. A complete description of these topics, as provided in the University's annual notification to students and employees, is available online at: <https://www.gettips.com>.

## **7. MISSING RESIDENTIAL STUDENT POLICY**

In accordance with the Higher Education Opportunity Act, LTU has developed and implemented policies and procedures to be followed when residential students are reported to be missing.

Suspected missing students should be reported immediately to the LTU Department of Campus Safety. If members of the LTU community believe that a student has been missing for 24 hours, it is critical that they report that information to Campus Safety by calling 248.204.3945, or extension 3945 from a campus phone. A student is determined to be missing when the LTU Department of Campus Safety has verified based on the totality of the circumstances.

Should the LTU Department of Campus Safety investigate and determine that a residential student is a missing person, the following notification process will be initiated. Contact will be made to the missing person's confidential contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the Dean of Students or designee. If the student is under the age of 18 and is not an emancipated individual, the Dean of Students will notify the student's parent or guardian and any other designated missing person contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, LTU will inform the local law enforcement with jurisdiction in the area that the student is missing within 24 hours.

Students residing in campus housing are informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by Lawrence Technological University no later than twenty-four (24) hours after the time the student is determined to be missing by the designated officials authorized to make that determination, specifically Campus Safety or the local law enforcement agency in which the student went missing. The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified. LTU students are advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation.

Notification of this policy will be made directly to all students residing in campus housing annually during registration and be available in conjunction with the "Annual Security and Fire Safety Report" that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act.

All students attempting to register for campus housing are notified of this policy at the time of completion of housing related documents. During the online registration process, specific campus housing emergency related contact information will be captured, and the student will have the opportunity to provide a separate missing person contact online. All information submitted online during the housing registration process will remain on file and be considered accurate until the student voluntarily provides different information.

Students are advised that in the event of a student under 18 years of age and not emancipated, LTU must notify a custodial parent or guardian within 24-hours of the determination that the student is missing, in addition to notifying any additional contact persons designated by the student. For all missing students, students are advised that LTU will notify the local law enforcement agency within 24-hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student was missing.

As provided by U.S. Department of Education; in order for a student to be considered as a “missing student” the student must fit the following criteria: a currently enrolled student, who resides in a residence hall or in off campus housing accommodations in which the University either owns or leases the living space for the purpose of housing a currently enrolled student.

The Dean of Students, supported by the Department of Campus Safety, has primary responsibility for situations involving missing students.

For the purposes of this policy, upon report of a missing enrolled residential student, an initial investigation will be instituted, and priority will be determined. There is no prescribed “waiting period” prior to consideration of a missing person’s investigation.

#### EVENT TERMINATION, NOTIFICATIONS AND RECOVERY TO NORMAL OPERATIONS

Provided that the missing residential student has returned to campus or if family members notify the University that the presumed missing student is safe and sound, the event shall terminate. All parties and agencies involved with the event will be notified of the event termination.

### **8. CRIME DEFINITONS FOR REPORTING PURPOSES**

Crime Definitions are defined by the Federal Bureau of Investigation under the Uniform Crime Reporting (UCR) for Sex Offenses and the National Incident-Based Reporting System (NIBRS) for Hate Crimes as part of its Uniform Crime Reporting Hate Crime Data Collection Guidelines and Guide for Hate Crime Data Collection. Additionally, the Handbook for Campus Safety and Security Reporting published by the United States Department of Education declares that “although the law states that Institutions must use the UCR for defining and classifying crimes, it doesn’t require Clery Act crime reporting to meet all UCR standards.”

The Clery Act requires that the University disclose reported offenses, not the findings of a court, coroner or jury or the decision of a prosecutor. The Lawrence Technological University Department of Campus Safety is not a “police or law enforcement agency” under the Clery Act definitions. For Clery reporting purposes, LTU Campus Safety records and reports all crimes to the extent in which those crimes are brought to its attention, or are reported to it, regardless of the status of whether or not the crime was reported to the police agency of jurisdiction. The status of prosecution, or non-prosecution, is not a factor in the University’s reporting.

Crime Definitions from the Summary Reporting System (SRS) User manual From the FBI’s UCR Program are as follows:

- Arson—Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another.
- Criminal Homicide-Manslaughter by Negligence—The killing of another person through gross negligence.
- Criminal Homicide-Murder and Nonnegligent Manslaughter—The willful (nonnegligent) killing of one human being by another.
- 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.
- 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 is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- 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 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.
- Weapons: Carrying, Possessing—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.
- Drug Abuse Violations—The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale use, growing, manufacturing, and making of narcotic drugs.
- Liquor Law Violations—The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Crime Definitions from the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program.

- Sex Offenses—Any sexual act directed at another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- 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 incapacity.
- Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

Crime Definitions from the Hate Crime Data Collection Guidelines and Training manual from the FBI's UCR Program

- Larceny-Theft—The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless check etc., are excluded.
- Simple Assault—An unlawful physical attack by one person upon another where neither the offender displays a weapon or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations 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—To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Hate Crimes, Weapons Law, Drug Abuse and Liquor Law Violations

- Hate Crimes—Any of the aforementioned offenses and any other crime involving bodily injury that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The categories of bias are: race, gender, gender identity, religion, sexual orientation,

- ethnicity, national origin and disability.
- 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, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the aforementioned.
- 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 and their derivatives of morphine, heroin; marijuana; synthetic narcotics, Demerol, Methadone; dangerous non-narcotic drugs; barbiturates, Benzedrine.
- Liquor Law Violations–The violation of laws or ordinances 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; and all attempts to commit any of the aforementioned. Drunkenness and driving under the influence are not included in this definition.

## **9. POLICY FOR PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS INCLUDING HATE CRIMES AND FIRE EVENTS AND POLICIES**

On behalf of the University, the Department of Campus Safety submits a copy of crime statistics to the Secretary of Education, as required under the Clery Act.

The Lawrence Technological University Department of Campus Safety collects information with respect to campus crime statistics and campus security policies. The Department of Campus Safety will prepare, publish and distribute an annual security and fire safety report containing information on campus crime statistics and campus security policies and fire events.

The Lawrence Technological University Department of Campus Safety collects crime reports from Lawrence Technological University Campus Security Authorities, the Southfield Police Department, Michigan State Police, and other state and local police departments for annual submission to the U.S. Department of Education.

For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law).

Not all law enforcement agencies responded to LTU's written request for crime statistics; therefore, their statistics are not included in the annual report.

The Department of Campus Safety will submit to the Secretary of Education a copy of the crime statistics, as the Clery Act requires.

## **10. WHERE TO REPORT CRIMES**

The Campus Community may, but is not limited to, report crimes and emergencies at the following places:

- Department of Campus Safety

The Department of Campus Safety is open and operating 24 hours per day, 365 days per year. To contact Campus Safety on the University phone system: press 911 for emergencies. You may also call Campus Safety at extension 3945 or direct dial to 248.204.3945. The Department of Campus Safety is physically located on campus in the General Services Building on the campus map. The building is at the north end of campus at the corner of Civic Center Drive and the southbound Northwestern Highway Service Drive. The building is open 24 hours per day and reports may be made in person. The Department of Campus Safety's address is 21301 Civic Center #G102, Southfield, MI 48075

- The Southfield Police Department

The Southfield Police Department (SPD) can be reached during an emergency by dialing 911 or by calling 248.796.5500 for non-emergencies. The SPD is located two-tenths of a mile east of the north end of campus at the junction of Civic Center and Evergreen Roads and their street address is 26000 Evergreen Road Southfield, MI 48037.

#### REPORTING TO MEET DISCLOSURE REQUIREMENTS

Members of the community are helpful when they immediately report crimes or emergencies to the Department of Campus Safety and/ or the following primary Campus Security Authorities (CSA) for determining if a Timely Warning Notice is warranted and for inclusion in the annual statistical disclosure.

The following are examples of personnel at the University that a person could report a crime to if they did not wish to report it directly to Campus Safety or the Southfield Police Department.

- Dean of Students
- Director of Human Resources
- Director of Housing
- Director of Resident Life
- Title IX Coordinator
- University Athletic Director/Athletic Coach

#### VOLUNTARY CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Campus Safety officer can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, LTU can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

#### CRIME REPORTING EXEMPTION FOR PASTORAL AND PROFESSIONAL COUNSELORS

Campus "Pastoral Counselors" and "Professional Counselors," when acting as such, are not considered to be a campus security authority for Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics.

A pastoral counselor is a person who is associated with a religious order or denomination and is recognized by that religious order or denomination as someone who provides confidential counseling. This person must also be functioning within the scope of that recognition as a pastoral counselor.

A professional counselor is a person whose official responsibilities include providing mental health counseling to members of an institution's community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

The University does encourage professional counselors and pastoral counselors to notify individuals they are counseling of the option to report crimes on an anonymous or confidential basis for inclusion in the annual statistical disclosure of crime statistics. Note: Lawrence Technological University does not have pastoral counselors on staff.

## STUDENT AFFAIRS AND THE DEAN OF STUDENTS

The Department of Student Affairs, under the direction of the Dean of Students, is responsible for recognized and approved groups such as; Greek Affairs, Student Government, Non-Athletic Student Groups recognized by the University and Chapters of Organizations recognized by the University. Student Affairs may be reached at 248.204.4100. The Dean of Students Office is physically located in the Taubman Student Services Center, suite C405.

### **11. JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013**

LTU prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the University community. Toward that end, LTU issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a University official.

#### FEDERAL CLERY ACT DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- Domestic Violence

A felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- 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.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- Dating Violence

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

The existence of such a relationship shall be 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.

For the purposes of this definition—

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

- Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- Sexual Assault

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- Rape is defined as 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.
- Fondling is defined as the touching of the private parts of another person for the purposes 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 incapacity.
- Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

- Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts 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.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

#### JURISDICTIONAL DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

- Domestic Violence

The state of Michigan defines domestic violence and dating violence in the same statute as follows:

- *750.81 Assault or assault and battery; penalties; previous convictions; exception; "dating relationship" defined.*

Sec. 81.

**(35)** Except as otherwise provided in this section, a person who assaults or assaults and batters an individual, if no other punishment is prescribed by law, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.

(2) Except as provided in subsection (3) or (4), an individual who assaults or assaults and batters his or her spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.

(3) An individual who commits an assault or an assault and battery in violation of subsection (2), and who has previously been convicted of assaulting or assaulting and battering his or her spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household, under any of the following, may be punished by imprisonment for not more than 1 year or a fine of not more than \$1,000.00, or both:

**(35)** This section or an ordinance of a political subdivision of this state substantially corresponding to this section.

(b) Section 81a, 82, 83, 84, or 86.

© A law of another state or an ordinance of a political subdivision of another state substantially corresponding to this section or section 81a, 82, 83, 84, or 86.

(4) An individual who commits an assault or an assault and battery in violation of subsection (2), and who has 2 or more previous convictions for assaulting or assaulting and battering his or her spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household, under any of the following, is guilty of a felony punishable by imprisonment for not more than 5 years or a fine of not more than \$5,000.00, or both:

**(35)** This section or an ordinance of a political subdivision of this state substantially corresponding to this section.

(b) Section 81a, 82, 83, 84, or 86.

© A law of another state or an ordinance of a political subdivision of another state substantially corresponding to this section or section 81a, 82, 83, 84, or 86.

(5) This section does not apply to an individual using necessary reasonable physical force in compliance with section 1312 of the revised school code, 1976 PA 451, MCL 380.1312.

(6) As used in this section, "dating relationship" means frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a casual relationship or an ordinary fraternization between 2 individuals in a business or social context.

- Dating Violence

The State of Michigan defines dating violence as follows:

MCLA750.81(2) states: Except as provided in subsection (3), (4), or (5), an individual who assaults or assaults and batters his or her spouse, former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident of his or her household, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.

MCLA750.81(7) states: As used in this section, “dating relationship” means frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term doesn’t include a casual relationship or an ordinary fraternization between 2 individuals in a business or social context.

- Sexual Assault

The State of Michigan defines Sexual Assault as follows:

There are four degrees of Criminal Sexual Conduct (CSC) under Michigan law and they cover a range of sexual contact and levels of force or intimidation. Survivor resistance is not a factor in assessing CSC and the law is gender neutral. Marital rape has also been illegal in Michigan since 1988. The applicable code section may be located at 750.520 (a-e).

- First Degree Criminal Sexual Conduct

Sexual penetration (sexual intercourse, cunnilingus, fellatio, anal intercourse, any other intrusion of a body part or an object into genital or anal openings); and one of the following circumstances:

- Victim under 13
- Victim 14, 15, or 16 and one of the following:
  - member of the same household
  - related by blood or affinity
  - assailant in position of authority over victim
- Occurs during commission of another felony
- Assailant is aided by another person, and one of the following:
  - victim incapacity (victim is mentally incapable<sup>1</sup>, mentally incapacitated<sup>2</sup>, and/or physically helpless<sup>3</sup>)
  - assailant uses force or coercion
- Weapon involved
- Force or coercion and personal injury (bodily injury, disfigurement, mental anguish, chronic pain, pregnancy, disease, or loss or impairment of a sexual or reproductive

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<sup>1</sup> Mentally incapable – a mental disease or defect makes the victim incapable of understanding the nature of his/her conduct.

<sup>2</sup> Mentally incapacitated – victim is temporarily incapable of appraising or controlling his/her conduct due to the influence of a narcotic, anesthetic or other substance administered without consent or due to any other act committed upon the victim without consent.

<sup>3</sup> Physically helpless – victim is unconscious, asleep, or for any other reason physically unable to communicate unwillingness to act

- organ)
- Personal injury and victim incapacity
- Victim incapacity and one of the following:
  - related by blood or marriage
  - assailant in position of authority over victim

Punishable by up to life imprisonment.

- Second Degree Criminal Sexual Conduct

Sexual contact (intentional touching of intimate parts or clothing covering intimate parts, for the purpose of sexual arousal or gratification) and any of the circumstances listed for 1<sup>st</sup> degree CSC

Punishable by up to 15 years imprisonment.

- Third Degree Criminal Sexual Conduct

Penetration (see definition under CSC 1), and one of the following circumstances:

- Victim 13, 14, or 15
- Force or coercion
- Victim incapacity

Punishable by up to 15 years imprisonment.

- Fourth Degree Criminal Sexual Conduct

Sexual contact (see definition under CSC 2), and one of the following circumstances:

- Force or coercion
- Victim incapacity
- Assailant is employed by department of corrections in which victim is incarcerated

Punishable by up to 2 years imprisonment and/or fine of \$500.00.

- Stalking

The state of Michigan defines stalking as follows:

*750.411h Stalking; definitions; violation as misdemeanor; penalties; probation; conditions; evidence of continued conduct as rebuttable presumption; additional penalties.*

Sec. 411h.

**(35)**As used in this section:

**(35)**“Course of conduct” means a pattern of conduct composed of a series of 2 or more separate non-continuous acts evidencing a continuity of purpose.

(b) “Emotional distress” means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

© “Harassment” means conduct directed toward a victim that includes, but is not limited to, repeated or continuing unconsented contact that would cause a

reasonable individual to suffer emotional distress and that actually causes the victim to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.

(d) "Stalking" means a willful course of conduct involving repeated or continuing harassment of another individual that would cause 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.

© "Unconsented contact" means any contact with another individual that is initiated or continued without that individual's consent or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Unconsented contact includes, but is not limited to, any of the following:

(35) Following or appearing within the sight of that individual.

(ii) Approaching or confronting that individual in a public place or on private property.

(iii) Appearing at that individual's workplace or residence.

(iv) Entering onto or remaining on property owned, leased, or occupied by that individual.

(v) Contacting that individual by telephone.

(vi) Sending mail or electronic communications to that individual.

(vii) Placing an object on, or delivering an object to, property owned, leased, or occupied by that individual.

(f) "Victim" means an individual who is the target of a willful course of conduct involving repeated or continuing harassment.

- Consent

The state of Michigan does not have a definition of consent, in relation to sexual activity; however, the age of consent is 16, and people who engage in sexual activity with children who are underage may be convicted of statutory rape (also called criminal sexual conduct). Michigan's laws also prohibit teachers from engaging in sex with students aged 16 or 17 years old.

At LTU, consent is defined as: a free and willing agreement to engage in a sexual act, provided without force or coercion, between individuals who are of sufficient age and are not mentally incapable, mentally disabled, mentally incapacitated or physically helpless. Proof of consent or non-consent is not a burden placed on either party involved in an incident. The existence of consent is based upon the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

## 12. HOW TO BE AN "ACTIVE BYSTANDER"

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved

but have the choice to intervene, speak up, or do something about it.”<sup>4</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list<sup>5</sup> of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

### 13. RISK REDUCTION

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network at [www.rainn.org](http://www.rainn.org))

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don’t know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
- Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors

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<sup>4</sup> Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

<sup>5</sup> Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse

- so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
    - Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
    - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
    - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
    - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
  - Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
  - If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

#### **14. PROGRAMS TO PREVENT DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING**

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and provides:

- A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);
- The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- What behavior and actions constitute consent, in reference to sexual activity, and while the State of Michigan does not define consent to sexual activity, the age of consent is 16 and LTU policy defines consent as a free and willing agreement to engage in a sexual act, provided without force or coercion, and with individuals who are of sufficient age and not mentally incapable, mentally disabled, or mentally incapacitated or physically helpless. Proof of consent or non-consent is not a burden placed on either party involved in an incident. The existence of consent is based upon the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.
- A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to

- prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and acting to intervene;
- Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
  - Information regarding:
    - procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this document)
    - how the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
    - existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this document); and
    - options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
    - procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document);

PRIMARY PREVENTION AND AWARENESS PROGRAMS

First year undergraduate students receive an interactive sexual violence prevention workshop in their first semester. The workshop is designed to promote healthy relationships and building students’ skills in communicating about interest, needs and desires in sexual or intimate relationships. They also interact directly with the Dean of Students and have an active and open discussion about adherence to the LTU Student Code of Conduct.

Specifically, the University offered the following **primary prevention and awareness programs** for all **incoming students** in YEAR: 2023

Name of Program	Date Held	Location Held	Which Prohibited Behavior <sup>6</sup> Covered?
Title IX Education for incoming students	08/19/2024	S321	DoV, DaV, SA, S

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<sup>6</sup> DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking.

The University did not offer **primary prevention and awareness programs** for all **new employees** in YEAR: 2024.

Name of Program	Date Held	Location Held	Which Prohibited Behavior <sup>7</sup> Covered?
No training was held in 2024	N/A	N/A	N/A

ONGOING PREVENTION AND AWARENESS CAMPAIGNS

Throughout the year, LTU professional staff provide training and educational programs to faculty, staff and students on a variety of issues related to sexual assault, intimate partner violence, bystander intervention, sexual harassment and stalking.

The University offered the following **ongoing awareness and prevention programs** for **students** in YEAR: 2024

Name of Program	Date Held	Location Held	Which Prohibited Behavior <sup>8</sup> Covered?
Title IX Training for RA's	08/26/2024	S321	DoV, DaV, SA, S
CSA Training for RA's	08/26/2024	M218	DoV, DaV, SA, S

The University offered the following **ongoing awareness and prevention programs** for **employees** in YEAR: 2023

Name of Program	Date Held	Location Held	Which Prohibited Behavior <sup>9</sup> Covered?
Title IX Training for Pro Staff	11/18/2024 through 11/20/2024	Zoom	DoV, DaV, SA, S

PROCEDURES VICTIMS SHOULD FOLLOW IF A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING OCCURS

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at the nearest emergency room. In Michigan, evidence may be collected even if you chose not to make a report to law enforcement<sup>10</sup>. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic

<sup>7</sup> DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking.

<sup>8</sup> DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking.

<sup>9</sup> DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking.

<sup>10</sup>Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”

evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the University at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

## **15. INVOLVEMENT OF LAW ENFORCEMENT AND CAMPUS AUTHORITIES**

Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a complaint. Furthermore, victims have the right to decline to notify law enforcement.

However, the University's Title IX Coordinator, the Dean of Students or their designee, located at the A. Alfred Taubman Student Service Center, C405, 21000 West Ten Mile Rd. Southfield, MI 48075-1058 Phone: 248.204.4100, [titleixcoordinator@ltu.edu](mailto:titleixcoordinator@ltu.edu), will assist any victim with notifying law enforcement if the victim so desires. The Southfield Police Department may also be reached directly by calling 911 or 248.796.5500. You may also contact the Oakland County Prosecutor's Office by dialing 248.858.4673.

## **16. REPORTING INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING**

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, the Dean of Students or their designee, located at the A. Alfred Taubman Student Service Center, C405, 21000 West Ten Mile Rd. Southfield, MI 48075-1058 Phone: 248.204.4100, [titleixcoordinator@ltu.edu](mailto:titleixcoordinator@ltu.edu) by calling, writing or coming into the office to report in person and Campus Safety (if the victim so desires.) Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

## **17. PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING IS REPORTED**

The University has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the Campus Safety or local law enforcement. Students and employees should contact Title IX Coordinator, the Dean of Students or their designee, located at the A. Alfred Taubman Student Service Center, C405, 21000 West Ten Mile Rd. Southfield, MI 48075-1058 Phone: 248.204.4100, [titleixcoordinator@ltu.edu](mailto:titleixcoordinator@ltu.edu).

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, the procedures that the University will follow are listed below.

<b>Incident Being Reported</b>	<b>Procedure Institution Will Follow</b>
<b>Sexual Assault</b>	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care</li> <li>2. Institution will assess immediate safety needs of complainant</li> <li>3. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department</li> <li>4. Institution will provide complainant with referrals to on and off campus mental health providers</li> <li>5. Institution will assess need to implement interim or long-term protective measures, if appropriate.</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Institution will provide a "no trespass" directive to accused party if deemed appropriate</li> <li>8. Institution will provide written instructions on how to apply for Protective Order</li> <li>9. Institution will provide a copy of the policy applicable to sexual assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution</li> <li>10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is</li> <li>11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation</li> </ol>
<b>Stalking</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Institution will provide a "no trespass" directive to accused party if deemed appropriate</li> </ol>
<b>Dating Violence</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> </ol>

	<ol style="list-style-type: none"> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Institution will provide a "no trespass" directive to accused party if deemed appropriate</li> </ol>
<b>Domestic Violence</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Institution will provide a "no trespass" directive to accused party if deemed appropriate</li> </ol>

### 18. ASSISTANCE FOR VICTIMS: RIGHTS & OPTIONS

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

RIGHTS OF VICTIMS AND THE INSTITUTION'S RESPONSIBILITIES FOR ORDERS OF PROTECTION, "NO CONTACT" ORDERS, RESTRAINING ORDERS, OR SIMILAR LAWFUL ORDERS ISSUED BY A CRIMINAL, CIVIL, OR TRIBAL COURT OR BY THE INSTITUTION

Lawrence Technological University complies with Michigan law in recognizing personal protection orders, and any person who obtains a personal protection order from Michigan or any U.S. state should provide a copy to Campus Safety and the Office of the Title IX Coordinator. A complainant may then meet with Campus Safety to develop a Safety Action Plan, which is a plan for Campus Safety and the victim to reduce the risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home. The University cannot apply for a legal order of protection, a no contact order or a restraining order for a victim from the applicable jurisdiction(s).

Type of Order	Rights of Victims	Institution's Responsibilities
Personal Protection Orders	Persons who need assistance from the court in preventing contact from a domestic or nondomestic physical abuser, stalker or sexual abuser may seek help from the court by obtaining a Personal Protection Order from the family division of the Circuit Court in the jurisdiction in which they reside.	LTU will aid in the enforcement of Personal Protection Orders by following the provisions of no contact between the parties by changing class schedules, transportation arrangement, work scheduled or locations or housing.
No contact orders	Victims have the right to have an institutional no contact directive issued as an interim or permanent protective measure at LTU. Respondents and witnesses also have this right.	LTU will enforce all provisions contained in institutional no contact directive and will respond swiftly to any reports of retaliation or prohibited contact between parties.
Restraining orders	Michigan does offer.	N/A
Similar lawful orders issued by a criminal, civil, or tribal court  Orders by the institution	Any complainant who files a complaint alleging any form of sexual misconduct is entitled to have an institutional "no contact"	The institution can bar persons from campus and have them arrested for trespassing if the bar order is violated.

The victim is required to apply directly for these services. Protection from abuse orders may be available through the Victim Assistance Services, Oakland County Prosecutors Office which may be reached by phone at 248.858.0707, online at: [www.oakgov.com/prosatty/Pages/division\\_section/victim\\_services\\_section](http://www.oakgov.com/prosatty/Pages/division_section/victim_services_section).

These orders may also be available through HAVEN by phone at 248.334.1274.

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the University receives a report that such an institutional no contact order has been violated, the University will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

## 19. ACCOMMODATIONS AND PROTECTIVE MEASURES AVAILABLE FOR VICTIMS

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, LTU will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protection orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, University offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact the Title IX Coordinator, who will assist them in processing their request. The Title IX Coordinator the Dean of Students or their designee, is located at the A. Alfred Taubman Student Service Center, C405, 21000 West Ten Mile Rd. Southfield, MI 48075-1058 and may be reach at Phone: 248.204.4100, or via email at [titleixcoordinator@ltu.edu](mailto:titleixcoordinator@ltu.edu).

ON AND OFF CAMPUS SERVICES FOR VICTIMS

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, LTU will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and student financial aid. These resources include the following:

<b>ON CAMPUS</b>	<b>Type of Services Available</b>	<b>Service Provider</b>	<b>Contact</b>
Counseling	Clinical	LTU Clinical Counseling	248-204-4100
Health	none		
Mental Health	Clinical Counseling, Workshops, Free Screenings	LTU Clinical Counseling and Engagement Office	248-204-4100
Victim Advocacy	None – see off campus resource		
Legal Assistance	None – see off campus resource		
Visa and Immigration Assistance	Advising	LTU International Programs Office	248-204-2280
Student Financial Aid	Advising, planning and workshops	LTU One Stop Center	248-204-2280

OFF CAMPUS	Type of Services Available	Service Provider	Contact
Counseling	Various clinics and free social services	Common Ground, HAVEN	800-231-1127 877-922-1274
Forensic Nurse	Medical care	HAVEN	248-334-1274
Health	Graham Medical Center	Oakland University	248-370-2100
Mental Health	Support groups, workshops, individual services	Common Ground, HAVEN	800-231-1127 877-922-1274
Victim Advocacy	First responder, emotional support	HAVEN	877-922-1274
Legal Assistance	Free legal advice	Legal Aide Defender Association	248-253-1548
Visa and Immigration Assistance	Legal and Application Assistance	Fragomen Worldwide	248-649-5404
Student Financial Aid	<a href="https://studentaid.gov/">https://studentaid.gov/</a>		

- <http://www.rainn.org> – Rape, Abuse and Incest National Network
- <http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice
- <http://www2.ed.gov/about/offices/list/ocr/index.html> - Department of Education, Office for Civil Rights

## 20. CONFIDENTIALITY

Victims may request that directory information on file with the University be withheld by submitting the request to the Title IX Coordinator.

Regardless of whether a victim has opted-out of allowing the University to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know (i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures). By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

## 21. ADJUDICATION OF VIOLATIONS

The University’s disciplinary process includes a prompt, fair, and impartial initial investigation and final resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60-90 business days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. University officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence,

dating violence, sexual assault, and stalking as well as how to investigate and hearing process that protects the safety of the victim and promotes accountability. The training includes in person seminars, webinars and virtual learning. Furthermore, LTU's policy provides that:

- The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
- The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
- The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
- The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to being present and providing counsel, advice, or guidance. Advisors are not permitted to disrupt the proceeding in any way.
- The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
- Where an appeal is permitted under the applicable policy and the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the University or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee):

## **22. LTU'S SEXUAL HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT POLICY AND PROCEDURE**

- How to File a Disciplinary Complaint Under this Policy

This policy governs sexual harassment, discrimination and sexual misconduct reported against a faculty member, staff member or student. Any individual may contact LTU's Title IX Coordinator and complain about any form of sexual misconduct to include sexual harassment, sexual assault, dating violence, domestic violence, sexual exploitation, and/or stalking.

### Student Contact:

Ms. Kim Jerdine  
Interim Dean of Students  
Title IX Coordinator  
21000 West Ten Mile Rd.  
Southfield, MI 48075  
248-204-4100  
[studean@ltu.edu](mailto:studean@ltu.edu)

Employee Contact :

Ms. Deshawn Johnson  
Associate Vice President and Chief Human Resources Officer  
Title IX Coordinator  
21000 West Ten Mile Rd.  
Southfield, MI 48075  
248-204-2177  
**djohnson@ltu.edu**

- How the University Determines Whether This Policy will be Used

Once the University knows of sexual misconduct, the Title IX Coordinator will assess the complaint to determine if it falls under the purview of the institutional SEXUAL HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT POLICY AND PROCEDURE (herein "Policy"). If it does, then the Title IX Coordinator will meet with the named complainant and offer supportive measures and explain the process for filing a formal complaint. If a formal complaint is signed, there may be the option for informal resolution of the complaint if the institution agrees that the behavior alleged is eligible to be informally resolved and if both parties agree to informal resolution. If informal resolution is not an option or is not agreed to by both parties, the complaint will be assigned for investigation by an annually trained individual(s) which will conclude in a live hearing (for Title IX and Non-Title sexual misconduct for student. Title IX sexual misconduct involving an employee as the respondent will also be resolved utilizing this policy. If the complaint does not fall under the purview of the Policy, it will either be dismissed or assigned to another office for intake if it potentially represents a violation of other institutional policy.

- Steps in the Disciplinary Process

- A report is made to the institution's Title IX Coordinator or one of the two Deputy Coordinators.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
- If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
- If a formal complaint is made (requiring the signature of the Complainant), the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution and may seek to determine if the Respondent is also willing to engage in informal resolution.
- If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX or this policy.
- If it does, the Title IX Coordinator will initiate the formal investigation and grievance process.
- Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints trained individuals to conduct the investigation, usually within two (2) business days of determining that an investigation should proceed.

- The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):
  - Determine the identity and contact information of the Complainant
  - In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures
  - Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
  - Assist the Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
  - Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
  - Meet with the Complainant to finalize their interview/statement, if necessary
  - Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
  - When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
  - Interview all available, relevant witnesses and conduct follow-up interviews as necessary
  - Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions
  - Complete the investigation promptly and without unreasonable deviation from the intended timeline
  - Provide regular status updates to the parties throughout the investigation
  - Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
  - Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings
  - The Investigator(s) gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report
  - Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the University does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).
  - The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
  - The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period
  - The investigator shares the report with the Title IX Coordinator for feedback.

- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report.
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices, including relevant physical or documentary evidence, will be included.

Not less than 10 days upon sending the investigative report, the live hearing will be held. Parties will be provided notice of the date, time, and location of the hearing as well as the roles various persons will assume in the hearing process.

At the hearing the Decision-maker(s) has the authority to hear and make determinations on all allegations of sexual harassment and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the sexual harassment and/or retaliation, even though those collateral allegations may not specifically fall within the Policy.

Participants at the hearing will include the Chair, any additional panelists, the Investigator(s) who conducted the investigation, the parties (or three (3) organizational representatives when an organization is the Respondent) Advisors to the parties, any called witnesses, and anyone providing authorized accommodations or assistive services.

The Decision-maker(s) will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding. The preponderance of the evidence standard of proof is used.

- Anticipated Timelines

LTU will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

- Decision-Making Process

At the conclusion of the hearing, the Chair will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence not relied upon in its determination, credibility assessments, and any sanctions or recommendations.

This report must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

Using the deliberation statement, the Title IX Coordinator will work with the Chair to prepare a Notice of Outcome. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within 7 business days of receiving the Decision-maker(s)' deliberation statement.

The Notice of Outcome will be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official University

records, or emailed to the parties' University-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will articulate the specific policy (is) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the University from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the University is permitted to share such information under state or federal law; any sanctions issued which the University is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to the University's educational or employment program or activity, to the extent the University is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of Outcome will also include information on when the results are considered by the University to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

- Standard of Evidence

The institution uses the evidentiary standard of "preponderance of the evidence." This means that in order to find a respondent "responsible" of sexual misconduct, the institution's hearing board (by simple majority if multimember panel) has to determine that the fact-finding revealed that it was more likely than not that the respondent engaged in sexual misconduct as alleged in their notice document and in violation of University policy.

- Possible Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

- Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
- Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the possibility of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probation period.
- Loss of Privileges—Denial of specified privileges for a designated period of time.
- Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- Residence Hall Expulsion—Permanent separation of the student from the residence halls.
- University Suspension—Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- University Expulsion—Permanent separation of the student from the University.
- Revocation of Admission and/or Degree—Admission to, or degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- Withholding Degree–The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Code of Conduct, including the completion of all sanction imposed, if any.
- Range of Protective Measures Available to a Victim Alleging Misconduct

The institution has a wide array of protective measures that can be put into place to protect a complainant who reports any form of sexual misconduct to the University. Measures include no contact directives; changes in housing, transportation, work, or housing situations; safety escorts, and assist with enforcing the no contact provisions of Personal Protective Orders. The institution will assess each case on an individual basis to ensure that the protective measures afforded meet the specific needs of the complainant and the institution.

### 23. SEXUAL MISCONDUCT POLICY FOR LTU EMPLOYEES

- Non-Discrimination and University Standards

Lawrence Technological University (LTU) is committed to providing a workplace that is free from sexual harassment, discrimination, sexual misconduct and retaliation. LTU values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the resolution process during what is often a difficult time for all those involved. If an employee is found to have violated this policy, a responsive action would be at the University’s discretion and could include, but would not be limited to, the following: counseling, warning, demotion, suspension, reprimand, and decrease in pay, reassignment or transfer, termination of employment

LTU adheres to all federal, state and local civil rights laws prohibiting discrimination in employment and education. The University does not discriminate in its employment practices on the basis of sex/gender. Sexual harassment, sexual assault, dating and domestic violence, stalking and sexual exploitation are prohibited under Title IX and by University policy.

The law and university policy prohibit discrimination and harassment of employees or discrimination and harassment between members of the University community: for example, between an employee and a supervisor, between two employees, or between an employee and an applicant or campus guest. Any member of the campus community who acts to deny, deprive or limit an employment opportunity of any member of the LTU community on the basis of sex is in violation of this policy.

Any person may report sex harassment, discrimination or other forms of sexual misconduct, whether or not the person reporting is the person alleged to have experienced the conduct. Reports may be made by telephone or email using the contact information listed below for the Title IX Coordinator. Reports can be made any time, including during non-business hours, by calling Lawrence Technological University Campus Safety at 248.204.3945, or by emailing the Office of Human Resources at [HR@ltu.edu](mailto:HR@ltu.edu).

Questions regarding Title IX or this policy, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. All complaints or any concerns about conduct that may violate this policy and retaliation should be filed with:

Ms. Deshawn Johnson  
Associate Vice President and Chief Human Resources Officer  
Title IX Coordinator  
21000 West Ten Mile Rd.  
Southfield, MI 48075  
248.204.2177  
[djohnson@ltu.edu](mailto:djohnson@ltu.edu)

- Scope of Policy

The purpose of this policy is the prohibition of sexual harassment, sexual misconduct and retaliation. When an alleged violation of this policy is reported, those allegations are subject to review and resolution using the **Resolution Process** related to this policy.

When the Respondent is a member of the LTU community this process will be available regardless of the status of the Complainant, who may or may not be a member of the LTU community. The LTU community includes faculty, administrators, staff and third parties such as guests, visitors and volunteers.

The Resolution Process may be applied to incidents, patterns of behavior and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

- Jurisdiction

This policy applies to activities and university-sponsored events that take place on campus. The Respondent must be a member of LTU's community in order for its policies to apply.

The university will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial university interest includes:

- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests or mission of the university.

In addition, LTU may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from university property and/or events.

All vendors serving LTU through third-party contracts are subject to the policies and procedures of their employers and/or to these policies and procedures to which their employer has agreed to be bound by their contracts.

- Online Sexual Harassment and/or Retaliation

The policies of LTU are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the University's education program and activities or use University networks, technology, or equipment.

Although LTU may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to the University, it will engage in a variety of means to address and mitigate the effects.

Any online posting or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of the University's control (e.g., not on university networks, websites, or between university email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial

in-program disruption or infringement on the rights of others. Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline. Off-campus harassing speech by employees, whether online or in person, may be regulated by the University only when such speech is made in an employee's role with the University.

- Title IX Coordinator for LTU Employees

The Title IX Coordinator is charged with coordinating the University's compliance with state and federal civil rights laws. The Title IX Coordinator is not an advocate for either the Complainant or the Respondent. The Title IX Coordinator will explain to both parties the informal and formal processes outlined below and the confidentiality provisions. The Title IX Coordinator accepts anonymous and third-party reports of conduct alleged to violate this Policy and will follow up on such reports.

Where appropriate, the Title IX Coordinator will provide to both parties' information about options for obtaining supportive measures including: no contact orders, medical and counseling services; information about making a criminal report; information about receiving advocacy services, information about other helpful community resources and safety measures.

Title IX Coordinator Contact Information  
Ms. Deshawn Johnson  
Associate Vice President and Chief Human Resources Officer  
248.204.2117  
**[djohnson@ltu.edu](mailto:djohnson@ltu.edu)**

- Independence and Conflict of Interest

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, or report of misconduct committed by the Title IX Coordinator should contact the University President and CEO, Dr. Tarek Sobh, at 248.204.2000 or **[president@ltu.edu](mailto:president@ltu.edu)**. Concerns of bias or a potential conflict of interest or reports of misconduct by any other Title IX Team member should be raised with the Title IX Coordinator.

- Emergency Removal

As determined by the Title IX Coordinator, the University can act to remove an employee from its premises when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any employee or other individual justifies removal. These actions could include, but are not limited to, temporarily re-assigning an employee, authorizing an administrative leave, and suspending an employee pending an investigation.

- Confidentiality of Complaints and Reports

Parties in these processes, including the Complainant, the individual accused of a Policy Violation ("Respondent"), and witnesses, have privacy rights and reasonable expectations of confidentiality in the investigation of matters subject to this procedure.

In addition, the integrity of the process depends on ensuring reasonable expectations of confidentiality. The Title IX Coordinator will keep confidential the complaint, report, witness statements, and any other information provided by the Complainant, Respondent, or witnesses and will disclose this information only to the Complainant, Respondent, or witnesses, as necessary to give fair notice of the allegations and to

conduct the investigation; to law enforcement consistent with state and federal law; to other University officials as necessary for coordinating interim measures or for health, welfare, and safety reasons, and to government agencies who review the University's compliance with federal law. The investigation report will be disclosed only to the Complainant, Respondent, Title IX Coordinator, Discipline Authority as necessary, and University officials as necessary to prepare for subsequent proceedings (e.g., University President and University Legal Counsel). Information about complaints and reports, absent personally identifiable information, may be reported to University officials and external entities for statistical and analysis purposes pursuant to federal and state law and University policy.

- External Complaints

If a person filed a complaint with the Title IX Coordinator and believes the University's response was inadequate, or otherwise believes the University has discriminated on the basis of sex, including sexual harassment, or retaliation, the individual may file a complaint with the:

- U.S. Department of Education  
Office for Civil Rights (OCR)  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
Customer Service Hotline #: 800.421.3481  
Facsimile: 202.453.6012  
TDD#: 877.521.2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>
- Regional Office: Cleveland, OH  
Office of Civil Rights (OCR)  
U.S. Department of Education  
1350 Euclid Avenue, Suite 325  
Cleveland, OH 44115  
Telephone: 216.522.4970  
Fax: 216.522.2573  
Email: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov)

- Definitions

<b>Actual Knowledge</b>	Official notice of sexual harassment or misconduct allegations to the University's Title IX Coordinator or any other university official who has authority to institute corrective measures on behalf of the university.
<b>Advisor</b>	A person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
<b>Complainant</b>	An individual who is alleged to be the victim of conduct that could constitute sexual harassment based on a protected class; or retaliation for engaging in a protected activity.
<b>Confidential Resource</b>	An employee who is not a Mandated Reporter of notice of harassment and/or retaliation.
<b>Day</b>	A business day when the university is in normal operation.
<b>Discrimination</b>	Conduct on the basis of sex/gender that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living

	environment or participation in a University program or activity.
<b>Education program or activity</b>	Locations, events, or circumstances where the university exercises substantial control over both the Respondent and the context in which the sexual harassment occurs and also includes any building owned or controlled by a student organization that is officially recognized by the university.
<b>Final Determination</b>	A conclusion by a preponderance of the evidence that the alleged conduct did or did not violate policy.
<b>Finding</b>	A conclusion by preponderance of the evidence that the conduct did or did not occur as alleged (as in a “finding of fact”).
<b>Formal Complaint</b>	A document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment or retaliation for engaging in a protected activity against a Respondent and requesting that the university investigate the allegation.
<b>Hearing Decision-maker or Panel</b>	Refers to those who have decision-making and sanctioning authority within the University’s Formal Grievance process.
<b>Investigator</b>	The person or persons charged by the University with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
<b>Mandated Reporter</b>	An employee of the university who is obligated by policy to share knowledge, notice, and/or reports of harassment and/or retaliation with the Title IX Coordinator.
<b>Notice</b>	An employee, student, or third-party who informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
<b>Official with Authority (OWA)</b>	An employee of the University explicitly vested with the responsibility to implement corrective measures for sexual harassment and/or retaliation on behalf of the University.
<b>Preponderance of the Evidence</b>	The standard of evidence applied in determining a violation of this policy. Generally considered to be “more likely than not” or “the greater weight of the evidence”.
<b>Remedies</b>	Post-finding actions following a determination of a violation of this policy, provided to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the University’s educational program.
<b>Respondent</b>	An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, sexual exploitation or retaliation for engaging in a protected activity.
<b>Resolution</b>	The result of an informal or Formal Grievance Process.
<b>Sanction</b>	A consequence imposed by the University on a Respondent who is found to have violated this policy.
<b>Sexual Exploitation</b>	When a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.
<b>Sexual Harassment</b>	The umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence as set forth in Title IX regulations (34 CFR §106.30) and identified in detail in this policy.
<b>Title IX Coordinator</b>	The official designated by the University to ensure compliance with Title IX and the University’s Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.

<b>Title IX Team</b>	The Title IX Coordinator, any deputy coordinators, and investigators responsible for overseeing designated elements of Title IX.
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- Sexual and Discrimination Resolution Processes

The Grievance Resolution and Conflict Resolution processes are there to protect the Lawrence Technology University community. While both processes handle about the same concerns the severity of the situation that they handle is different, as well, as the person(s) who are required to handle it.

- Grievance Resolution Overview

The Grievance Resolution Process handles both the internal and external situations and complaints that result from sexual harassment, sexual misconduct and retaliation. This process is handled by a single individual, the Title IX Coordinator. This individual will be different based on whether you are an employee or student.

- Conflict Resolution Overview

The Conflict Resolution Process handles internal work-related affairs between employees which can be from working conditions, work rules, even as far as harassment and discrimination situations and complaints. This process is handled by the Conflict Resolution Committee which consist of 15 members.

- Grievance Resolution Process

Part I. Title IX Regulatory Grievance Process Standards

- *Notice/Formal Complaint:* Upon receipt of a notice or complaint to the Title IX Coordinator of an alleged violation of the Policy, the Title IX Coordinator initiates a prompt initial assessment to determine the next steps the University needs to take. The University uses the Formal Grievance Process to determine whether or not the Policy has been violated. If so, the University will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to sexual harassment or retaliation, their potential recurrence, or their effects.

More details can be found from **(A) Notice/Formal Complaint**

- *Initial Assessment:* Following receipt of a formal complaint of an alleged violation of this Policy, the Title IX Coordinator or designee engages in an initial assessment, typically within one to five business days. Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints trained individuals to conduct the investigation, usually within two (2) business days of determining that an investigation should proceed.

More details can be found from **(B) Initial Assessment**

- *Discretionary Dismissal:* The University may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing. Upon any dismissal, LTU will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties. This dismissal decision is appealable by any party.

More details can be found from **© Discretionary Dismissal**

- *Counterclaims*: LTU is obligated to ensure that the grievance process is not abused for retaliatory purposes. Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator.

More details can be found from **(D) Counterclaims**

## Part II. Appeals

Any party may file a request for appeal (“Request for Appeal”), but it must be submitted in writing to the Title IX Coordinator within 7 days of the delivery of the Notice of Outcome.

A three-member appeal panel will be designated by the Title IX Coordinator OR a single Appeal Decision-maker will Chair the appeal] No appeal panelists or Decision-maker will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

More details can be found from **Part II. Appeals**

- Conflict Resolution Process

Lawrence Tech strongly encourages employees and supervisors to resolve employee-related conflicts on an informal basis. Employees should endeavor to resolve issues by discussing concerns with their immediate supervisor and/or their supervisor’s supervisor. If an informal resolution cannot be reached, the employee may use the Conflict Resolution Policy to address work-related concerns. An employee filing a good faith complaint will not be reprimanded, punished or harassed as a result of using this policy.

### Procedure (How to File a Conflict)

- The Complainant presents problem to the immediate supervisor within seven (7) days after the incident occurs. If the supervisor is unavailable or the Complainant believes it is inappropriate to contact their supervisor, Complainant may present problem to their supervisor’s supervisor.
- The supervisor or supervisor’s supervisor responds to the problem during discussion or within seven (7) days if consultation with management or other sources are necessary to investigate the problem. A written response should, in most cases, be given by the supervisor to the Complainant. NOTE: If the supervisor is unable to respond in the aforementioned timeframe, he/she should inform the Complainant why a delay is needed and when a response will be issued.
- If Complainant disagrees with decision, he/she may then contact the next level supervisor. This supervisor should consult with the original supervisor, Complainant, and any other sources necessary to investigate the problem. A written response should, in most cases, be given within seven (7) calendar days. If the supervisor is unable to respond in the seven (7) day timeframe, he/she should notify the Complainant of reason why a delay is needed and when a

response can be given.

**NOTE:** *If the supervisor is unable to respond in the aforementioned timeframe, he/she should inform the Complainant why a delay is needed and when a response will be issued.*

- If the problem remains unresolved, Complainant completes a Conflict Resolution Form and presents it to the Executive Director of Human Resources along with all appropriate documentation within seven (7) days after receipt of the supervisor's response. The Executive Director of Human Resources determines if the conflict violates internal policy or state or federal laws and warrants review by the Conflict Resolution Committee.
- If the Executive Director of Human Resources determines that the conflict has merit, a hearing notification is forwarded to the Conflict Resolution Committee within ten (10) days after receipt.
- Immediately prior to the hearing, the Conflict Resolution Committee reviews documentation and proceeds with the hearing at which time the Complainant and Respondent state their cases. Witnesses may be called. The Conflict Resolution Committee deliberates in private and submits their recommendation to the Executive Director of Human Resources. All documentation is thereafter collected by the Executive Director of Human Resources.
- The Executive Director of Human Resources submits the recommendation and accompanying documentation to the University Officers Committee for final outcome. The University Officers Committee informs the Complainant, Respondent, Complainant's Supervisor and the Executive Director of Human Resources of the final outcome and any employee action, if appropriate. All documentation is returned to the Executive Director of Human Resources.

Further details can be found in the **Employee Handbook Section 602**

## **24. REPORTING FOR LTU EMPLOYEES**

- Mandated Reporting
  - All University employees (faculty, staff, administrators) are expected to report actual or suspected sexual harassment or retaliation to appropriate officials immediately.
  - In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected sexual harassment or retaliation. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.
  - If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will act when an incident is reported to them.

- Criminal Reporting

Please remember that if someone is in immediate danger or needs immediate medical attention, the first place to report is 911. You may also report to the University's Campus Safety office. Some forms of discrimination and harassment may also be crimes. For example, sexual assault, stalking and rape are crimes. Criminal reports should be made to law enforcement, even if it is uncertain whether the particular conduct is a crime. Calling local law enforcement can help you: Obtain emergency and nonemergency medical care; get immediate law enforcement response for your protection; understand how to provide assistance in a situation that may escalate to more severe criminal behavior; arrange a

meeting with victim advocate services; find counseling and support; initiate a criminal investigation; and answer questions about the criminal process.

Who to Report to

**First Call: 911**

LTU Campus Safety: 248.204.3945

In order to preserve any physical evidence of a sexual offense, victims of sexual assault are urged not to bathe, shower, use any feminine douche or change clothing. Such victims should go immediately to a medical facility of their choice to receive medical treatment if needed and to ensure that the appropriate examinations are conducted to collect the necessary physical evidence of the assault. (3) The cost of medical treatment or examination of the victim of a sexual assault for physical evidence shall be charged to the political subdivision where the offense occurred.

- Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, the University will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

- Federal Timely Warning Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, the University must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

The University will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

## 25. CONFIDENTIAL SUPPORT FOR LTU EMPLOYEES

- Confidential Support

Behavior which is impermissible under this policy should be reported. If a Complainant would like the details of an incident to be kept confidential, such complaints may be made to any of the following Confidential Resources: **Clinical Counseling Services**

Clinical Counseling Services

To schedule an appointment with a clinician:

Call 248.204.4100 or email **clinicalcounseling@ltu.edu**

- Privacy

Every effort is made by LTU to preserve the privacy of reports. The University will not share

the identity of any individual who has made an anonymous report or complaint of harassment or retaliation; including the conducting of any investigation, hearing, or conflict proceeding arising under these policies and procedures. Information will be shared as necessary with Investigators, Hearing Panel members/Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy. LTU may contact individuals to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the employee first before doing so.

## 26. RESOURCES FOR LTU EMPLOYEES

- Internal Resources

### Supportive Measures

LTU will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the University's workplace environment, and/or deter sexual harassment and/or retaliation.

The **Title IX Coordinator** works with the Complainant to ensure that their wishes are considered with respect to the supportive measures that are planned and implemented. The University will maintain the privacy of the supportive measures, providing it does not impair implementation of an action. University will act to ensure as minimal an occupational impact on the parties as possible. The University will implement measures in a way that does not unreasonably burden the other party. These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Implementing contact limitations (no contact orders) between the parties
- Timely warnings
- Leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of No Contact Orders will be referred to policy 604 Employee Conduct and Work Rules in the **Employee Handbook**.

- External Resources

### Resources

LTU's Safety and Security Annual Report of on-campus crime statistics includes forcible and non-forcible sex offenses, in lieu of the single category of rape used on previous reports, as well as statistics on dating violence, domestic violence, and stalking, in compliance with the Campus Security Act.

Copies of the Safety and Security Annual Report (required by the Student Right-to-Know and Campus Security Act of 1990) which details on-campus crime statistics for the three previous calendar years, as well as, crime prevention materials concerning personal safety on campus, rape and date or acquaintance rape may be obtained at the following locations:

## Department of Campus Safety

During the academic year, the Campus Security Office and the Office of Student Affairs may provide sex crime prevention information through campus publications and by direct presentations to student groups on request.

The University does offer counseling services to its students. Those students needing counseling can contact the Counseling office. Additional counseling services are also available through the following organizations:

- **HAVEN**  
P.O. Box 43104  
Pontiac, MI 48343  
877.922.1274
- **Affirmations**  
290 W. Nine Mile Rd.  
Ferndale, MI 48220  
248.398.7105
- **Victim Assistance Services**  
Oakland County Prosecutor's Office  
248.858.0656
- **Common Ground**  
800.231.1127
- **National Domestic Violence Hotline**  
800.799.7233
- **National Sexual Assault Hotline**  
800.656.4673
- **Southfield Police Department**  
248.796.5500

## 27. UNIVERSITY-INITIATED PROTECTIVE MEASURES

In addition to those protective measures previously described the Title IX Coordinator or their designee will offer to each named Complainant supportive measures and will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to, a University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved.<sup>11</sup> Violations of the Title IX Coordinator's directives and/or

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<sup>11</sup> Applicable law requires that, when taking such steps to separate the complainant and the accused, the University must minimize the burden on the complainant and thus should not, as a matter of course, remove the complainant from his or her job, classes or housing while allowing the accused to remain.

protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Lawrence Technological University.

## **28. NOTIFICATION TO VICTIMS OF CRIMES OF VIOLENCE**

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

## **29. FEDERAL CAMPUS SEX CRIMES PREVENTION ACT**

On October 28, 2000 the Federal Campus Sex Crimes Prevention Act was enacted. This law requires that convicted sex offenders register in the state of an institution of higher learning they enroll or begin employment at, regardless of which state they claim as residence. Convicted sex offenders must also notify the state in which they attend or are employed by an institution of higher learning of any changes in enrollment or employment status. Sex offender information may be obtained from the Michigan State Police Public Sex Offender Registry [www.michigan.gov/msp](http://www.michigan.gov/msp).

## **30. CRIME STATISTICS**

LTU Crime Statistics for the years 2024, 2023, and 2022 include the crimes required under the Clery Act that occurred on or within the University's Clery geography and that were reported to a Campus Security Authority. They are further categorized as having occurred On-Campus, Non-Campus, Public Property, and/or at Residential Housing.

If a crime is reported as occurring On-Campus, Non-Campus, Public Property, and/or at Residential Housing and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime under the Clery Act. LTU Campus Safety does not classify reported offenses as "unfounded".

### 31. CRIMINAL OFFENSES

Offense (Reported By Hierarchy)	Year	On-Campus	Non-Campus	Public Property	Residential Housing <sup>12</sup>	Unfounded Crimes
Murder/Non-Negligent Manslaughter	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Rape	2022	0	0	0	0	0
	2023	1	0	0	1	0
	2024	0	0	0	0	0
Fondling	2022	0	0	0	0	0
	2023	1	0	0	1	0
	2024	0	0	0	0	0
Incest	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0
	2023	1	0	0	1	0
	2024	0	0	1	0	0
Burglary	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Arson	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Motor Vehicle Theft	2022	2	0	0	0	0
	2023	8	0	0	0	0
	2024	3	0	0	0	0
Liquor Law Violation Arrests	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Drug Law Violation Arrests	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Weapons Law Violation Arrests	2022	0	0	0	0	0
	2023	0	0	1	0	0
	2024	1	0	0	1	0

<sup>12</sup> \*Residential Housing crime statistics are a subset of the On-Campus category, i.e. they are counted in both categories.

### 32. REFERRALS FOR DISPLINARY ACTION

<b>Offense (Reported by Hierarchy)</b>	<b>Year</b>	<b>On- Campus</b>	<b>Non- campus</b>	<b>Public Property</b>	<b>Residential Housing<sup>13</sup></b>	<b>Unfounded Crimes</b>
Liquor Law Violation Referrals for Disciplinary Action	2022	40	0	0	40	0
	2023	70	0	0	70	0
	2024	37	0	0	37	0
Drug Abuse Violation Referrals for Disciplinary Action	2022	6	0	0	6	0
	2023	18	0	0	18	0
	2024	7	0	0	7	0
Weapons Law Violation Referrals for Disciplinary Action	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0

### 33. VIOLENCE AGAINST WOMEN (VAWA)

<b>Offense (Not Reported by Hierarchy)</b>	<b>Year</b>	<b>On- Campus</b>	<b>Non- campus</b>	<b>Public Property</b>	<b>Residential Housing<sup>14</sup></b>	<b>Unfounded Crimes</b>
Domestic Violence	2022	0	0	0	0	0
	2023	1	0	0	1	0
	2024	0	0	0	0	0
Dating Violence	2022	1	0	0	1	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Stalking	2022	1	0	0	1	0
	2023	1	0	0	0	0
	2024	4	0	0	2	0

<sup>13</sup> Residential Housing crime statistics are a subset of the On-Campus category, i.e. they are counted in both categories.

<sup>14</sup> Residential Housing crime statistics are a subset of the On-Campus category, i.e. they are counted in both categories.

### 34. HATE CRIMES

Under the Clery Act, before an incident can be classified as a Hate Crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias. While no single fact may be conclusive, facts such as the following, particularly when combined, are supportive of a finding of bias:

- The offender and the victim were of different identities (whether racial, sexual orientation, gender or gender identity, etc.)
- Bias-related comments, markings, words were found at the scene of the crime.
- Several incidents involve victims that share an identity that was marginalized in the actions of the incident

The categories of bias are: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, and National Origin.

<b>Offense (any of the aforementioned offenses, and any incidents of)</b>	<b>Year</b>	<b>On- Campus</b>	<b>Non- campus</b>	<b>Public Property</b>	<b>Residential Housing<sup>15</sup></b>	<b>Unfounded Crimes</b>
Larceny	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Vandalism	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Intimidation	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	0	0	0	0	0
Simple Assault	2022	0	0	0	0	0
	2023	0	0	0	0	0
	2024	1	0	0	1	0

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<sup>15</sup> Residential Housing crime statistics are a subset of the On-Campus category, i.e. they are counted in both categories.

### **35. ANNUAL FIRE SAFETY REPORT**

The Annual Fire Safety Report contains University housing safety protocols and fire statistics for the previous three calendar years.

### **36. REPORTING A FIRE**

If a fire occurs in an LTU building, community members should immediately notify the Southfield Fire Department at 248.796.5650 or call 911. LTU Campus Safety will initiate a response and contact the local fire department. Once the emergency has passed, Campus Safety will document the incident for disclosure in the University's Annual Fire Safety Report.

If a member of the LTU community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety has already responded, the community member should immediately notify Campus Safety to investigate and document the incident for disclosure in the University's Annual Fire Safety Report.

### **37. FIRE EVACUATION PROCEDURES**

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the LTU Campus Safety. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. The fire alarms alert community members of potential hazards, and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety reasons! When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus ring at the LTU Campus Safety security desk. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

Campus Safety publishes the fire safety report as part of its annual Clery Act Compliance document. This report contains information regarding the fire safety practices and standards for LTU. It also includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire (see Fire Statistics charts below for more information). The compliance document is available for review 24 hours a day on the Campus Safety website at [www.ltu.edu/student-life/campus/campus-safety](http://www.ltu.edu/student-life/campus/campus-safety).

### **38. FIRE SAFETY EDUCATION AND TRAINING**

Faculty and staff are provided education on fire safety and information on how to report a fire, or evidence of a fire, to whom, and procedures to be followed for non-residential buildings on campus when a fire alarm signal. Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the University's fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities may be given the option to have a "buddy" assigned to them.

Each Lawrence Technological University building has fire evacuation plans posted in common areas. All

employees are encouraged to become familiar with the escape routes for all buildings and floors and the locations of fire extinguishers, hoses and alarms.

### **39. STUDENT HOUSING PROCEDURES IN THE EVENT OF A FIRE**

In the event of a fire or evacuation, every employee and student should follow the fire safety evacuation route and vacate the premises until the officials in charge declare the premises safe to enter. Exits and areas around fire extinguishers must be kept clear at all times. Periodic fire safety inspections and drills are held to test equipment and procedures.

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. Do not attempt to fight a fire unless you have been trained to do so.
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Resident life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- Each resident should report to their assigned assembly area. Resident life staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.

### **40. HEALTH AND SAFETY INSPECTIONS/ RULES ON ALLOWED DEVICES AND OPEN FLAMES**

Each room is examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately disabled with a locking device or confiscated and donated/discarded if found, without reimbursement.

### **41. FIRE SAFETY TIPS**

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.

- A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are **CLOSED** for them to work. Additionally, if a door has a device that automatically closes the door, it should **NOT** be propped open.
- Sprinklers are **HIGHLY** effective in preventing the spread of fire when operating properly. **DO NOT** obstruct the sprinkler heads with materials like clothing hanging from the piping.
- Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of University Policy.

#### 42. FIRES-SUMMARY

LTU Main Campus Residence Halls (Name and Address)	Fire Monitoring	Partial Sprinkler System	Full Sprinkler	Smoke Detection Devices	Fire Extinguisher Devices	Evacuation Plans /	Number of evacuation (fire) drills held during prior calendar year (2024)
South Hall 21211 W 10 Mile Rd., Bldg. #21, Southfield, MI 48075	Yes	Yes	No	Yes	Yes	Yes	2
Reuss Hall 21244 W. 10 Mile Rd., Bldg. #14, Southfield, MI 48075	Yes	No	Yes	Yes	Yes	Yes	3
Donley Hall 21222 W. 10 Mile Rd., Bldg. #12, Southfield, MI 48075	Yes	No	Yes	Yes	Yes	Yes	2
East Hall 21000 W. 10 Mile Rd., Bldg. #13, Southfield, MI 48075	Yes	No	Yes	Yes	Yes	Yes	2
Arbor Lofts <sup>16</sup> 20300 Civic Center Drive, Southfield, MI 48076	NA	NA	NA	NA	NA	NA	NA

#### 43. FIRES-ON CAMPUS STUDENT HOUSING

2022

LTU Residential Housing	Number of Fires	Fire Number	Cause & Category of Each Fire	Number of Injuries Related to Fire	Number of Deaths Related to Each Fire	Value of Property Damage
Donley Hall 21222 W 10 Mile Rd, Bldg. #12	0	NA	NA	0	0	0
South Hall 21211 W 10 Mile Rd, Bldg. #21	0	NA	NA	0	0	0
Reuss Hall 21244 W 10 Mile, Bldg. #14	0	NA	NA	0	0	0
East Hall 21000 W 10 Mile Rd, Bldg. #13	0	NA	NA	0	0	0

<sup>16</sup> Arbor Lofts, a private apartment complex with units rented by the University, was discontinued as Student Housing in 2023

Arbor Lofts 20300 Civic Center Dr	0	NA	NA	0	0	0
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**2023**

LTU Residential Housing	Number of Fires	Fire Number	Cause of Each Fire	Number of Injuries Related to Fire	Number of Deaths Related to Each Fire	Value of Property Damage
Donley Hall 21222 W 10 Mile Rd, Bldg. #12	0	NA	NA	0	0	0
South Hall 21211 W 10 Mile Rd, Bldg. #21	0	NA	NA	0	0	0
Reuss Hall 21244 W 10 Mile, Bldg. #14	0	NA	NA	0	0	0
East Hall 21000 W 10 Mile Rd, Bldg. #13	0	NA	NA	0	0	0
Arbor Lofts 20300 Civic Center Dr	0	NA	NA	0	0	0

**2024**

LTU Residential Housing	Number of Fires	Fire Number	Cause of Each Fire	Number of Injuries Related to Fire	Number of Deaths Related to Each Fire	Value of Property Damage
Donley Hall 21222 W 10 Mile Rd, Bldg. #12	0	NA	NA	0	0	0
South Hall 21211 W 10 Mile Rd, Bldg. #21	0	NA	NA	0	0	0
Reuss Hall 21244 W 10 Mile, Bldg. #14	0	NA	NA	0	0	0
East Hall 21000 W 10 Mile Rd, Bldg. #13	0	NA	NA	0	0	0