The 2008-2009 Siena Heights University Safety Awareness Handbook is brought to you as part of the University’s commitment to your safety on campus. While this handbook meets the requirements of the Crime Awareness and Campus Security Act, it should not be viewed as a contractual commitment by the University guaranteeing the safety of Siena Heights University students, faculty, staff and guests.

Department of Public Safety Philosophy
The Siena Heights University community is proud of its campuses. One of our community values is the safety and security of all persons at Siena Heights University. The Department of Public Safety is responsible for maintaining a safe and secure campus. A professional director oversees a staff of trained Public Safety Officers. Public Safety actively supports the University mission of assisting people to be more competent, purposeful and ethical.

Mission
The Siena Heights University Department of Public Safety will work in partnership with the community by responding to their needs in a professional manner, providing a safe learning and work environment. Our commitment is that each member of the community we work with will be treated with the dignity and respect they deserve.


Issued by: Siena Heights University
Department of Public Safety
1247 E Siena Heights Drive
Adrian, MI 49221
517.264.7800
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<td>Forms</td>
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</table>
ANNUAL DISCLOSURE OF CRIME STATISTICS

Siena Heights University Department of Public Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at www.sienaheights.edu. Hard copies are also available by contacting Public Safety at 517.264.7800 or 517.264.7194. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, Housing and Residential services, the Judicial Affairs Officer, and the Division of Student Development.

Campus crime, arrest, and referral statistics include those reported to SHU DPS, designated campus officials (including but not limited to deans, judicial affairs, advisors to student organizations, site directors, athletic coaches, student services directors), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. Counseling and Health Services inform their clients of the procedures to report crime on a voluntary basis, should they feel it is in the best interest of the client. There is no policy for complete confidentiality since all reports of crime will be investigated fully. Counselors and Pastoral Counselors are exempt from disclosing information.

Each year, an e-mail notification is made via the Siena Heights University broadcast e-mail system notifying faculty/staff/students of the availability of the safety handbook and crime statistics for the previous three calendar years. All prospective employees may obtain a copy from the University web site at www.sienaheights.edu or request a hard copy from Public Safety at 517.264.7800.
The Department of Public Safety is located in the main lobby of Ledwidge Hall on the Adrian Campus. There is a trained Public Safety Officer available 24 hours a day, 365 days a year. The Director of Public Safety’s office is located in Ledwidge Hall across from the Admission’s office. The Public Safety/Welcome Center is staffed with dispatch/phone operators and trained Public Safety Officers.

Our Officers are trained in many aspects of crime prevention and community service. All Officers are certified in Standard First Aid, AED and CPR. Siena Heights University Public Safety Officers do not have arrest authority, but they cooperate and work closely with the Adrian Police Department, the Lenawee County Sheriff Department and the Michigan State Police to coordinate necessary police response or arrests made on campus. Department of Public Safety has agreements with local law enforcement agencies to investigate alleged criminal activities. All of our Officers are radio equipped for an efficient response to community needs.

The Siena Heights University Public Safety Department is committed to providing you with respectful and professional service. While we can promise you a committed effort to ensure your safety, we are of course unable to promise total isolation from crime. Therefore, it is important that each of you takes responsibility for your own safety. The key to preventing crime is awareness which is best achieved through education. Please take time to read through this handbook and familiarize yourself with the programs and activities we offer. Educate yourself about what you can do personally to make your campus a safer place. If you have any questions concerning your safety at Siena Heights University, please do not hesitate to call us at 517.264.7194 or 517.264.7800. We are here to assist and protect you. Together, we can combat crime.
CONTACTING SIENA HEIGHTS UNIVERSITY PUBLIC SAFETY

Siena Heights University Public Safety may be reached by calling 517.264.7800 or if calling from the Adrian campus 0 and/or ext. 7800. To contact local law enforcement call 911 from an outside line or 9-911 from an Adrian campus phone line. Community members are encouraged to report any criminal activity as quickly and as accurately as possible to a Campus Public Safety Officer. If calling 911, Adrian campus community members are asked to call Public Safety and advise the Officer on duty so that they can assist the emergency response personnel.

The Siena Heights University security authority and those to whom employees and students should report criminal activity are:

| Adrian Campus Public Safety      | 517.264.7800 or 517.264.7194 |
| Residence Life Office           | 517.264.7171 or 517.264.7170 |
| Dean of Students                | 517.264.7600 or 517.264.7601 |
| Off-Campus Sites                |                            |
| Dean of College for Professional Studies | 517.264.7100 |
| Site Directors of the individual campuses | 517.264.7189 |

In the event of an emergency or to report a crime, call the Siena Heights University Department of Public Safety at 517.264.7800 or local law enforcement at 911 (9-911 if calling from a campus phone line).
## EMERGENCY SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>SHU Public Safety Adrian Campus</td>
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<tr>
<td>Fire, Public Safety or medical emergencies</td>
<td>SHU Public Safety</td>
</tr>
<tr>
<td></td>
<td>(non emergency)</td>
</tr>
<tr>
<td></td>
<td>517.264.7800</td>
</tr>
<tr>
<td>SHU Public Safety Director</td>
<td>517.264.7194</td>
</tr>
<tr>
<td>Crime Stoppers</td>
<td>517.263.8481</td>
</tr>
<tr>
<td>(Confidential crime reporting system)</td>
<td>Adrian Police Department</td>
</tr>
<tr>
<td>(non emergency)</td>
<td>517.264.4808</td>
</tr>
<tr>
<td>Lenawee County Sheriff Dept.</td>
<td>517.263.0524</td>
</tr>
<tr>
<td>Michigan State Police</td>
<td>517.263.0033</td>
</tr>
<tr>
<td>Metropolitan Detroit Program</td>
<td>800.787.7784</td>
</tr>
<tr>
<td>(Non emergency calls)</td>
<td>Metropolitan Detroit Program (Emergency calls)</td>
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## DEGREE COMPLETION CENTERS

**POLICE OR SECURITY SERVICES AT THE HOST CAMPUS:**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Lake Michigan College Center</td>
<td>800.252.1562 ext. 5041</td>
</tr>
<tr>
<td>Monroe Community College Center</td>
<td>734.242.7300</td>
</tr>
<tr>
<td>St. Clair Community College</td>
<td>810.989.5757</td>
</tr>
<tr>
<td>Jackson Community College Center</td>
<td>517.796.8620</td>
</tr>
<tr>
<td>Lansing Community College Center</td>
<td>517.483.1800</td>
</tr>
<tr>
<td>Kellogg Community College Center</td>
<td>269.965.3931</td>
</tr>
<tr>
<td>Washtenaw Community College Center</td>
<td>734.973.3411</td>
</tr>
</tbody>
</table>
CRIME REPORTING

Siena Heights University Department of Public Safety encourages anyone who is the victim or witness to any crime to promptly report the incident to Public Safety. Because Siena Heights University cooperates with local law enforcement no crime reports can be held in confidence. Confidential reports can generally be made to other SHU campus security authorities, such as Campus Ministry, Counseling Services and Health Clinic. Confidential reports can also be made to Crime Stoppers at 517.263.8481.

All reports will be investigated. The University does not have procedures for voluntary, confidential reporting of crime statistics.

Criminal Activity Off Campus

When a Siena Heights University student is involved in an off-campus offense, Siena Heights University Public Safety Officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Adrian Police Department routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood surrounding campus. Siena Heights University does not operate any off-campus housing or off-campus student organization facilities. However, many graduate students and some undergraduate students live in the neighborhoods surrounding Siena Heights University. While the Adrian Police Department have primary jurisdiction in all areas off campus. Siena Officers have direct communications with the local authorities to facilitate rapid response in any emergency situation.
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHU Counseling Services</td>
<td>517.264.7193</td>
</tr>
<tr>
<td>SHU Health Clinic</td>
<td>517.264.7190</td>
</tr>
<tr>
<td>Catherine Cobb Domestic Violence and Sexual Assault Program</td>
<td>517.265.6776</td>
</tr>
<tr>
<td>Health Department of Lenawee County</td>
<td>517.264.5225</td>
</tr>
<tr>
<td>Michigan Coalition against Domestic Violence &amp; Sexual Assault Program</td>
<td>517.347.7000</td>
</tr>
<tr>
<td>Intervention and Suicide Prevention of Lenawee County</td>
<td>800.664.5005</td>
</tr>
<tr>
<td>Lenawee County Jail</td>
<td>517.265.4400</td>
</tr>
<tr>
<td>Bixby Medical Center (Adrian Campus)</td>
<td>517.265.0900</td>
</tr>
<tr>
<td>Crisis Pregnancy Center of Lenawee County</td>
<td>517.263.5701</td>
</tr>
<tr>
<td>Central Michigan links to Community services</td>
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</table>
Siena Heights University has nine locations. The main campus is located in Adrian. The Ann Arbor, Jackson, Monroe, Lansing, Benton Harbor, Port Huron, and Battle Creek centers are located on host campuses which have their own public safety. Each host campus provides its own Right to Know Act statistics, which include any crimes that may have been related to the Siena Heights University centers. The following data is for the SHU program only, not the entire host campus (except the Adrian and Southfield campuses). For complete statistics for the degree completion centers please contact their public safety departments (numbers provided in the emergency services section).

**DEFINITIONS:**

**CAMPUS:** Any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property within the same reasonable contiguous geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students and supporters for institutional purposes (such as food or other retail vendor).

**NON-CAMPUS BUILDING OR PROPERTY:** Any building or property owned or controlled by a student organization recognized by the institution; or any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of or relation to the institution’s educational purposes, is frequently used by students and is not within the same reasonable contiguous geographic area of the institution.
DEFINITIONS CONTINUED:

PUBLIC PROPERTY: All public property that is within the same reasonable contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare or parking facility, and is adjacent to a faculty owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.

NEGLIGENT MANSLAUGHTER: The killing of another person through gross negligence.

MURDER OR NON-NEGLIGENT MANSLAUGHTER: The willful (non-negligent) killing of one human being by another.

FORCIBLE SEX OFFENSE: Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

NON-FORCIBLE SEX OFFENSE: Unlawful, non-forcible sexual intercourse.

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

AGGRAVATED ASSAULT: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

BURGLARY: The unlawful entry of a structure to commit a felony or a theft.

MOTOR VEHICLE THEFT: The theft or attempted theft of a motor vehicle.
DEFINITIONS CONTINUED:

**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, etc.

**HATE CRIME (BIAS CRIME):** A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation, or ethnicity/national origin.

**DRUG ABUSE VIOLATIONS:** Violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their methadone’s; and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

**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 a 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.

**LARCENY-THEFT:** The unlawful taking, carrying, leading, or riding away of property from the possession of constructive possession of another.
DEFINITIONS CONTINUED:

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

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

MDOP/VANDALISM: Malicious destruction 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.

SAFETY TIPS

OUTDOOR SAFETY

• Walk on designated walkways that are well lit and well traveled.
• Take advantage of the Public Safety escort service.
• Walk confidently and assertively.
• Be alert and aware of your surroundings.
• Purses should be carried close to the body and secured under one arm.
• Backpacks should be carried over one shoulder and secured with one arm.
• Do not run or jog alone, especially at night.
• Do not ever hitchhike. Carry a charged cell phone.
• Avoid shortcuts through parks, vacant lots, and other deserted places.
• If you are followed by a vehicle, turn around and go the opposite way.
This data reports criminal offenses and was compiled according to the guidelines of the Student Right to Know Act, enacted in 1997, and all its revisions. These statistics also include “any building or property that is within or reasonably contiguous geographic area of the institution,” in compliance with the “Right to Know Act” specifications.
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Key: AC=Adrian Campus RH=Residence Hall HC=Hate Crime NC=Non-Campus Public Property VL=Campus Village Apartments
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</table>

Reported violations:
Violations resulting in disciplinary action – if the incident resulted in both an arrest and disciplinary action, it is reported as an arrest only:
Weapons possessions include air soft, pellet, “bb”, and other non-lethal projectile type weapons.

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</table>
This data reports criminal offenses and was compiled according to the guidelines of the Student Right to Know Act, enacted in 1997, and all its revisions. These statistics also include “any building or property that is within or reasonably contiguous geographic area of the institution,” in compliance with the “Right to Know Act” specifications. The data is for the SHU program, not the entire host campus. To get statistics for each of these campuses, see the contact information in the Emergency Services section of this handbook. No degree completion center has residence halls, so data is not compiled for residence hall crimes.

<table>
<thead>
<tr>
<th>Metropolitan Detroit Program</th>
<th>800.787.7784</th>
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**DEGREE COMPLETION CENTERS**

**POLICE OR SECURITY SERVICES AT THE HOST CAMPUS:**

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<th>Lake Michigan College Center</th>
<th>800.252.1562 ext. 5041</th>
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This data is for the SHU program, not the entire host campus. For crime data for the entire campus see the contact information located in the Emergency Services section of this handbook.
Lake Michigan College Center  
2755 E. Napier Ave.  
Benton Harbor, MI 49022  
800.252.1562  
2006

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Port Huron Center  
St. Clair Community College  
323 Erie St.  
Port Huron, MI 48061  
810.989.5757

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Monroe County
Community College Center
1555 S. Raisinville Road
Monroe, MI 48161
877.937.6222

This data is for the SHU program, not the entire host campus. For crime data for the entire campus see the contact information located in the Emergency Services section of this handbook.
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*KEY: AC=Adrian Campus RH=Residence Hall
HC=Hate Crime NC=Non-Campus Public Property
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STATEMENT OF RESPONSIBILITIES

The freedom experienced by all members of the Siena Heights University community does not permit any member to interfere with the personal growth of others. To ensure that this environment is maintained, a conduct system has been established. This system is viewed by the university as the part of the educational experience which occurs when a student’s conduct interferes with the University’s responsibility for ensuring that all members of the community can attain their personal and professional goals.

The conduct system is enacted when alleged infractions occur of the University’s code of conduct, or other polices, or a crime or crimes are committed. Detailed lists of possible infractions are located in the student handbook. The University’s actions are separate from criminal charges, prosecution or conviction. The goals and structure of the conduct system are outlined in the student handbook.
Siena Heights University complies with all federal, state and local laws including those which regulate the possession, use and sale of alcoholic beverages and controlled substances. As an educational institution, Siena Heights University is committed to the development of a healthy environment which stimulates intellectual and personal development in students as well as assuring their physical well being. Inappropriate behavior concerning alcohol is prohibited. Complete details are available in the student handbook. The possession, consumption, sharing or sale of any controlled substance is prohibited. The student handbook details offenses and sanctions for such acts including probation, suspension, or dismissal from the University.

The Adrian Police Department will be called in for any suspicion of illegal drug use or possession on the Adrian campus. Drug related paraphernalia is prohibited both by local law and the student code of conduct on the Adrian Campus. The Siena Heights University Wellness Team offers referrals and assistance to students during mental health emergencies. Educational programs addressing alcohol and drug related issues are sponsored throughout the academic year.
Handling Alcohol Emergencies

Call Siena Heights University Department of Public Safety at “0” or 517.264.7800 or 911 if a person has passed out because of excessive alcohol use.

A potentially dangerous situation exists whenever an individual consumes too much alcohol. A high blood alcohol concentration level can result in bizarre, unpredictable behavior and/or unconsciousness. Too high of a blood alcohol concentration level can result in death. The degree of danger depends on the person’s size, what and how much the person drank, during what time period, whether the person took drugs in addition to alcohol and other circumstances.

Get help immediately if…

- The person cannot be aroused by shaking or shouting.
- The person’s breathing is shallow, irregular or slowed to less than seven breaths per minute.
- The person sustained a blow to the head or any injury that caused bleeding.
- The person drank a large quantity (e.g. a pint of liquor) or is disoriented, incoherent or has collapsed.

What to do

- Check regularly for breathing and consciousness.
- Roommates and friends should arrange to stay by the person’s bed side. The person’s position is important.
- Make sure the person is laying on his/her side, with knees bent.
- This position will deter choking should the person vomit.
- Warning: care should be taken in moving an unconscious victim who may have a back and/or neck injury.
- If the person vomits, stay with him/her to see that he/she does not swallow or breathe in the vomit.
- Get immediate help if the person has difficulty expelling the vomit or gags on it.
SEXUAL ASSAULT AND HARASSMENT

The mission of Siena Heights University requires a learning and work environment that is positive and promotes respect for others and positive respect for others and personal dignity. Acts of sexual harassment and/or assault are not only contrary to our mission, but also illegal. Sexual assaults, including rape, are serious crimes of violence in which the assailant, by threat or physical force, involves or attempts to involve the victim in involuntary sexual conduct to include penetration and/or contact. Neither the Michigan statutes nor Siena Heights University differentiate if the perpetrator of a sexual assault is known to the victim or is a complete stranger. Siena Heights University will not tolerate sexual assault in any form, including acquaintance or date rape.

Internal discipline or sexual assault incidents could be handled with either an informal or a formal procedure. Complete details regarding these procedures can be found in the student handbook or on the web page. Discipline may include, but is not limited to, any of the following: suspension and/or removal from the community, suspension with or without pay, suspension pending a resolution of criminal charges. Alleged victims and offenders of sexual assault are assured the following rights with the University judicial process:

- The right to be present during the entire proceeding
- The right to have a person from the University present throughout the process to provide support
- The right to not have their sexual history discussed during the proceedings, except as it relates to the specific incident
- The right to be informed of the results of the judicial proceeding
- The right to have their name and identifying information kept confidential, except as otherwise required by law, court order, or University policies or needs
- The right to a speedy hearing and decision
SEXUAL ASSAULT & HARASSMENT CONT.

Sexual harassment consists of unwelcome and unwanted sexual advances, requests for sexual favors and other verbal or physical conduct. Siena Heights University is strongly committed to take all reasonable steps to prevent sexual harassment and to discipline those who do harass.

Compliance with this policy is a term and condition of employment with the University. Discipline may include, but is not limited to, any of the following: oral reprimand, written reprimand, suspension with or without pay and termination or expulsion.

Siena Heights University is committed to the investigation of all reported allegations of either sexual assault or harassment. All reported allegations will be investigated fully. Due to the sensitive nature of these incidents, confidentiality will be observed provided it does not interfere with the University’s ability to investigate and take corrective action. Community members are urged to report any offenses immediately to the appropriate personnel.

If you are a victim of sexual assault you should get to a safe place, contact Public Safety and attempt to preserve any potential evidence.

If you feel you are a victim of sexual harassment you may report it to any supervisor, any administrator, the Director of Public Safety or the Human Resource Office. Use of internal procedures does not forego subsequent legal action. It is not necessary for the victim to file a police report in order to pursue sanctions through the University judicial system; however, it is strongly recommended. The Director of Public Safety can assist with filing a police report.
SEXUAL ASSAULT & HARASSMENT CONT.

Siena Heights University routinely sponsors activities and speakers on these subjects. Literature is available upon request from the following offices:

- Public Safety
- Residence Life
- Human Resources or the Dean of Students

The Siena community offers counseling, mental health and student services for victims of sexual offenses. The University will make every available effort to assist in changing academic and living situations after an alleged sexual offense, if requested by the victim.

What to do if you have been sexually assaulted

Go to a safe place. — Seek help:

- Contact friends, family or other supportive people. Having someone to listen to you and help you sort out your feelings may be helpful.
- The University Counseling Center can also provide confidential support and important information free of charge 517.264.7193.
- Catherine Cobb Domestic Violence and Sexual Assault program at 800.874.5936 (24 hour crisis line)

Retain evidence:

- Do not change clothes, bathe, douche or, if possible, alter anything in the location where the assault occurred.
- Write down everything you can remember about the assailant and the assault.
- Even if you do not plan to prosecute at first, it is best to preserve the evidence in case you decide to prosecute later or to help someone else prosecute.
SEXUAL ASSAULT & HARASSMENT CONT.

What to do if you have been sexually assaulted

Go to a hospital:
- Get medical attention immediately. You should be evaluated for injury and sexually transmitted diseases. You do not have to report the assault, however, the medical staff can collect physical evidence should you choose to press charges later.
- The hospital may be able to test for date rape drugs.
- Bixby Medical Facility and Tecumseh Herrick Hospital both have S.A.N.E. (Sexual Assault Nurse Examiners) who are highly trained specialized nurses dedicated to the examination and preservation of sexual assault victims and evidence. They are also certified to testify in court if needed. 517.265.0900.

Call Public Safety and/or local police:
- It is important to call Public Safety to report the assault. You do not have to press charges, but the information you give the police can be used to learn more about trends, locations and methods of assault. It may also be used to help identify the same assailant if they assault someone else.

  SHU Department of Public Safety  517.264.7800
  SHU Director of Public Safety  517.264.7194

On college campuses, the most prevalent form of sexual assault is acquaintance rape. In acquaintance rape the attacker can be a friend, relative, spouse, lover, neighbor, co-worker, employer, employee, etc. It is not unusual for acquaintance rape to include physical force, with or without a weapon. Date rape is acquaintance rape that occurs in a dating situation.

Both men and women should know what to do when someone is sexually assaulted. If you or someone you know has been sexually assaulted remember: sexual assault is a crime and victims may be affected psychologically. Reactions such as shock, denial, anger, distress and confusion are normal under these circumstances.
SEXUAL ASSAULT & HARASSMENT CONT.

Reducing your risks of being sexually assaulted

Although it may be impossible to prevent sexual assault, there are certain things you can do to reduce your chances of being a victim. Knowing what to expect and how to react are your most important tools for avoiding sexual assault.

Look assertive, maintain eye contact, be confident, and be aware of your surroundings. Trust your intuition. If a particular situation makes you feel uncomfortable or unsafe, remove yourself from that situation. Do not be afraid to follow your instincts. Keep keys accessible. Park, walk or bicycling should be done in well lit, well populated areas. A clear viewing area without physical obstructions is preferable. Use the “buddy” system. Don’t walk alone there is safety in numbers. Contact Public Safety for an escort. Protect all beverages in social settings. Seminars in safety awareness and sexual assault are programs offered by the campus Public Safety. We recommend that you take advantage of these free seminars. For information contact the Director of Public Safety at 517.264.7194.

CAMPUS SEX CRIMES PREVENTION ACT

Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 124071) “Notice of enrollment at or employment by institutions of Higher Education” http://www.mipsor.state.mi.us/ requires all registered sex offenders who work, are enrolled and/or live on a college campus to report such on the sexual assault registry. For further information in the Adrian area contact the Adrian Police Department at 517.265.7151.
DOMESTIC VIOLENCE • STALKING • HARASSMENT

Domestic violence is a pattern of coercive controls that one person exercises over another. Abusers use physical and sexual violence, threats, emotional and psychological abuse, and economic deprivation to control their partners and get their way. People who are living together or merely dating can be in a violent relationship, just as surely as a married couple. Domestic assault refers to the types of abuse which are criminal in nature. Hitting, choking, shoving, slapping, biting, burning and kicking are crimes, as is forcing someone to have sex. Domestic assault is against the law.

The following tips can be found in the Survivor’s Handbook for Battered Women:

- Call 911 for police assistance. When the police arrive, ask the officer to arrest your partner. You may wish to speak to the officers alone.
- Get support from family and friends. Tell them what has happened.
- Move out. Move away. Sometimes it’s the only way to be safe.
- Get a restraining order.
- Get medical help. Medical records can be important evidence.
- Make a safety plan. Determine what to do before, or when, the next attack occurs.

For additional tips or assistance, call the Catherine Cobb Domestic Violence Shelter at 800.874.5936 or 517.265.6776.

SAFETY TIPS

STALKING

- Report all incidents to Public Safety.
- Explain how you were terrorized, distressed, or threatened.
- See the “Stalking Laws” located in this safety book.
State of Michigan Stalking Laws

Stalking is a misdemeanor punishable by up to one year in county jail and up to a $1,000 fine, or both. Stalking is defined as two or more separate incidents of non-consenting contact between stalker and victim. The acts must be willful and be such as would cause a reasonable person to suffer emotional distress, and to feel terrorized, frightened, intimidated, threatened, harassed or molested.

Aggravated stalking is a felony punishable by up to five years in state prison and up to a $10,000 fine, or both. Aggravated stalking is defined as a violation of a restraining order, bail, probation condition and/or a repeated offense. Stalking involves a credible threat of violence toward victim and/or family.
Harassment

Most forms of harassment are against the University’s policies and the student code of conduct. Contact Public Safety to report if you are getting harassed.

SAFETY TIPS

OBSCENE PHONE CALLS

1. Hang up. As soon as you hear an obscenity, improper questions, or no response – hang up!
2. Do not play detective. Do not extend the call trying to figure out who is calling. This is the type of reaction the caller wants.
3. Do not use your name on a taped message for your answering machine or voice mail.
4. Do not try to be clever. A witty response may be interpreted as a sign of encouragement.
5. Do not tell everyone about your calls. Many calls of this type are actually made by friends, family members, even your close girlfriends or boyfriends.
6. Do not try to be a counselor. The annoyance or obscene caller certainly needs professional help, but she/he will only be encouraged by our concern and will continue the late night calls.
7. Change your telephone number.
8. Save the messages to give to Public Safety.
9. Report obscene or annoying calls to the University Public Safety Department. Using the crank phone call log, make a record of the calls. By reporting the call, you have begun the process to stop the annoyance.
COMPUTER MEDIATED COMMUNICATION

Negative Implications for Social Networks

SAFETY ISSUES/IDENTITY THEFT:
- Social engineering: the act of obtaining otherwise secure data (passwords, credit card numbers, bank account numbers) by conning someone into revealing it
- Phishing or brand spoofing: tricking victims into revealing secure information based upon the trust of a brand name

PRIVACY ISSUES:
- Personal self-disclosures with a false feeling of “only my friends” see it Cyber stalking
- Cyber image of each person may not accurately reflect the identity of that person
- Cyber judgments, stereotypes
- Future employers may utilize information found on the social networks to assist with determining employment opportunities
COMPUTER MEDIATED COMMUNICATION CONT.

POSITIVE ASPECTS OF SOCIAL NETWORKS

- Increased sense of community
- Greater social connections between students and peers, relatives at other institutions
- Inexpensive ways to connect and communicate with students, peers
- Innovative features and services, such as the textbook exchange
- The frequency of the use and the sophistication of these technologies are attractive to prospective students

CONCERNS RE: MYSPACE

- Monikers
  - Each student’s name can be an alias, giving the appearance of anonymity Last names are not required, rarely given Some names are sophomoric or crass in nature
- Forum Topics
  - Place to advertise parties Place to talk about how to avoid rules, policy enforcement
- Blogs
  - Binge drinking stories shared and glorified
  - Pattern: MySpace content seemed to be a bit more lewd than Facebook

CONCERNS RE: FACEBOOK CONTENT

- Pictures/Photo Albums
  - Images depicting student alcohol use
  - Incriminating images of underage alcohol consumption
- Groups Affiliation
  - Group titles with profanity, threats, sexual innuendo/references, or titles that degrade a particular individual
SAFETY TIPS

COMPUTER AND IDENTITY INFORMATION SAFETY

- Use a different robust password for all online accounts. Do not use your SHU ID# for anything else. Do not share your password with others or use another person’s password.
- Never leave your laptop unattended. Lock your screen or log out before you walk away from a University computer.
- Do not believe everything you read in e-mail. Never respond to an e-mail request for private information; no legitimate company will request information in this way.
- Keep records of your credit cards and bank numbers in a safe place. Shred confidential documents and CDs containing private personal information with a cross-cut shredder when no longer needed.
- If you receive a threatening e-mail, contact the Department of Public Safety immediately.

RESTRICTIONS ON WEAPONS/DANGEROUS SUBSTANCES

Possession and/or use of firearms, ammunition, fireworks, gasoline and other combustible or explosive items (including non-lethal projectile type weapons) or the brandishing of any object in a threatening manner on University premises are not permitted on campus. Local and/or Federal law authorities will be contacted.
SAFETY TIPS

SUSPICIOUS ACTIVITY

All students, faculty, and staff are encouraged to promptly and accurately report all suspicious activity to the Department of Public Safety and/or other appropriate authority. Since safety is everyone’s responsibility, it is important for people to be aware of type of behavior and actions which may signal criminal activities. In the University setting these may include:

- A person who seems to be wandering in the hallways or lurking about the building.
- Any unusual or suspicious noise that you can’t explain, such as glass breaking.
- Vehicle moving slowly without lights or to no apparent destination.
- A person hanging around windows or parking lots.
- A person removing property from a building late at night.

VEHICLE SAFETY

- Have your keys in hand before you reach your parked vehicle.
- Check the area surrounding your vehicle.
- Check the interior of your vehicle before entering it.
- If you have vehicle problems in a questionable area, drive on until you reach a safe, well-lit area.
- Make a habit of keeping car doors locked.
- Park in a well lit area preferably someplace highly visible with plenty of activity.
UNIVERSITY POLICY

Smoking Policy

PURPOSE:
Siena Heights University recognizes the negative risks associated with the use of tobacco and smoking products and will provide as close to a smoke-free environment as practicable for its community. The rights of non-smokers to maintain a healthy teaching and learning environment will take precedence over the choice of some to use tobacco and smoking products. This policy only applies to buildings and grounds on the Adrian Campus of Siena Heights University.

POLICY:
Smoking and use of any tobacco products is prohibited in all University buildings. Sales or advertising of smoking and/or tobacco products are prohibited on Siena Heights University property. Smoking is prohibited in all University owned or operated vehicles.

Smoking is only permissible in four designated outdoor smoking areas that are strategically located to take into consideration any potential smokers in our community. Each of the designated smoking areas will have benches and smoking trash receptacles available for our smoking population.

Trinity Garden is to remain a smoke free environment.

Siena Heights University appreciates the cooperation from all smokers and non-smokers to observe and follow this policy. The Siena Heights University Public Safety Department will enforce this policy and repeated violations can result in disciplinary action. Cessation program information will be available through the University Health Center. Employees that are assigned to work at locations other than the University’s Adrian Campus must follow the rules and regulations of the host site.
PROTECTING YOUR ELECTRONIC DEVICES

With the portability of electronic devices, loss can happen quickly and easily. Laptops and PDAs, along with most video game systems are easy to carry and conceal. The following tips will help to protect your valuable electronic equipment:

- Register your electronics with the Department of Public Safety and have them engraved for free.
- Keep receipts and other pertinent records in a separate location from the electronic devices.
- Keep your doors locked and do not let strangers into your residence hall room or apartment.
- Report suspicious situations to the Department of Public Safety immediately.
- Do not prop open exterior doors.
- Be aware of who knows about your electronic devices.

Register computers with Computer Services along with the Department of Public Safety.

What if my electronic device is stolen?:

Call the Department of Public Safety at 517.264.7800 or ‘0’ from a SHU phone.

- Report that your electronic device was stolen and if it is registered with the Department of Public Safety.
- A Public Safety Officer will contact you to complete an incident report.
- The Public Safety Officer will ask if you want a police report along with the Public Safety report. Most insurance companies will accept the Department of Public Safety’s report.
- Get an incident report number from the Public Safety Officer.
- Contact the Director of Public Safety at 517.264.7194 for a copy of the report. Reports are generally available within 48 hours.
- Contact your insurance company.
SAFETY TIPS

RESIDENCE HALL SAFETY

- Make a habit of keeping your doors locked. Lock your room door when sleeping, when leaving a roommate asleep inside and when sleeping, and when leaving your room.
- Never prop open doors to residence halls.
- Report to the residence hall staff all doors, locks, and windows that are in need of repair.
- Be suspicious of unknown persons loitering or checking doors in your hall and call Public Safety to report them.
- Backpacks, purses, book bags, etc., should never be left unattended.
- Do not leave valuables in open view. Take valuables home during breaks.
- Door to door sales are not permitted in the residence halls at Siena Heights University. Do not open your door and contact Public Safety or an Resident Assistant to report solicitation activities immediately.

Insurance Information:
Siena Heights University is not responsible for the loss of any personal items. Individuals are encouraged to purchase personal insurance. Most insurance companies offer inexpensive coverage for both on- and off-campus living.
Timely Warnings & Emergency Notifications

Definitions:

Timely Warning: communication issuance in response to a specific crime.

Emergency Notification: communication issuance in the case of an immediate threat to the health or safety of students or employees occurring on campus.

If there is a confirmed immediate threat to the health or safety of students or employees occurring on campus SHU Alerts will be the first form of emergency notifications issued.

The University may utilize multiple communication modes, to include SHU alerts, depending upon the situation.

Process for notifications during a threat to the health or safety of students or employees on campus:

- An assessment of the threat will be conducted by a competent authority.
- Once confirmed then the decision for which appropriate segment (s) of the campus community will be determined by the communications protocol as outlined in the University crisis response plan.
- The communication protocol will determine the content of the notification.
- Initiation of the communication can be done by: Director of Public Safety/Assistant Director of Public Safety/Communications Director/Assistant Communications Director.

Siena Heights University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
Timely Notifications & Emergency Warnings

Communications:
LIST OF RADIO AND TELEVISION

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATION</th>
<th>CALL NUMBER OF STATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adrian</td>
<td>WABJ/WQTE</td>
<td>AM1500/FM95</td>
</tr>
<tr>
<td>Adrian</td>
<td>WLEN</td>
<td>FM 103.9</td>
</tr>
<tr>
<td>Detroit</td>
<td>WXYZ</td>
<td>Channel 7 ABC</td>
</tr>
<tr>
<td>Jackson</td>
<td>KHM</td>
<td>AM 970</td>
</tr>
<tr>
<td>Toledo</td>
<td>WTOD/WKKO</td>
<td>AM 1560/FM 99.9</td>
</tr>
<tr>
<td>Toledo</td>
<td>WTOL</td>
<td>Channel 11 CBS</td>
</tr>
<tr>
<td>Toledo</td>
<td>WTVG</td>
<td>Channel 13 ABC</td>
</tr>
</tbody>
</table>

- SHU Alerts
- SHU Public Safety
- Facebook
- Local news agencies
- Campus voice mail
- University hot line (517.264.7900)
- www.sienaheights.edu
- University newspaper
- Paper notices
- Campus mass e-mail
- SHU Public Safety
- Twitter
SHU ALERTS Mass Notification System

Siena Heights University introduces a state-of-the-art notification system which instantly sends emergency messages to faculty, staff, students, parents and alumni. Once registered for SHU Alerts, users will receive alerts via mobile phones (via SMS text message), Blackberry’s, wireless PDA’s, text pagers, University and/or personal e-mail accounts, the University web page, personal portals such as My Yahoo, iGoogle, or My AOL pages, and RSS readers. Implementation of the SHU Alert system will allow the University to quickly and efficiently contact every registered member of the University in the event of an emergency, crisis situation, school closing or other events requiring emergency notifications. SHU Alerts are available for all of the Siena Heights University campuses located throughout Michigan.

Siena Heights University strongly encourages faculty, staff, students, parents and alumni to register – it only takes a minute. Users sign up for this service at no cost to the user unless their wireless service agreement charges for receiving text messages. This service is completely confidential; no information will be shared or sold. For more information check it out:

http://www.sienaheights.edu/CampusSafety.aspx

Think Higher: Stay Safe! Stay Informed!
Sign up for SHU Alerts!
EMERGENCY RESPONSE & EVACUATION
SIENA HEIGHTS UNIVERSITY —ADRIAN CAMPUS

Emergencies, disasters, accidents, injuries, and crimes can occur without warning at any time.

The University Emergency Guidelines have been developed to assist in minimizing the negative effects from such events. Please read the posted guides thoroughly before an emergency occurs and become acquainted with the contents. Blue “Emergency Guidelines” books are posted throughout the Adrian campus. Emergency guidelines are also located on the Campus Safety web page at


Guides include:

- Active Shooter
- Bomb Threat
- Campus Closing
- Disruptive or Criminal Behavior
- Emergency Evacuation Protocol
- Hazardous Material Incident
- Hostage or Terrorist Situation
- Suicide Threat and Psychological Emergency
- National Threat Advisory
- Severe Weather
- Sexual Assault and Harassment
- Sheltering in Place
- Vehicle Accident on Campus
- Theft
- Utility Emergency
- Medical Emergency

If you have any questions concerning a unique situation not covered in this reference or need additional emergency information please contact the Campus Public Safety Director at 517.264.7194.
GENERAL EVACUATION INFORMATION

Situations requiring evacuation could include but are not limited to the following:

- Natural gas leak
- Flammable liquid spill/and or release
- Bomb threat
- Power line failure
- Hostage situation
- Hazardous chemical spill/and or release
- Flooding Fire alarm

BUILDING EVACUATION

- All building evacuations will occur when a SHU Alert is issued to evacuate and/or an alarm sounds and/or upon notification by Siena Heights University Public Safety, Police Officer, or Fire Department personnel.

- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. Remember that elevators should never be used during an emergency evacuation situation.

- Assist persons with disabilities in exiting the building. Two or three individuals may carry the persons with disabilities from the building if the persons with disabilities cannot negotiate the stairs.

- If persons with disabilities cannot be transported from the building without using an elevator – assist person with disabilities to a safe area, notify emergency personnel immediately.
EMERGENCY RESPONSE & EVACUATION CONT.

- Once outside, proceed to the designated gathering point. This should be a clear area that is at least 500 feet or further, depending on the type of incident, away from the affected building. Stay there. This designated area should be predetermined by an office manager, supervisor, or RA.

- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points.

- Immediately notify emergency personnel of any injured persons and individuals remaining, in the affected building.

Do not return to an evacuated building unless told to do so by emergency personnel, building or university officials.

ALL CAMPUS EVACUATION

- Siena Heights University Department of Public Safety and/or other response personnel will announce evacuation of all or part of the campus grounds.

- All persons (student and staff) are to vacate the site in question immediately and relocate to another part of the campus grounds as directed.

- Follow the building evacuation procedures described above for individual building and affected sites.
SEVERE WEATHER

EMERGENCY REVERSE EVACUATION PROTOCOL
Established 5/04

GENERAL REVERSE EVACUATION INFORMATION
Situations requiring reverse evacuation could include but are not limited to the following:

- Tornadoes
- Winter Storms
- Severe Weather

ALL CAMPUS REVERSE EVACUATION

TORNADO

1] In the event an actual tornado has been sighted in the area (tornado warning), SHU Alerts will be issued and the siren above Weber center will activate along with the city sirens. These sirens are activated by the Lenawee County Sheriff’s Department, will sound a steady blast for 3 minutes. Campus Public Safety will be alerted via the S.A.M.E. weather radio system.

2] All persons in campus buildings should go to the lowest level possible within the building. Enter an interior room or hallway with no windows. Stay away from windows. Tornado safe zones are posted near exits in every building on the Adrian Campus.

3] Assist others in your immediate area to exit to the nearest tornado safe zone.

4] Persons should remain in a place of shelter until the all clear signal is sounded. The all-clear signal will be noted by a SHU Alert and a steady siren blast from the Motherhouse siren and city sirens lasting 90 seconds.

5] After the all clear is sounded, assess damage and/or injuries. If there is significant life threatening damage, i.e. downed lines, fires, ruptured gas lines, etc. or injury, call 9-911 or Public Safety at ext. 7800 if using campus phoneline.
SEVERE WEATHER CONT.

SEVERE WEATHER DEFINITIONS

TORNADO WATCH: Tornadoes are possible in your area. Remain alert for approaching storms. Listen to your local radio/television outlets; if on the Adrian campus contact Public Safety at “0” for a S.A.M.E. weather radio update.

SEVERE THUNDERSTORM WATCH: Severe thunderstorms are possible in your area, watch the sky and listen to your local radio/television outlets. If you are at the Adrian campus contact Public Safety at “0” for a S.A.M.E. weather radio update.

TORNADO WARNING: A tornado has been sighted or indicated by weather radar.

IF A TORNADO IS SIGHTED, OR INDICATED BY RADAR, IN THE VICINITY OF THE ADRIAN CAMPUS, PUBLIC SAFETY WILL ISSUE A SHU ALERT THE SIREN ON THE MOTHERHOUSE WILL SOUND. IMMEDIATELY RELOCATE TO THE NEAREST SAFE ZONE, REMAIN THERE UNTIL RELEASED BY PUBLIC SAFETY.

SEVERE THUNDERSTORM WARNING: Issued when severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property to those in the path of the storm.

FOR MORE SEVERE WEATHER INFORMATION: www.nws.noaa.gov

Occasionally, tornadoes develop so rapidly that advance warning is not possible. Remain alert for signs of an approaching tornado such as a dark, often greenish sky, large hail, or a loud roar similar to a freight train.
**FIRE SAFETY REPORT**

Additional Fire Safety Tips located at www.sienaheights.edu/CampusSafety.aspx


**FIRE LOG**

Planned Fire Evacuation Drills 2008= 3 Residence Hall

<table>
<thead>
<tr>
<th>Year</th>
<th>Fire</th>
<th>Cause</th>
<th>False Alarm</th>
<th>Location</th>
<th>Human Injury</th>
<th>Deaths</th>
<th>Structural Damage/Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>1</td>
<td>n/a</td>
<td>8</td>
<td>Residence Hall &amp; Field House</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>2007</td>
<td>1</td>
<td>Unknown</td>
<td>3</td>
<td>Residence Hall &amp; Non-Campus Property</td>
<td>None</td>
<td>None</td>
<td>Yes on Non-Campus Property/Empty Building University Owned/Total Loss</td>
</tr>
<tr>
<td>2008</td>
<td>0</td>
<td>n/a</td>
<td>3</td>
<td>Residence Hall &amp; Village Apt.</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Report fire safety violations to the Department of Public Safety at 517.264.7800 or the Director of Public Safety at 517.264.7194.
FIRE SAFETY REPORT CONT.

Residence Halls Fire Safety

Siena Heights University adheres to the local fire code and performs fire evacuation drills for the residence halls, according to the code requirements. The Public Safety team and the Residence Life staff work together to provide the residents with fire safety educational programs. Fire safety equipment is monitored and checked by the Department of Public Safety.

Both resident halls are equipped with fire alarm systems and portable fire extinguishers. All resident rooms have smoke detectors which are hard wired into the central fire alarm system. The hallways are equipped with fire doors and automatic door closures to hold off the spread of a fire. Both the Department of Public Safety and the Resident Assistants are certified in fire safety by the Adrian Fire Department.

- Learn the location of fire exits and alarm boxes near you and know the emergency number for assistance – 0.
- Sound the fire alarm if you see smoke or detect a burning odor.
- Have a prepared escape plan and know your escape route (at least two).
- Remember to remain calm.
- Use exit stairs. Never use elevators.
- Feel a door with the back of your hand before opening it by the door handle.
- Close doors behind you as you escape. In most cases, this will prevent smoke damage and fire from entering the room you are exiting.
- Do not re-enter a fire damaged building until it has been declared safe. If you become trapped, seal off cracks around doors and vents with cloth or rugs. (Soak them in water if possible.) Shut off fans and air conditioners. Signal for help from a window. If a campus phone is available call Public Safety at 0 or from a cell phone 517.264.7800. Be calm. Rescue may be only moments away.
FIRE SAFETY REPORT/RESIDENCE HALLS CONT.

False Alarm

Activating a fire alarm while knowing that there is not a fire is a crime. The guilty party can receive up to one year in jail and/or a fine of up to $500. False fire alarms waste time, money and most importantly can cost human lives.

Future Fire Safety Plans

Improvements in fire safety equipment and plans is an ongoing process for Siena Heights University. The safety of the Siena community is a priority in the University master plan.

SAFETY TIPS

FIRE SAFETY

Your worst enemy during a fire is smoke. If you are caught in smoke, get down on the floor and crawl to safety. Close doors behind you as you escape, and use stairs, NEVER, elevators. Simple fire safety tips to follow are:

- Make sure there is a working smoke detector near your sleeping quarters.
- Learn the location of fire exits and alarm boxes near you.
- Sound the fire alarm if you see smoke or fire.
- Do not re-enter a building until it has been declared safe for re-entry.
- Report fire safety violations to Public Safety.
FIRE SAFETY REPORT/RESIDENCE HALLS CONT.

Residence Hall Fire Safety Regulations
Saints Guide & Student Code of Conduct:

Appliances and Electronics

Residents may use the following appliances in their rooms: clocks, radios, stereos, televisions, fans, hair dryers, curling irons, razors, computers, popcorn poppers, coffeepots, microwaves, and refrigerators.

Residents are responsible for keeping the volume of their television, stereos, and other noise-producing equipment low enough to avoid disturbing others in the residence hall. As a general guideline, most approved items have an approved UL label (clocks, radios, stereos, televisions, fans, hair dryers, razors, and computers do not require the UL listing).

Specifically, heating units, large refrigerators, humidifiers, toasters, toaster ovens, electric skillets/fryers, and hot plates are considered hazardous for use and are consequently not permitted in the residence halls. If unsure about a specific electrical item, contact the Office of Residence Life to determine if the appliance is permissible.

Residence Life reserves the right to remove any electrical violation not meeting the established fire and safety codes.

Smoking is prohibited in any building owned by Siena Heights University. Open flame of any type is prohibited in the residence.
CAMPUS PUBLIC SAFETY SERVICES

The Department of Public Safety is responsible for security and emergency response at Siena Heights University. It is also responsible for providing safety services tailored to the specific needs of the Siena Community. Some of the services provided are:

- 24 hour a day/365 days a year public safety services
- 24 hour escort service to any location on campus
- 24-hour video surveillance of several strategic locations
- Bicycle registration
- Building and grounds inspections for fire and safety hazards
- Crisis Response Team
- Crowd control
- Digital recording and monitoring of the surveillance cameras
- Distribution and education of crime prevention materials and information
- Electronic equipment engraving and registration
- Enforcement of the University’s parking policies
- First response for all campus emergencies
- Locking and unlocking of exterior doors for campus buildings
- Lost and found services
- Officers are certified in AED, CPR and First Aid
- Program sponsorship on safety issues
- Public Safety Officer bicycle patrol unit
- Right to Know Act brochure annually
- Siena community member’s assistance for vehicle jump starts
- Switchboard and campus information source
- Timely notification of possible threats to the Siena Heights University community
- Vehicle registration and parking permits for students, staff and faculty
- Visitor/guest registration
- Welcome Center
SAFETY TIPS

VEHICLE SAFETY

- Have your keys in hand before you reach your parked vehicle.
- Check the area surrounding your vehicle.
- Check the interior of your vehicle before entering it.
- If you have vehicle problems in a questionable area, drive on until you reach a safe, well-lit area.
- Make a habit of keeping car doors locked.
- Park in a well lit area preferably someplace highly visible with plenty of activity.
RESIDENCE HALL SAFETY

Although the residence halls are generally a very safe environment, they are not without crime. The majority of crimes in the residence halls involve the theft of personal property. Few of these thefts involve forced entry, and most offenses fall into the category of “crimes of opportunity.” Effective security and protection of people and property are the primary responsibilities of all members of the campus community. We encourage students to be security conscious at all times.
SAFETY TIPS

RESIDENCE HALL SAFETY

1. Do not prop open locked residence hall doors.
2. Lock your door when sleeping.
3. Lock your room when leaving a roommate asleep inside.
4. Lock your door when you leave, regardless of the length of time you plan to be gone.
5. Keep small items of value, such as wallets, money and jewelry, out of sight; preferably in a small safe.
6. Take advantage of the free engraving and registration of electronic devices with the Department of Public Safety.
7. Mark all clothing with a laundry pen or needle and thread, in a place other than the label.
8. Do not leave notes on your door announcing that no one is in.
9. Do not take in overnight guests whom you do not know.
10. Do not allow door-to-door salespeople to enter your room. University policy prohibits soliciting and the alleged salesperson may be “casing” your room for later theft.
11. Never lend out your room key.
12. Report all thefts immediately to Public Safety, 517.264.7800.
13. Report to the residence hall staff all doors, locks and windows that are in need of repair.
14. Be suspicious of unknown persons loitering or checking doors in your hall. Note their descriptions and call Public Safety immediately.
15. Do not invite people you “meet” on the internet to your room, or to stay overnight in your room.
16. Properly check in all guests with Public Safety.
Siena Heights University’s Department of Public Safety is committed to the prevention of crime and is proactive in its efforts to prevent any potential problems. Crime prevention information is circulated in a number of different ways throughout the academic year.

Several of the forms of disbursement are as follows:

- Web: www.sienaheights.edu
- Flyers
- Memos
- Articles in the student newspapers and various community publications
- Public Safety Facebook page Communication with the resident advisors
- Residence hall meetings
- Student handbook
- Safety Awareness Handbook
- Special training/educational meetings
- Daily log books

The Department of Public Safety urges all community members to actively help maintain a safe work and learning environment. Informing Public Safety Officers of any violations either of University policy or of criminal conduct is crucial in helping to keep our community as safe as possible.

Public Safety is committed to investigating all reported offenses. Siena Heights University Department of Public Safety maintains a close, cooperative relationship with the Adrian Police Department, and provides information of potentially threatening crime-related activity within the immediate area of the University.
CRIME PREVENTION CONT.

DEPARTMENT OF PUBLIC SAFETY

The Siena Heights University Public Safety Department is committed to providing you with respectful and professional service. While we can promise you a committed effort to ensure your safety, we are of course unable to promise total isolation from crime. Therefore, it is important that each of you takes responsibility for your own safety. The key to preventing crime is awareness which is best achieved through education.

FACILITY HOURS

In the interest of security, access to campus facilities is somewhat restricted. The restrictions are based on the academic year. Specific details and time can be obtained from the student handbook or by contacting Public Safety at 517.264.7800. Buildings, grounds, and parking lots are well lit. Trees and shrubs on the developed portion of the campus do not cause a security concern.
MISSING STUDENT NOTIFICATION POLICY

For students residing in residential student housing on the Adrian Campus of Siena Heights University there is a confidential missing person notification program. To establish a confidential contact person complete the “Confidential Missing Person Contact” form located in the back of the Safety Handbook and submit to Public Safety for registration in the program.

Guidelines for missing students who live in University owned student residential housing:

- All missing student reports will be shared with local law enforcement agencies within 24 hours of Siena Heights University Department of Public Safety knowledge.
- For students under the age of 18 years, who are not emancipated, a custodial parent or guardian will also be notified if the student is missing for more than 24 hours; once the student has been officially designated as a missing person.
- Every effort will be made to contact the identified missing person contact if a form is properly registered with Public Safety should the student become officially categorized as a missing person.
- Information completed on the “Confidential Missing Person Contact” form will be registered and maintained by Public Safety and will be shared with Law Enforcement only for investigative purposes.

What to do if a student should become missing:

- Contact Siena Heights University Public Safety Department immediately at 517.264.7800 (available 24/7/365). Or the Director of Public Safety at 517.264.7194

Siena Heights University Department of Public Safety will work with local law enforcement to investigate all reports of missing residential housed students.
SIENA HEIGHTS UNIVERSITY
PARKING RULES AND REGULATIONS

General Provisions

- The Director of Public Safety is responsible for the enforcement of the Siena Heights University parking rules and regulations.

- The Director may exclude or remove from the campus any vehicle that is: used as an instrument in a crime; mechanically unfit; a threat to public safety; being operated by a person under the influence of intoxicants or drugs; suspected of being stolen or abandoned; has no authorized permit displayed; is persistently in violation of University parking and/or traffic regulations; or as deemed necessary by the Director in order to maintain the law and order on the campus.

- For vehicles removed at the direction of the Director, the owner will be responsible for any charges associated with the removal and retrieval. The University is not liable for any damages that may occur while vehicles are towed or removed from campus.

- Redemption of parking privileges after the privileges have been revoked is subject to a review by the Director prior to reissuance of privileges.

- Non-payment of parking violation fees will result in additional violations and fees assessed, up to loss of parking privileges.
PARKING RULES & REGULATIONS CONT.

Parking Violations

1.1 Parking is prohibited in driveways, on sidewalks, on the grass, in loading zones, along service roads, and/or in restricted or otherwise reserved areas.

1.2 Only University owned vehicles may occupy spaces marked as “maintenance and/or University vehicles only.”

1.3 Vehicles will not double park or take the space for more than one vehicle. The wheels of the vehicle should not touch or cross over the yellow lines defining the parking space. It is the responsibility of the vehicle’s owner to know where the yellow lines are located.

1.4 Parking is prohibited in fire lanes or within fifteen (15) feet of a fire hydrant. All roadways directly in front of any entrance to a building shall be considered a fire lane.

1.5 Parking in a handicap space without the proper state issued parking permit is prohibited. Local law enforcement agencies may be called for enforcement of this violation.

1.6 Parking in a space or lot without the proper parking permit is prohibited.

1.7 Parking on an athletic field or the surrounding area is prohibited.

1.8 Parking in an unlined area or area of the parking lot not designated as a parking space is prohibited.

1.9 Parking for more than 10 minutes in a designated “loading/unloading zone” is prohibited.

1.10 Students, faculty and staff shall not park in spaces designated as “visitor” parking spaces.

1.11 Motorcycles only shall park in spaces designated for motorcycles.

1.12 Blocking a dumpster is prohibited.
PARKING RULES & REGULATIONS CONT.

1.13 Faculty, staff and students are prohibited from parking in the Adrian Dominican Motherhouse lot. Except when specifically noted by the Adrian Dominican Motherhouse mgt.

1.14 Parking in Trinity Gardens is prohibited.

1.15 Overnight parking in the Benincasa lot, Studio Angelico Loop and the Performing Arts lot is prohibited.

1.16 Failure to pay within 10 days 1st offense

1.17 Failure to pay within 10 days 2nd offense

1.18 Failure to pay within 10 days 3rd offense

Parking Violation Fines

Fines will be assessed for all parking violations as issued by a campus public safety officer in the form of a citation placed on the vehicle.

- First Violation $10
- Second Violation $20
- Third Violation $30
- Fourth Violation loss of parking privileges

- The violations will be consecutive for a time period equal to an academic semester.

- Associated towing costs will be the responsibility of the owner of the vehicle.

- Additional violations will be issued for non payment up to loss of parking privileges.

Appeals may be made to the Director of Public Safety in writing.
SIENA HEIGHTS UNIVERSITY
PARKING GUIDELINES

Parking on the Siena Heights University Campus is a privilege, not a right, and is available to persons driving on campus solely under the rules and regulations of the University Parking Policies.

Students, faculty and staff members are expected to be familiar with and abide by University parking and traffic regulations. It is also the responsibility of the campus member to inform their guests and visitors of the rules and regulations.

Violators of the parking rules and regulations are subject to warnings, penalties and appropriate disciplinary and/or administrative action. Violators may be subject to fines, tows and related charges, wheel locks and/or loss of parking privileges.

Siena Heights University assumes no responsibility for the care and/or protection of any vehicle, or its contents at any time it is operated or parked on campus. The University does not have any liability for damage or theft that may occur while parked on University property.

The Director of Public Safety reserves the right to waive certain parking rules and regulations for specific events on campus.

1. Baseball Field
2. Thomas A. Emmet Sr. Tennis Courts
3. Verheyden Performing Arts Center
4. Studio Angelico
5. Benincasa Dining Hall
6. Siena Heights Library
7. Science Building
8. Dominican Hall
9. Ledwidge Hall
10. Archangelus Hall
11. Trinity Gardens
12. Sage Union
13. Sacred Heart Hall
14. Lumen Chapel
15. Christensen Softball Field
16. Fieldhouse
17. Nursing Building
18. Zollar Soccer Field
PARKING RULES & REGULATIONS CONT.

PARKING LOTS

A  DOMINICAN HALL
B  PERFORMING ARTS CENTER (No overnight)
C  BENICASA (No overnight)
D  EAST FIELD HOUSE
E  WEST FIELD HOUSE (motorcycle parking available)
F  SAGE UNION (visitor only)
G  SACRED HEART HALL (handicap and guest only)
H  CAMPUS VILLAGE APT. (village permits only)
I  NURSING BUILDING
Tips for International Students

The Department of Public Safety welcome’s you to Siena Heights University. The professional Public Safety staff is available 24 hours a day at the Ledwidge Hall Information Desk or by phone at 517.263.0731 or “0” from a house phone. Our Public Safety Officers are trained in many aspects of crime prevention and community service. Below are a few important highlights for International Students. Additional safety tips are located in the remaining portions of this Campus Safety Awareness Handbook.

The International Student and the Law

As an international student, you are subject to US laws except those pertaining to immigration, voting rights and citizenship. You are also protected by US laws. Should you come into conflict with the law, the first people to contact are the International Student Advisors. They will let you know whom to contact next – either a lawyer or another responsible adult.

If an international student is accused of a violation of the law, international students (just like US citizens) may not be forced to confess or to give evidence against themselves; they may remain silent and refuse to answer any questions regarding the accusation against them, if they so choose. International students are entitled to have a lawyer to defend them in court, and if they cannot afford to hire a lawyer, they may have one appointed by the court. So, if an international student is arrested for any reason, they do not have to make any statements or answer any questions without legal counsel, i.e. a lawyer.

International students often worry that they will be deported should they come into conflict with the law. In general, they will not be deported for a single misdemeanor or a minor offense, e.g., larceny, disturbing the peace, etc. But if an international student is convicted of a crime involving “moral turpitude” for which he/she is then sentenced to one year or more in confinement, deportation is a real possibility. Charges relating to drug (narcotic drugs or marijuana) addiction, possession and sale fall into this category. Students who violate immigration laws and work illegally in the US may also be subject to deportation.
TIPS FOR INTERNATIONAL STUDENTS CONT.

In addition to violation of the law, international students must consider several other related factors that may affect their immigration status.

If an international student violates the rules of Siena Heights University and are disciplined by suspension or dismissal from the University, they will not have maintained legal status under the immigration laws, and can be deported for that reason. Students cannot be deported for violating a University regulation, but they can be deported for not being students in legal status. Also, sponsored students must keep in mind the regulations of the sponsoring agency. If those regulations are violated, the agency may withdraw financial and/or visa sponsorship. Finally, a student should consider the attitude of his/her home government toward any of his/her actions here, for the home/government is able to withdraw or cancel one’s passport.

While many internationals may expect the US to be the “land of the free”, it is often not long after arrival that sojourners realize this is a country of many rules and regulations. As you will see from the following description of some of the laws that may affect you, the rules and regulations are intended to protect the rights of the individual the basis for our legal system.

U.S. Criminal Sexual Conduct Code

It is important to have an understanding of US law in the Criminal Sexual Conduct Code. Individuals have the right to stop sexual contact at any time. This means that when a person says “no” to any type of sexual contact, it violates the law if the partner attempts to emotionally or verbally coerce or physically force that person into continuing the sexual contact. Violation of the Criminal Sexual Conduct Code ranges from forced rape to improperly (without consent) touching the clothed or unclothed intimate body parts of another person. Violation of these laws can result in a prison or jail term of one to forty years and/or a fine from $3,000 to $40,000. If you become a sexual assault victim, contact the Department of Public Safety.
Alcohol and Tobacco Products

Smoking at Siena is restricted to designated smoking areas. Smoking is generally allowed outdoors, in one’s home, in bars, and in designated smoking sections in some restaurants. If you want to smoke, first look for “no smoking” signs or ask an employee to find out if smoking is allowed. Cigarettes and other tobacco products may not be purchased or used by persons under the age of 18.

Alcohol use in the United States is also regulated by law. In Michigan, alcohol may not be legally purchased or consumed by anyone under the age of 21, and it may not be consumed while in an automobile. Driving while intoxicated is considered a serious crime, punishable by large fines, jail sentences, and the loss of driving privileges. Bartenders and others who serve alcohol (such as hosts of parties) can be held legally responsible if a guest becomes intoxicated and injures another person. It is also a serious crime to offer or provide alcohol to anyone under the age of 21.

Shoplifting

You may find shopping here very different from what you are used to at home. Generally, merchandise is sold “self-service,” and clerks are not close at hand. It is very important when shopping in US stores, especially very large stores, to use a cart or basket provided by the store. Never put a piece of merchandise in your pocket, your purse, or a fold of your clothing. If you do, it may appear to a store employee that you intend to take it without paying for it. In the past, such misunderstandings have led to international students’ arrests by the police on charges of “shoplifting.” Stores often have devices attached to items to prevent shoplifting, and you may sometimes find you are being watched by an employee or a hidden camera. Retail Fraud is a crime, and you can be taken to court, even over a misunderstanding.
Bicycle registration form, please tear out, compete and return to Public Safety.

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<th>ID#</th>
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<th>MAKE</th>
<th>COLORS</th>
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**COMBINATION:** (if one is placed on bike when in bike room)
I understand that the University makes a reasonable attempt to prevent property loss or damage due to theft and mechanical failure, but cannot assume responsibility if they occur. I have provided a cable and lock for my bike and take responsibility for its use. The University reserves the right to sell or donate all bikes left in the Bike Room at the end of the Winter 2005 semester.

Signature

Date
FORMS

Parking permit application, please tear out, complete and return to Public Safety.
CONFIDENTIAL MISSING PERSON NOTIFICATION

By completing this form I am requesting Siena Heights University Department of Public Safety to notify the following individual should I become missing for over 24 hours. I understand that Siena Heights University Department of Public Safety will notify the appropriate law enforcement entity with jurisdiction; this information may be shared with Law Enforcement Officers acting within their duties.

NAME OF CONFIDENTIAL CONTACT Please print legibly and include all formal names and known nicknames

PHONE NUMBERS OF CONFIDENTIAL CONTACT Include all possible numbers that are applicable ie cell, home, work...

ELECTRONIC COMMUNICATION PREFERENCE Include IM, e-mail, and any other electronic medium

For students under the age of 18 years and not legally emancipated, Siena Heights University will also notify a custodial parent or guardian if the student is missing.

______________________________  ________________  ________________  
Signature          Date of Birth       Date of Signature

Return this completed form to Public Safety located at the Welcome Center in Ledwidge Hall
Completing this form is voluntary. Information contained in this form is for Public Safety or Law Enforcement use only and only under the conditions outlined above. Public Safety will register and maintain this information confidentially.

Confidential Missing Person Contact, please tear out, complete and return to Public Safety.
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<tr>
<th>Service</th>
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<tbody>
<tr>
<td>SHU Counseling Services</td>
<td>517.264.7193</td>
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<tr>
<td>SHU Health Clinic</td>
<td>517.264.7190</td>
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<td>Catherine Cobb Domestic Violence and Sexual Assault Program</td>
<td>517.265.6776</td>
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<tr>
<td>Michigan Coalition against Domestic Violence &amp; Sexual Assault</td>
<td>800.874.5936</td>
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<tr>
<td>Health Department of Lenawee County</td>
<td>517.264.5225</td>
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<tr>
<td>Intervention and Suicide Prevention of Lenawee County</td>
<td>800.664.5005</td>
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<tr>
<td>Lenawee County Jail</td>
<td>517.265.4400</td>
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<tr>
<td>Bixby Medical Center (Adrian Campus)</td>
<td>517.265.0900</td>
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<tr>
<td>Crisis Pregnancy Center of Lenawee County</td>
<td>517.263.5701</td>
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<tr>
<td>Central Michigan links to Community services</td>
<td>211</td>
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