



GRCC
GRAND RAPIDS COMMUNITY COLLEGE

2023 ANNUAL SECURITY REPORT

Containing information for the 2023-24 academic year, and includes crime statistics for calendar years 2020-22

- Main/DeVos Campus
- Leslie E. Tassell MTEC Campus
- GRCC Lakeshore Campus
- Patrick A. Thompson MTEC/Careerline Tech Center Campus (Closed 8/2021)
- Midtown Center Campus (Closed 8/2021)



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Table of Contents

Introduction	1
GRCC Police Department	1
GRCC Police Department Hours of Operation.	2
Mutual Assistance and Neighboring Jurisdictions	2
Where to Report a Crime	3
Reporting Procedures	3
Voluntary Confidential Reporting	4
Daily Crime Log	5
Crime Statistics	5
Preparation of the Annual Crime Statistics	5
Definitions of Geography	6
Crime Definitions (Federal/Clery Definitions)	7
Crime Statistics	10
Main/DeVos Campus	10
Leslie E. Tassell MTEC Campus	12
GRCC Lakeshore Campus	14
Patrick A. Thompson MTEC/Careerline Tech Center Campus (Closed August 2021).	16
Midtown Center Campus (Closed August 2021).	18
Notifications	20
Timely Warnings	20
Emergency Notification, Response and Evacuation Procedures	21
Public Safety Advisory.	22
Emergency Response and Evacuation Procedures	23
Fire Drill and Evacuation.	23
Tornado Evacuation	24
Shelters Located in GRCC Buildings	24
Institutional Policies	27
Drug and Alcohol Policy	27
Drug and Alcohol Awareness Programs (students).	32
Drug and Alcohol Awareness Programs (Employees).	33
Drug and Alcohol Resources.	34
Sexual Misconduct Policy	35
Appendix: Michigan Criminal Law Statutes	58
Primary Prevention and Awareness Programs	65
Ongoing Prevention and Awareness Campaigns	66
Title IX Introduction	68
Title IX/Sexual Harassment Policy.	68
Personal Protection Order Process	86
Sex Offender Registry and Access to Related Information.	87
Student and Employee Behavioral Intervention Teams	87
Maintenance of Campus Facilities	87
Security of Campus	87
Building Access	88
Crime Prevention.	88
Crime Prevention and Safety Awareness Programs	88

INTRODUCTION

Grand Rapids Community College (GRCC), the oldest community college in Michigan, established in 1914, has experienced very few serious crimes, and we strive to provide a safe environment for all. GRCC wants all students and employees to take an active role in safety and security. An important part of that process is educating the community about potential hazards and available resources to use when needed.

In 1990, Congress enacted the Crime Awareness and Campus Security Act, which amended the Higher Education Act of 1965. This act requires all post-secondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1991, 1992, 1998, 2000, 2008 and 2013. The 1998 amendments were renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. This act is also known as the Clery Act. In March 2013, President Obama signed the Violence Against Women Reauthorization Act (VAWA). VAWA amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault and stalking; and to include certain policies, procedures and programs pertaining to these incident categories in this report.

While it is impossible to totally isolate ourselves from crime or other threats to our safety, we can take steps to protect ourselves and respond appropriately when faced with danger. We urge those on our Campuses to be aware of their environment and to continually strive to maintain the highest level of safety within our community.

This 2022 Annual Security Report, created by the GRCC Police Department, is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA). The statements contained in this document are derived from the GRCC Clery Act Compliance Policy as well as other campus policies. Once the crime statistics are compiled and the report is complete, the Annual Security Report is placed on our website at grcc.edu/GRCCPolice. Printed copies can be obtained by contacting GRCC Police dispatch at (616) 234-4010 or stopping into our office, located at 25 Lyon St. NE, Grand Rapids. Each year, an email notification is made to all enrolled students, faculty and staff about the availability of the report. Potential students and employees are also notified of the availability of this report via the application process.

This report covers crime statistics and policies for all the Grand Rapids Community College campuses including those in Kent County (Main/DeVos Campus, Leslie E. Tassell MTEC Campus) as well as the GRCC Lakeshore Campus in Ottawa County (Patrick A. Thompson MTEC/Careerline Tech Center Campus and Midtown Center Campus closed August 2021 and were replaced by the GRCC Lakeshore Campus). It should be noted GRCC does not have residential facilities at any campus location.

All policy statements contained in this report apply to all campuses unless otherwise indicated.

GRCC POLICE DEPARTMENT

The GRCC Police Department is a team of professionals with the primary responsibility for safety and security on our campus. All police officers are commissioned under state law through the Michigan Commission on Law Enforcement Standards and have full law enforcement authority and responsibility, in addition to enforcing GRCC policies. GRCC police officers are armed and have the authority to arrest and cite individuals who commit crimes on GRCC property.

GRCC Police is service oriented and tailored to meet the needs of a large urban-centered institution. GRCC police officers investigate all criminal incidents occurring on campus and are responsible for enforcing federal, state and local laws, as well as college policies. They patrol the streets around the campus as they travel between campus buildings, but their jurisdiction to exercise police authority is limited to property that GRCC owns or leases, as well as public property immediately adjacent to GRCC. They also monitor reports from neighboring jurisdictions and will collaborate with local law enforcement to investigate off campus incidents that may pose a threat to our campus community. As a general rule, GRCC Police Department Officers do not patrol the GRCC Lakeshore Campus; see "Reporting Procedures" for more detail.

GRCC contracts with DK Security at the GRCC Lakeshore Campus. DK Security does not have arrest authority and is not armed. They act as an extra set of eyes and monitor GRCC property. They also report any crimes to the Ottawa County Sheriff and the GRCC Police Department.

GRCC POLICE DEPARTMENT HOURS OF OPERATION

The GRCC Police Department is located at 25 Lyon St. NE, at the corner of Lyon Street and Bostwick Avenue, in the heart of the Main Campus. The GRCC Police Department is NOT open 24 hours. When the campus is closed and GRCC Police are not on duty, local police agencies with jurisdictions over the locations are responsible for patrolling and responding to emergencies. The normal hours of operation for the GRCC Police Department are:

- Monday-Thursday: 6 a.m.-11:30 p.m.
- Friday: 6 a.m.-10 p.m.
- Saturday: 7 a.m.-5 p.m.
- Sunday: Closed

Summer and holiday hours vary, so please contact the GRCC Police Department at (616) 234-4010 to inquire. Many visitors and first-time students are unaware of the services GRCC Police provide. The following is a list of some of the services they provide:

- Emergency assistance in the case of injury or severe illness
- Protection of persons and property—officers on foot patrol, police bicycles and the use of fully marked police cars allow flexibility and mobility in patrolling the campus
- Motorist assists—open locked vehicles, jump start dead batteries
- Crime prevention and reporting
- Parking and traffic enforcement
- Safe-Walk escort service to your car, or from building to building
- Maintain the college's lost and found service
- Prepare Clery Communications
- Enforce state and federal law, local ordinances and GRCC policies
- SafeMeds disposal drop box

GRCC Police Department does not patrol GRCC Lakeshore Campus, however GRCC Police does provide Clery communications for the GRCC Lakeshore Campus.

MUTUAL ASSISTANCE AND NEIGHBORING JURISDICTIONS

The GRCC Police Department's ability to operate at this level enables it to provide a sensitive, measured approach to all situations requiring police service. GRCC police officers have a strong working relationship with and work closely with the Grand Rapids Police Department, Kent County Sheriff's Department, Ottawa County Sheriff's Department, Michigan State Police, the Federal Bureau of Investigation and other law enforcement agencies.

GRCC Police Department has written memorandums of understanding, regarding the investigation of alleged criminal offenses, who have jurisdiction over one or more campus location: City of Grand Rapids, City of Grandville, City of Lowell, City of Wyoming, Ottawa County Sheriff's Department and the Michigan State Police. GRCC Police Department does not have a written agreement with the Kent County Sheriff's Department. GRCC Police employees communicate and exchange information with all these agencies on investigations of concern to the GRCC community. GRCC Police participates in monthly meetings with the Kent County Chiefs of Police Association and maintains memberships with the Michigan Association of Chiefs of Police, as well as the Michigan Association of Campus Law Enforcement Administrators and International Association of Campus Law Enforcement Administrators. The GRCC Police Department maintains a Law Enforcement Information Network (LEIN) and a National Law Enforcement Telecommunications Network (NLETS) terminal. Through the use of these systems, police personnel can access database information on criminal histories, nationwide police records, driver and vehicle information, as well as receive important broadcasts on issues such as stolen vehicles, Amber Alerts, wanted persons, severe weather warnings, etc. The GRCC Police Department's use of this system is audited by the Michigan State Police.

Reports received from outside police agencies regarding GRCC students being involved in criminal behavior or violations of the GRCC Student Code of Conduct may be forwarded to the Director of Student Life and Conduct, Title IX Coordinator or the Dean of Student Affairs for internal investigation. College sanctions range from a verbal reprimand to permanent expulsion.

WHERE TO REPORT A CRIME

Reports of crimes and other emergencies on or near campus can be made, during the GRCC Police Department hours of operation, in person at the GRCC Police Department or by telephone. The college also participates with the Silent Observer program, providing a safe and anonymous option to report crimes. The Silent Observer tip line is available 24 hours a day, seven days a week, at (616) 774-2345, text message at CRIMES (274637) keyword TIP138 or toll-free (866) 774-2345. GRCC Lakeshore Campus can report crimes and or other emergencies on or near GRCC Lakeshore Campus to the Ottawa County Sheriff Department either in person or by phone. Ottawa County is a 24-hour, 7 days a week department.

The GRCC Police Department can be reached by telephone in the following ways:

- Dial 4010 from any college phone for non-emergencies
- Dial 4911 from any college phone for emergencies
- Dial (616) 234-4010 from any cell or other non-college phone for non-emergencies
- Dial (616) 234-4911 from any cell or other non-college phone for emergencies
- Use of the one-touch GRCC Police button on any classroom or office phone
- Use any emergency call box on campus, as described below

The Ottawa County Sheriff Department can be reached by telephone in the following ways:

- Dial 911 from any college phone or cell phone for emergencies
- Dial (800) 249-0911 from any college phone or cell phone for non-emergencies

There are seven (7) yellow "Code Blue" emergency pedestals located throughout the Main/DeVos Campus. When activated by pushing the call button, the "Code Blue" pedestals will ring directly into the GRCC Police Department Dispatch office during regular hours of operation and to the Grand Rapids Police Department after the GRCC Police Department is closed. GRCC also maintains 38 emergency call boxes throughout campus. A listing of call box locations can be found at the following web page: grcc.edu/GRCCPolice. All campus elevators have interactive speaker-phones that can be used in an emergency. When the GRCC Police Department is closed, in-progress crimes and emergencies can be reported directly to the appropriate jurisdiction by calling 911.

GRCC Lakeshore Campus does not have any "Code Blue" emergency pedestals or emergency call boxes, call 911 directly.

REPORTING PROCEDURES

GRCC Police Department does everything in its power to fulfill its service-oriented goals. To be successful, the assistance of everyone is needed. Students, employees, visitors and community members are strongly encouraged to accurately and promptly contact the GRCC Police Department at (616) 234-4010 to report criminal activity, including when the victim elects to, or is unable to make such a report, as well as suspicious behavior or other emergencies at the following locations: on campus, on public property running through and immediately adjacent to the campus, in other property that is owned or controlled by GRCC, or near our campuses. Members of the community are helpful when they immediately report crimes or emergencies to the GRCC Police Department and/or the persons listed below. This is necessary for the purpose of making Timely Warning notifications, when deemed necessary for inclusion in the annual statistical disclosures. As an alternative to GRCC Police Department, members of the community may report crimes to the Dean of Student Success, Eric Mullen or designee, at (616) 234-3752, or the Executive Director of Human Resources, Christine Coon or designee, at (616) 234-3972. Victims of sexual discrimination or sexual violence may also report the incident directly to the Title IX coordinator, by calling (616) 234-4999. Grand Rapids Community College encourages accurate and prompt reporting of all crimes to the GRCC Police Department and other appropriate police agencies, even when the victim of a crime elects not to or is unable to make such a report.

Dispatchers are available to take calls for service during our operating hours. Once the details are provided, an officer or officers will be dispatched to the incident location. All victims and witnesses will be interviewed, and any available evidence will be collected. The incident will be documented in an official police report and a complete investigation conducted. This documentation and investigation will allow the GRCC Police Department to identify potential problem areas, provide resources and assistance to victims, refer the accused individual through the student disciplinary system, and, if necessary, prosecute the individual in the appropriate court of law. If the victim does not wish to pursue criminal charges, the information will be used only for accurate crime statistics reporting and the issuance of Timely Warnings, if necessary. No victim will be forced to participate in a criminal investigation. Victims will be provided with information related to the resources available to them both on campus and in the community.

GRCC does allow victims and/or witnesses of crimes to report incidents on a voluntary, confidential basis (this option is explained in more detail later in this report) for inclusion in the annual disclosure of crime statistics. GRCC also employs licensed professional counselors who are not required to disclose information provided to them in the course of counseling, as protected by Michigan State Law. 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. As a matter of policy, the professional counselors are encouraged, if and when it is deemed appropriate, to inform the persons they are counseling of procedures to report crimes on a voluntary confidential basis for inclusion in the annual crime statistics. It should be noted that the Director of the Counseling and Career Development Center is considered to be a Campus Security Authority.

Clery definitions of both "Pastoral and Professional Counselors" are below:

- Pastoral Counselor
An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.
- Professional Counselor
An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

While on any of the Kent County campuses, if a crime, suspicious person or incident, or other emergency situation occurs, contact the GRCC Police Department at (616) 234-4911. If a crime or other emergency needs to be reported at the GRCC Lakeshore Campus in Ottawa County, please dial 911 for an emergency and (800) 249-0911 for non-emergencies. (After the incident has been reported to 911, GRCC Police Dispatch should still be contacted for proper documentation.) Timely reporting of criminal behavior aids the GRCC Police Department in the effort to prevent future crimes from occurring, as well as providing information used to issue Timely Warnings and Emergency Notifications to our campus community. Awareness and input are essential to campus crime prevention.

If an incident occurs off-campus, and GRCC Police Department is notified, the GRCC Police Department will assist in contacting the appropriate law enforcement agency for reporting purposes. The GRCC Police Department prepares written reports of all criminal activity as well as written reports for motor vehicle crashes. Printable copies of incident reports may be obtained by contacting the GRCC Police Department, 25 Lyon Street, NE, or (616) 234-4010. Before receiving a copy of a report, the requester must complete a Freedom of Information Act (FOIA) form, provided upon request at the GRCC Police Department or by following the process outlined on the Freedom of Information Act webpage. Release of names of persons associated with police reports is governed by the Michigan Freedom of Information Act and the Family Education Rights Privacy Act; thus, some information may be redacted if deemed appropriate.

Monitoring and Recording of Criminal Activity by Students at Non-Campus Locations of Recognized Student Organizations

GRCC does not have residential housing or officially recognized student organizations that own or control housing facilities or other property outside of the GRCC core campus.

The GRCC Police Department attempts to monitor the law enforcement agencies adjacent to our campuses, Middle/Early College and regional sites. Should the college become aware of activity that may impact it, the incident may be investigated by GRCC Police Department.

VOLUNTARY CONFIDENTIAL REPORTING

If a victim of a crime does not want to pursue action within the college system or the criminal justice system, the victim may still want to consider making a confidential report. With the victim's permission, the Police Chief or designee of the GRCC Police Department can complete a report with the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of themselves and others. With such information, the college can keep an accurate record of the number and type of incidents involving students, employees and visitors; determine where there may be 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.

Even though the victim's identity can be withheld from a police report, all police reports are considered public records under Michigan State Law. GRCC PD is not able to withhold release of incident reports. If requested, the incident report may have to be released. Victims may wish to report the incident to another Campus Security Authority such as: Title IX Coordinator or Deputy Coordinators, GRCC Licensed Professional Counselors, Coaching Staff or Student Organization Advisor. The Campus Security Authority may withhold the name and many details of the incident, yet provide enough information for the incident to be included in the annual crime statistics.

DAILY CRIME LOG

The purpose of the Daily Crime Log is to record criminal incidents and alleged criminal incidents that are reported to the GRCC Police Department. The Daily Crime Log contains information on the date the crime was reported as well as date and time the crime actually occurred. It also contains the nature of the crime, general locations of the crime, the disposition of the complaint, and the incident number.

The Daily Crime Log is updated within two business days by the GRCC Police Department. The Daily Crime Log may be viewed by visiting, during open hours, the GRCC Police Department on the downtown campus, the front office of the GRCC Lakeshore Campus in Holland and the front office of the Tassell MTEC on Godfrey. The Daily Crime Log is available electronically on the GRCC Police Department website: grcc.edu/GRCCPolice.

Note: GRCC completes one crime log for all GRCC campuses.

CRIME STATISTICS

PREPARATION OF THE ANNUAL CRIME STATISTICS

The information below provides context for the crime statistics reported as part of our compliance with the Clery Act. The Annual Security Report includes crime statistics reported directly to GRCC Police Department and statistics obtained from the following sources: Grand Rapids Police Department, Kent County Sheriff's Department, Michigan State Police, Ottawa County Sheriff's Department, Wyoming Department of Public Safety, and any additional national police agencies, for locations our students travel to for academic or school-related functions, as required under the Clery Act. It should be noted that although GRCC Police Department requests crime information, in writing, from outside jurisdictions, not all police agencies respond with information. Everything we have received, we have included in the Annual Security Report.

A written request for statistical information is made at least on an annual basis to all Campus Security Authorities and to College Deans, Directors and Department Heads. Basic incident information is requested and provided to the GRCC Police Department by the employees at the GRCC Counseling and Career Development Center, even though they are not required under state law to provide information for the compliance document. Our Title IX coordinator also provides statistics to GRCC Police about cases reported directly to that office when the victim(s) chooses to not report the incident to the police.

GRCC's Annual Security Report includes statistics from the previous three years and contains crime data in three separate categories of geography: On-Campus; Non-Campus (buildings or property leased or controlled by GRCC); and on Public Property within or immediately adjacent to and accessible from, the On-Campus locations. Campus Geography is explained in more detail in the next section. It should be noted that GRCC has no residential facilities.

The Clery Act requires campuses to include four general categories of crime statistics:

- Criminal Offenses: Criminal Homicide, including Murder and Non-Negligent Manslaughter, Manslaughter by Negligence; Sexual Assault including: Rape, Fondling, Incest, and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
- Hate Crimes: Any of the above-mentioned offenses, and any incidents of Larceny or Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.
- VAWA Offenses: Any incidents of Domestic Violence, Dating Violence, and Stalking. (Note: Sexual Assault is also a VAWA Offense but it is included in the Criminal Offense category for Clery Act reporting purposes).
- Arrests and Referrals for Disciplinary Action: for Weapon Violations (carrying, possessing, flourishing, etc.), Drug Abuse Violations, and Liquor Law Violations. The term "referred for disciplinary action" in this section means: the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

The statistics are published in accordance with the standards set forth in the FBI Uniform Crime Reporting Handbook and relevant federal and state laws. GRCC also submits the annual crime statistics published in this report to the Department of Education and the information collected can be found on the Department of Education website.

The crime tables show the number of reported incidents in each classification for the preceding three calendar years, broken down under the geography headings, for each campus. If there is a "N/A" indicator, that means we did not own, lease, or control the property indicated for that year. All GRCC Non-Campus locations are covered under the Main Campus table.

Beginning in 2015, campuses were required to report the number of "Unfounded" police reports. In this report, the incidents of Hate Crimes and Unfounded reports are indicated under the respective campus chart in paragraph form. Once compiled, the Annual Security Report is written and placed on our website: grcc.edu/GRCCPolice. Printed copies can be obtained by stopping into the GRCC Police Department office, located at 25 Lyon St. NE, Grand Rapids. Each year, an email notification is made to all enrolled students, faculty and staff about the availability of the report. Potential students and employees are also notified via the application process.

DEFINITIONS OF GEOGRAPHY

On-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 (GRCC does not have residence halls); and any building or property that is within or reasonably contiguous to the identified area of this definition that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

In an effort to help further define an "On-Campus" location, the following information is used: The location provides classes in an organized program of study, and has at least one person on-site acting in an administrative capacity. GRCC has on-campus locations in both Kent and Ottawa counties. In communication and publications from GRCC, these campuses are often grouped into either the Kent County Campus or Ottawa County Lakeshore Campus. The breakdown is:

Kent County:

- Main/DeVos Campus
- Leslie E. Tassell MTEC Campus

Ottawa County Lakeshore:

- GRCC Lakeshore Campus
- Patrick A. Thompson MTEC/Careerline Tech Center Campus (Closed August 2021)
- Midtown Center Campus (Closed August 2021)

Non-Campus Building or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes is frequently used by students, and is not in the same reasonably contiguous geographic area of the institution. All Non-Campus crimes are reported under the Main/DeVos Campus crime statistics chart. Although many locations are included in this category, the following is a sample of what is included:

- Regional Sites at area high schools, such as: Rockford and Caledonia.
- Middle College sites at area high schools, such as Cedar Springs, East Kentwood, Kenowa Hills, Kent ISD, Launch U, Ottawa Hills, Wyoming, etc.
- Hotels used by athletics teams and student organizations when they travel for more than one night or use the same location every year.
- Locations used by athletic teams for games or practices, as well as for academic courses taught in off-site locations, such as Sullivan and Belknap Park Ball Fields, and Chief Noonday Camp and Outdoor Center, etc.

Public Property

All public property, including: thoroughfares, streets, sidewalks and parking facilities that are within the campus or immediately adjacent to and accessible from the campus. The GRCC crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries. Public Property refers to property owned by a government entity such as a city or state government. The crimes occurring in parking structures owned by GRCC are included in the on-campus crime statistics.

CRIME DEFINITIONS (FEDERAL/CLERY DEFINITIONS)

Listed in Alphabetical Order, Not Clery Hierarchy Order.

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 usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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.

Burglary

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

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 determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- 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.

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.

Disciplinary Referrals (Referred for Disciplinary Action)

The referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

Domestic Violence

A felony or misdemeanor crime of violence committed by any of the following individuals:

1. A current or former spouse or intimate partner of the victim; or
2. A person with whom the victim has a child in common; or
3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
4. A person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or
5. 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.

Drug Abuse (Law) Violations

Violations 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 relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroine and codeine), marijuana; synthetic narcotics (Demerol and Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Hate Crimes

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The following eight categories are reported: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin or Disability. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. Crimes that are classified under this definition include all listed Clery Reportable Crimes plus: larceny/theft, simple assault, intimidation, destruction, vandalism and/or damage. Weapon, drug law and liquor law violations are not included in hate crime data.

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.

Larceny/Theft

The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. The constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

Liquor Law Violations

The violation of state or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession of alcoholic beverages; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor; using a vehicle for illegal transportation of liquor; open alcohol in a motor vehicle; consumption of alcohol in public; and other related offenses. Driving under the influence of alcohol is not included in this definition.

Motor Vehicle Theft

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

Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence

The killing of another person through gross negligence.

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.



Sexual Assault (Sex Offenses)

Sexual assault means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- 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 consent of the victim. This offense includes the rape of both males and females.
- Fondling: The touching of the private 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 or her age or because of his or her temporary or permanent mental incapacity.
- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: A non-forcible sexual intercourse with a person who is under the statutory age of consent (which is 16 in the State of Michigan).

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.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- Reasonable person means a 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.

Weapon Law Violations

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. This classification encompasses weapons offenses that are regulatory in nature.



CRIME STATISTICS
MAIN/DEVOS CAMPUS

Main/DeVos Campus Criminal Offenses Reporting Table

Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Manslaughter by Negligence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Rape	2020	0	0	0
	2021	0	0	0
	2022	1	0	0
Fondling	2020	0	0	0
	2021	0	0	0
	2022	3	0	0
Incest	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Statutory Rape	2020	22*	0	0
	2021	0	0	0
	2022	0	0	0
Robbery	2020	0	0	1
	2021	0	0	0
	2022	0	0	0
Aggravated Assault	2020	0	0	0
	2021	4	0	1
	2022	1	0	0
Burglary	2020	1	0	0
	2021	0	0	0
	2022	5	0	0
Motor Vehicle Theft	2020	0	0	0
	2021	0	0	1
	2022	0	1	0
Arson	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

*Same offender and victim over a course of a year. The victim was under the age of consent. Incidents had different dates and times. Suspect is being charged with Criminal Sexual Conduct 3rd degree.

Hate Crime: There were no reported hate crimes on Main/DeVos Campus in 2020, 2021 and 2022.

Unfounded Incidents: There were no unfounded reports on the Main/Devos campus in 2020, 2021 or 2022.

Main/DeVos Campus VAWA Offenses Reporting Table

Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2020	0	0	0
	2021	0	0	1
	2022	2	0	0
Dating Violence	2020	0	0	0
	2021	0	0	0
	2022	1	0	0
Stalking	2020	3	0	0
	2021	2	0	0
	2022	5	0	0

Main/DeVos Campus Arrests and Disciplinary Referrals Reporting Table

Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons (Carrying, Possessing, etc.)	2020	0	0	1
	2021	0	0	0
	2022	0	0	0
Disciplinary Referrals (Weapons: Carrying, Possessing, etc.)	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Arrests: Drug Abuse/Law Violations	2020	0	0	0
	2021	0	1	0
	2022	0	0	0
Disciplinary Referrals: Drug Abuse/Law Violations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Arrests: Liquor Law Violations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Disciplinary Referrals: Liquor Law Violations	2020	22*	0	0
	2021	0	0	0
	2022	1	0	0

*Same Offender over a course of a year, providing alcohol to a minor. Incidents occurred on different dates and times.

LESLIE E. TASSELL MTEC CAMPUS

Leslie E. Tassell MTEC Campus Criminal Offenses Reporting Table

Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	2020	0	NA	0
	2021	0	NA	0
	2022	0	NA	0
Manslaughter by Negligence	2020	0	NA	0
	2021	0	NA	0
	2022	0	NA	0
Rape	2020	0	NA	0
	2021	0	NA	0
	2022	0	NA	0
Fondling	2020	0	NA	0
	2021	0	NA	0
	2022	0	NA	0
Incest	2020	0	NA	0
	2021	0	NA	0
	2022	0	NA	0
Statutory Rape	2020	0	NA	0
	2021	0	NA	0
	2022	0	NA	0
Robbery	2020	0	NA	0
	2021	0	NA	0
	2022	0	NA	0
Aggravated Assault	2020	0	NA	0
	2021	0	NA	0
	2022	0	NA	0
Burglary	2020	0	NA	0
	2021	0	NA	0
	2022	0	NA	0
Motor Vehicle Theft	2020	1	NA	0
	2021	0	NA	0
	2022	0	NA	0
Arson	2020	0	NA	0
	2021	0	NA	0
	2022	1	NA	0

Hate Crime: There were no reported hate crimes on the Leslie E. Tassell MTEC Campus in 2020, 2021 or 2022.

Unfounded Incidents: There were no unfounded reports on the Leslie E. Tassell MTEC Campus in 2020, 2021 or 2022.

Leslie E. Tassell MTEC Campus VAWA Offenses Reporting Table

Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2020	0	NA	0
	2021	0	NA	0
	2022	0	NA	0
Dating Violence	2020	0	NA	0
	2021	0	NA	0
	2022	0	NA	0
Stalking	2020	0	NA	0
	2021	1	NA	0
	2022	0	NA	0

Leslie E. Tassell MTEC Campus Arrests and Disciplinary Referrals Reporting Table

Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons (Carrying, Possessing, etc.)	2020	0	NA	0
	2021	0	NA	0
	2022	0	NA	0
Disciplinary Referrals (Weapons: Carrying, Possessing, etc.)	2020	0	NA	0
	2021	0	NA	0
	2022	0	NA	0
Arrests: Drug Abuse/Law Violations	2020	0	NA	0
	2021	0	NA	0
	2022	0	NA	0
Disciplinary Referrals: Drug Abuse/Law Violations	2020	0	NA	0
	2021	0	NA	0
	2022	1	NA	0
Arrests: Liquor Law Violations	2020	0	NA	0
	2021	0	NA	0
	2022	0	NA	0
Disciplinary Referrals: Liquor Law Violations	2020	0	NA	0
	2021	0	NA	0
	2022	0	NA	0

GRCC LAKESHORE CAMPUS

GRCC Lakeshore Campus Criminal Offenses Reporting Table

Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0
Manslaughter by Negligence	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0
Rape	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0
Fondling	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0
Incest	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0
Statutory Rape	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0
Robbery	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0
Aggravated Assault	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0
Burglary	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0
Motor Vehicle Theft	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0
Arson	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0

Hate Crime: There were no reported hate crimes on the GRCC Lakeshore Campus in 2022.

Unfounded Incidents: There were no unfounded reports on the GRCC Lakeshore Campus in 2022.

GRCC Lakeshore Campus VAWA Offenses Reporting Table

		Geographic Locations		
Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0
Dating Violence	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0
Stalking	2020	NA	NA	NA
	2021	0	NA	0
	2022	1	NA	0

GRCC Lakeshore Campus Arrests and Disciplinary Referrals Reporting Table

		Geographic Locations		
Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons (Carrying, Possessing, etc.)	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0
Disciplinary Referrals (Weapons: Carrying, Possessing, etc.)	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0
Arrests: Drug Abuse/Law Violations	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0
Disciplinary Referrals: Drug Abuse/Law Violations	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0
Arrests: Liquor Law Violations	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0
Disciplinary Referrals: Liquor Law Violations	2020	NA	NA	NA
	2021	0	NA	0
	2022	0	NA	0

PATRICK A. THOMPSON MTEC/CAREERLINE TECH CENTER CAMPUS (CLOSED AUGUST 2021)

**Patrick A. Thompson MTEC/Careerline Tech Center Campus Criminal Offenses Reporting Table
(Closed August 2021)**

Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Manslaughter by Negligence	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Rape	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Fondling	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Incest	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Statutory Rape	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Robbery	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Aggravated Assault	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Burglary	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Motor Vehicle Theft	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Arson	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA

Hate Crime: There were no reported hate crimes on the Patrick A. Thompson MTEC/Careerline Tech Campus in 2020, 2021 or 2022.

Unfounded Incidents: There were no unfounded reports on the Patrick A. Thompson MTEC/Careerline Tech Campus in 2020, 2021 or 2022.

Patrick A. Thompson MTEC/Careerline Tech Center Campus VAWA Offenses Reporting Table (Closed August 2021)

Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2020	0	0	0
	2021	0	0	0
	2022	NA	NA	NA
Dating Violence	2020	0	0	0
	2021	0	0	0
	2022	NA	NA	NA
Stalking	2020	0	0	0
	2021	0	0	0
	2022	NA	NA	NA

Patrick A. Thompson MTEC/Careerline Tech Center Campus Arrests and Disciplinary Referrals Reporting Table (Closed August 2021)

Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons (Carrying, Possessing, etc.)	2020	0	0	0
	2021	0	0	0
	2022	NA	NA	NA
Disciplinary Referrals (Weapons: Carrying, Possessing, etc.)	2020	0	0	0
	2021	0	0	0
	2022	NA	NA	NA
Arrests: Drug Abuse/Law Violations	2020	0	0	0
	2021	0	0	0
	2022	NA	NA	NA
Disciplinary Referrals: Drug Abuse/Law Violations	2020	0	0	0
	2021	0	0	0
	2022	NA	NA	NA
Arrests: Liquor Law Violations	2020	0	0	0
	2021	0	0	0
	2022	NA	NA	NA
Disciplinary Referrals: Liquor Law Violations	2020	0	0	0
	2021	0	0	0
	2022	NA	NA	NA

MIDTOWN CENTER CAMPUS (CLOSED AUGUST 2021)

Midtown Center Campus Criminal Offenses Reporting Table (Closed August 2021)

Offense	Year	Geographic Locations		
		On-Campus Property	Non-Campus Property	Public Property
Murder/Non-negligent Manslaughter	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Manslaughter by Negligence	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Rape	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Fondling	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Incest	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Statutory Rape	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Robbery	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Aggravated Assault	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Burglary	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Motor Vehicle Theft	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Arson	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA

Hate Crime: There were no reported hate crimes on the Midtown Center Campus in 2020, 2021 or 2022.

Unfounded Incidents: There were no unfounded reports on the Midtown Center Campus in 2020, 2021 or 2022.

Midtown Center Campus VAWA Offenses Reporting Table (Closed August 2021)

		Geographic Locations		
Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Dating Violence	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Stalking	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA

Midtown Center Campus Arrests and Disciplinary Referrals Reporting Table (Closed August 2021)

		Geographic Locations		
Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons (Carrying, Possessing, etc.)	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Disciplinary Referrals (Weapons: Carrying, Possessing, etc.)	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Arrests: Drug Abuse/Law Violations	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Disciplinary Referrals: Drug Abuse/Law Violations	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Arrests: Liquor Law Violations	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA
Disciplinary Referrals: Liquor Law Violations	2020	0	NA	0
	2021	0	NA	0
	2022	NA	NA	NA

NOTIFICATIONS

TIMELY WARNINGS

Timely Warning Notices are notices which will be distributed as soon as pertinent information is available to the campus community in a manner that is timely, withholds the names of victims as confidential, and will aid in the prevention of similar occurrences. In the event a crime is reported, within GRCC's Clery geography (see definitions in geography section) that, in the judgment of the GRCC Chief of Police (or designee) and in consultation with responsible authorities when time permits, represents a serious or continuing threat to students or employees, a campus wide "Timely Warning" notice will be issued. Incidents are considered on a case-by-case basis in light of all the known facts surrounding the crime, including: the nature of the crime, continuing danger to the community, and the possible risk of compromising law enforcement efforts. Timely Warnings are not limited to violent crime. Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger GRCC community).
- Robbery involving force or violence (cases including pickpocketing 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).
- A string of Burglaries or Motor Vehicle Thefts that occur in reasonably close proximity to one another.
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the victim, or designee). 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. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incidents of Arson
- Other Clery crimes as determined necessary by the GRCC Chief of Police, or his or her designee in his or her absence.

The decision to issue a Timely Warning is made by the GRCC Chief of Police or designee. Once the decision is made to issue a Timely Warning, the message will be drafted by the Police Chief or designee and sent to the Executive Director of Operational Planning or the Director of Communications for distribution to the campus community.

GRCC uses multiple resources to collect information that may necessitate a Timely Warning. Information obtained directly at the GRCC Police Department, or while monitoring local police radio transmissions, as well as police incident reports sent to us by our neighboring jurisdictions, provide the information we need to determine if there is a threat to our campus community requiring a Timely Warning. The GRCC representatives in the following roles will be the primary contacts for criminal or safety related concerns at the corresponding sites:

- Executive Director of Lakeshore Campus - GRCC Lakeshore Campus
- Dean of Strategic Outreach - Regional Sites
- Director of High School Partnerships-Early Middle College and Concurrent Enrollment

The dean or director then notifies GRCC Police for the issuance of a Timely Warning. The primary method of communicating a TWN will be through the GRCC RAVE system utilizing email for complete details. If there is an immediate need to notify members of the campus community the text messaging function will also be used with basic information and directing individuals to their email for additional information. In an effort to notify visitors to our campus, the TWN will be posted on internal digital signs. In extenuating cases other possible methods of communication may include any of the following: home or mobile phone calls (RAVE System), a banner on the GRCC website homepage or posted under "recent alerts" on the GRCC Police website, EPAS, public address system, face to face communication, the use of social media and use of local news media.

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

EMERGENCY NOTIFICATION, RESPONSE AND EVACUATION PROCEDURES

Grand Rapids Community College has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

Individuals can report emergencies occurring at GRCC by calling 911 or 4911 from any college campus phone.

In the event of an emergency, GRCC will initiate and provide, without delay, immediately notify the appropriate segment(s) of the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or visitors. If an emergency affects our On-Campus locations, GRCC Police Officers, in conjunction with other college administrators, local first responders, Health Department and/or the National Weather Service, will be responsible for confirming the significance, danger level, and immediate threat to the safety and security of the college community. In the event of an emergency affecting a separate campus, the local police jurisdiction or on-scene administrative staff will be responsible for confirming the threat or danger level and notifying GRCC Police Department, at which time the notification procedures will be followed.

Upon confirmation of the threat or danger, as required by the Higher Education Opportunity Act (Public Law 110-315), GRCC 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 a notification will, in the professional judgment of the responsible authorities (GRCC police chief or designee, local police responders, etc.), compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The methods for sending the notification may include all or some of the following: email, text messaging, and posting on the GRCC website via the RAVE system, emergency phone alert system (EPAS), public address system, GRCC website, use of the digital signs located throughout college buildings, posted notices in buildings, fire alarm activation, and/or contacting local television news outlets, social media, and face-to-face communication may be used if necessary. The Chief of Police, the Executive Director of Operational Planning, the Director of Communications, or available designees will be responsible for writing and sending the notification. In the message, students, employees and visitors will be given instructions and directed to a safe location if known. In some cases, messages may be limited to certain segments of the campus, depending on the nature of the emergency. It is the responsibility of the Chief of Police, the Executive Director of Operational Planning, Vice President of Finance and Administration, or available designees to determine if the entire campus or a portion of the campus will receive the notification. (For example, if there is a gas leak in one building, the notification may be limited to that one building.) The entire campus will be notified when there is at least a potential that a very large segment of the college community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. Each emergency situation will be continually assessed with additional messages going out as necessary. Follow up messaging will be distributed using the same methods as the original emergency notification, except the use of a fire alarm.

Due to the multiple types of notification systems, several sources will be used to distribute the information. Depending on the situation, the police dispatcher or designee could initiate the EPAS system, while other designated persons send messages via the RAVE system, which could send email, text, and text-to-voice phone calls simultaneously and post to the GRCC website. The GRCC Rave system is auto-populated nightly with current student and employee contact information. If someone elects against receiving Emergency Notifications and Timely Warnings from the college, he or she would need to contact the Chief of Police or Executive Director of Operational Planning in writing to be removed from the system. Others wishing to receive GRCC RAVE communication, including community members, may opt in to the program by providing their email address and/or phone numbers to the Chief of Police, Rebecca Whitman, rwhitman@grcc.edu, or the Executive Director of Operational Planning, Victoria Janowiak, vjanowia@grcc.edu. When necessary, GRCC will notify area news media to assist in notifying the larger community of any threat to the safety of those in the surrounding area. The larger community can also access emergency information via the GRCC homepage and/or social media.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a Timely Warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

GRCC Police Department process for the Main/DeVos and Tassell MTEC Campuses:

- Dispatcher will receive the call.
- Police officer(s) will respond to the reported incident.
- Police officer(s) will evaluate the incident to determine danger and threat level.
- Highest ranking police employee will be notified.
- If appropriate, the Emergency Notification process will be initiated.
- Instructions as to where to go, what to do, etc. will be provided.
- If appropriate, the Emergency Management Team will be convened.
- Regular updates and notifications will be sent in the same and/or additional methods as the original emergency notification.

GRCC Lakeshore Campus:

- Local jurisdiction dispatcher will receive the call.
- Local police officer(s) will respond to the reported incident.
- Local police officer(s) will evaluate the incident to determine danger and threat level.
- Once GRCC is notified, either by the local jurisdiction or other GRCC employees, the highest-ranking police employee will be notified.
- If appropriate, the Emergency Notification process will be initiated.
- Instructions as to where to go, what to do, etc. will be provided.
- If appropriate, the Emergency Management Team will be convened.
- Regular updates and notifications will be sent in the same and/or additional methods as the original emergency notification.

PUBLIC SAFETY ADVISORY

GRCC may issue a Public Safety Advisory (PSA), when serious or significant crimes occur outside of our Clery reportable geography, or for the non-Clery reportable crimes on campus as well as other situations that may impact our campus community. The decision to issue a PSA is made by the GRCC Police Chief or designee. The advisory will be issued via email and/or text messaging by the Director of Communications or designee.



EMERGENCY RESPONSE AND EVACUATION PROCEDURES

GRCC maintains an Emergency Response Plan that outlines responsibilities of campus departments during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular departments or positions. The current emergency response plan can be found by visiting the GRCC Police Department website, under resources. Specific college departments are responsible for developing emergency response and business continuity plans for their areas and staff. The Emergency Management Team provides resources and guidance for the development of these plans.

In conjunction with other emergency agencies, GRCC conducts tests of the Emergency Response Procedures throughout the academic year. These tests are designed to evaluate specific segments of our emergency response plan. Tests and drills may be announced or unannounced, and may involve the entire campus, or focus on smaller areas. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

The campus publicizes a summary of the emergency response and evacuation procedures 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.

Emergency Evacuation Procedures

The emergency evacuation procedures are tested once a year. 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. The GRCC Police Department does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected 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 both cases, GRCC Police Department staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Also, an emergency procedure reference document and evacuation route map are posted in all classrooms and meeting spaces in college owned buildings. These documents should be reviewed at the beginning of each semester by students and employees.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At GRCC 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.

FIRE DRILL AND EVACUATION

Prior to the start of the academic school year, GRCC is required to train all its instructional staff on fire and emergency evacuation procedures in order to comply with the Michigan Fire Code. As required, documentation is then sent to the State Fire Marshal. If the audible and visible fire alarms are activated, everyone must evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify GRCC Police at (616) 234-4911 or dial 911. Never assume the alarm is false. To assist students in evacuating classrooms and directing them to safety, faculty are asked to take a few minutes during the first day or two of classes to identify and review the following:

- The Fire Drill Procedures, Emergency Procedures document and evacuation maps that are located in each classroom.
- The location of exits and students' responsibilities in case of emergencies.
- Exits and "Areas of Rescue Assistance" that are near classrooms.
- Students who can assist those in need in getting to the "Areas of Rescue Assistance" on floors that do not directly exit to the outside.

During an emergency, or when the emergency alarm is activated:

- Remain calm.
- DO NOT USE THE ELEVATORS, use the stairs.
- After checking the door frame for heat, close windows before exiting the room and close the doors upon leaving the room.
- Assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform GRCC Police or the responding Fire Dept. of the individual's location.
- Exit and take your class across the street from the building and wait until the "ALL CLEAR" is given by GRCC police officers. DO NOT STAND ON PEDESTRIAN WALKWAYS OR BLOCK EXITS.
- Make sure all personnel are out of the building.
- Do not re-enter the building.
- Missing or injured students or employees should be reported immediately, verbally or in writing, to the GRCC Police Department at 25 Lyon St., (616) 234-4010.

TORNADO EVACUATION

A tornado warning is an alert issued by national weather forecasting agencies to warn the public that severe thunderstorms with tornadoes are imminent or occurring. It can be issued after a tornado or funnel cloud has been spotted by the public, storm chasers, emergency management or law enforcement, or, more commonly, if there are radar indications of tornado formation. A tornado watch is issued when weather conditions are favorable for the development of severe thunderstorms that are capable of producing tornadoes. A tornado watch therefore, implies that it is also a severe thunderstorm watch. In the case of a severe weather emergency, the goal of Grand Rapids Community College employees is to minimize physical injury and increase the possibility of survival. We can meet this goal by familiarizing ourselves and our students with the Tornado Evacuation Procedures. Moving persons from higher floors to lower, windowless areas of GRCC buildings can enhance chances for survival. Each building has its own evacuation routes and emergency procedures posted in classrooms and public meeting spaces.

Individuals with mobility impairments should immediately report to alternative shelter areas, avoiding the use of the elevators. Small, interior and windowless rooms, such as restrooms or corridor areas, may be used. Avoid windows, parking ramps, catwalks or pedestrian walkways.

The Kent County and Ottawa County community warning sirens will be activated upon the issuance of a tornado warning. When classes or activities exist on GRCC campuses, GRCC will respond when the sirens sound, regardless of news and social media information on location and path of possible danger. If the sirens sound, we expect all students and employees to evacuate to the nearest shelter locations. GRCC will follow the process outlined in the Emergency Notification Procedure to notify the campus community of a tornado warning. GRCC Police Department also monitors the National Weather Service to better prepare for the possibility of a weather emergency. Faculty members should inform students of the tornado warning, turn off the lights, take the class roster with them, close the doors, and direct students to the appropriate shelter area. Following the "All Clear" signal, college staff should report the names of injured persons to the GRCC Police Department at 25 Lyon St., or by calling (616) 234-4010.

Due to Grand Rapids Community College's large service area, and the fact that we are a commuter campus with no residential halls, GRCC will not send severe weather messaging to staff and students when the campus is closed.

SHELTERS LOCATED IN GRCC BUILDINGS

Building	Floor and/or Rooms
Administration Building	<ul style="list-style-type: none">• Basement shelter
Albert P. Smith Music Center	<ul style="list-style-type: none">• Any first floor practice room• Studios 1 (room 138), 2 (room 137), and 3 (room 134)• Rooms 101, 113, 116 and 136
Calkins Science Center	<ul style="list-style-type: none">• First-floor: Rooms 105, 106, 118, 122, 123, 125, 127, 133, 138 and 139• Second floor: Rooms 228, 232, 241, 242 and 243
College Park Plaza	<ul style="list-style-type: none">• Basement-mechanical room through door #110
Custer Alumni House	<ul style="list-style-type: none">• Basement

Building	Floor and/or Rooms
Gerald R. Ford Fieldhouse	<ul style="list-style-type: none"> • Lower level arena side: Locker rooms 102,105,106,107, 108 and men's restroom • Lower level pool side: Free-weight corridor • First floor: Restrooms, Room 212 and North corridor between gym and pool
GRCC Lakeshore Campus	<ul style="list-style-type: none"> • Rooms 102, 112, 129 and 131
Learning Center Building	<ul style="list-style-type: none"> • First floor: Rooms 123 and 140
Leslie E. Tassell MTEC Campus	<ul style="list-style-type: none"> • First floor: Restrooms located on the south side of the building near rooms 103 and 124, exit hallway located near room 110, and room 155 located in the welding lab
Peter and Pat Cook Academic Hall	<ul style="list-style-type: none"> • Rooms 112 and 114 • Restrooms and windowless offices, hallways and interior rooms or classrooms in G-1 and G-2 Raleigh J. Finkelstein Hall (formerly Main Building), specifically room numbers 3, 8A, 8B and 14 (paint shop).
Phyllis Fratzke Early Childhood Learning Laboratory	<ul style="list-style-type: none"> • Mudrooms/sleep rooms adjacent to classrooms • Adult restrooms
Raleigh J. Finkelstein Hall and Bostwick Office Suites	<ul style="list-style-type: none"> • Restrooms and windowless offices or classrooms in G-1 and G-2 Raleigh J. Finkelstein Hall. • Hallways and interior rooms in G-1 and G-2 Raleigh J. Finkelstein Hall, specifically rooms 3, 8A, 8B and 14 (paint shop)
Sneden Hall	<ul style="list-style-type: none"> • Sneden Café (room 111) and the hallway to the north leading toward room 115, between the Café and IT offices, and Room 115
Spectrum Theater	<ul style="list-style-type: none"> • Main floor: Green Room (room 112) and hallway • Lower and basement level: All rooms
Stewart Edward White Hall	<ul style="list-style-type: none"> • Lower level, basement, near lobby of the Criminal Justice offices
Steven C. Ender Hall	<ul style="list-style-type: none"> • Basement
Student Community Center	<ul style="list-style-type: none"> • First floor: Restrooms, east hallway, room 25a, and the inner offices of Student Life, rooms 20, 22 and 23 • Second floor: Multipurpose Room (rooms 234A and 234B)
Wisner-Bottrall Applied Technology Center	<ul style="list-style-type: none"> • First floor: Rooms 139-152 (excluding 142B and 149) and adjoining corridor, all banquet rooms • Second floor: Rooms 214, 221, 224, 242, 244 and 247

Shelter-in-Place Procedures: What it Means to "Shelter-in-Place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic "Shelter-in-Place" Guidance

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 College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to "Shelter-in-Place"

A shelter-in-place notification may come from several sources, GRCC Police Department, other College employees, Local PD, or other authorities utilizing the College'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:

1. 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.
2. 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 may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters and fans.
5. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (hall staff, faculty or other staff) to call the list into GRCC Police so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

The Kent County community warning sirens are tested at noon on the first Friday of each month from April through October. Ottawa County emergency sirens are tested on the first Friday of each month at noon from March through November. These tests will not necessitate evacuation.



INSTITUTIONAL POLICIES

DRUG AND ALCOHOL POLICY

I. Policy Section:

6.0 Human Resources

II. Policy Subsection:

6.24 Drug and Alcohol Policy

III. Policy Statement

Grand Rapids Community College is committed to the elimination of drug and/or alcohol abuse in the workplace and in all learning environments. Grand Rapids Community College prohibits the unlawful possession, use, and sale of alcoholic beverages and illegal drugs on campus. GRCC Police are responsible for enforcement of all City, State, and Federal laws relating to drug and alcohol possession, use, sale or distribution.

In compliance with the Drug-Free Workplace Act (41 U.S.C. 701) and the Drug Free Schools and Communities Act (20 U.S.C. 1145g), the lawful or unlawful manufacture, distribution, dispensation, possession, use or sale of a controlled substance, marijuana in any form or alcohol on property owned or controlled by the college or as part of any college-sponsored program off-campus is strictly prohibited, unless specifically permitted for work-related social, educational purposes, or non-work time on campus at our Fountain Hill Brewery and Heritage Restaurant. Violation of this policy constitutes grounds for disciplinary action up to and including termination of employment. For students, disciplinary consequences are set forth in the Student Code of Conduct.

IV. Reason for Policy

Drug and alcohol use or abuse may pose a threat to the health and safety of Grand Rapids Community College students, staff and community members, and to the security of our equipment and facilities. The risks associated with the use or abuse of drugs or alcohol are numerous. These include physical and mental impairment, as well as effects on professional and personal lives. Use or abuse of drugs, including marijuana in any form, or alcohol can negatively impact job or academic performance and attendance and can jeopardize continued employment or status as a student or volunteer. This policy is designed to maintain a drug-free work and learning environment and to comply with the requirements of local, state and federal laws.

V. Entities Affected by this Policy

Persons covered by this policy include employees, students, applicants for employment, persons engaged on the premises of the college as independent contractors, volunteers, vendors and persons participating in or attending college-sponsored programs.

VI. Who Should Read This Policy

All Employees
Applicants for employment
Board of Trustee members
Students
Volunteers
Guests

VII. Related Documents

Drug-Free Workplace Act
Drug Free Schools and Communities Act
Drug and Alcohol Abuse Prevention Program (DAAPP)
Drug and Alcohol Biennial Review Document
Employee Agreement to Submit to Medical Review
Student Code of Conduct
GRCC Conflict of Interest Policy
Administrator Code of Ethics
APSS Code of Ethics
Faculty Code of Ethics
Monitoring System
Misconduct Policy

VIII. Contacts

Policy Owner: Executive Director of Human Resources
GRCC Chief of Police
Director of Student Life and Conduct

IX. Definitions

A. Covered substances: This policy covers the following substances:

1. Alcohol in any form.
2. Controlled or illegal drugs or substances (including but not limited to hallucinogens, barbiturates, depressants, stimulants, cannabinoids, opioids, club drugs, dissociative drugs and any other compounds or drugs whose use, possession, or transfer is restricted or prohibited by law).
3. Marijuana in any form.
4. Any substance that influences a person in a way that jeopardizes the safety of the person or other persons or hinders the person's ability or any other person's ability to perform work responsibilities. This includes synthetic drugs.

B. Employee: Includes any person who receives compensation from the college and who belongs to one of the following groups: faculty, CEBA, APSS, GRCC Police, Meet and Confer employees, contingency, adjunct employees, and student employees.

C. Student: The term "student" includes persons who have been issued a student number at Grand Rapids Community College and are: currently enrolled, or admitted and show intent to enroll, or withdrawn from a specific course or the college after allegedly violating the Student Code.

D. Exceptions:

1. Medications, with the exception of medical marijuana, prescribed by any person licensed to prescribe or dispense controlled substances: Drugs used in accordance with their instructions for medicinal purposes are not prohibited unless they cause drowsiness, or other side effects that may impair a person's ability to perform responsibilities properly and safely. If a person feels that the side effects of prescription medication may jeopardize his or her ability to perform responsibilities safely, the person shall consult with his or her supervisor. The supervisor shall consult with Human Resources to determine whether temporary placement in another position is necessary.

2. Possession and use of any marijuana on college property is explicitly prohibited. Legal marijuana use off-campus is not prohibited unless it causes drowsiness or other side effects that may impair a student, employee or volunteer's ability to perform responsibilities or participate in the educational programs of the college properly and safely.

3. Use of alcohol on campus or during work time (wherever the work is located) is only permitted for work-related social, educational purposes, or non-work time on campus at our Fountain Hill Brewery and Heritage Restaurant.

X. Procedures

A. Recognition of symptoms of drug or alcohol use or abuse:

GRCC believes it is the responsibility of all employees and students to report prohibited use or abuse of drugs and alcohol. Reports can be made to a supervisor, the Student Conduct Office, Human Resources, GRCC Police, General Counsel or the Ethics Hotline.

When a supervisor observes or is made aware of work performance or behavior signs that could affect the safety of the individual or others, Human Resources must be contacted to determine the appropriate course of action.

One or more of the following signs, which could indicate substance use or abuse and are cause for concern, should be reported.

1. Changes in temperament, speech pattern, or coherence.
2. Changes in the physical condition, energy level, or appearance.
3. Trouble in concentrating on assignments.
4. Increase in absences.
5. Increase in errors of judgment or mistakes.
6. Changes in quality or quantity of work.

B. Actions to be taken for suspected use or abuse by employees:

If an employee is suspected of violating this policy or any other related policies, the college will initiate an investigation through Human Resources to determine the appropriate course of action.

The Executive Director of Human Resources (or designee) may meet with the employee and request that the employee submit to a laboratory drug screen, which will be conducted by a designated clinic (at which point the employee will be asked to sign an Agreement to Submit to Medical Review) or directed to submit to a preliminary breath test through GRCC Police.

If the employee refuses to participate in, or fails to successfully complete testing, the refusal or failure may result in discipline up to and including termination.

While awaiting the results of the test, the employee will be placed on administrative leave. Employees will continue to receive pay until results are determined. If the results of the test are negative, the employee will be reinstated without loss of pay or benefits (for employees). If the results are positive for an employee, a meeting with the employee, a union representative (if applicable), supervisor, and Human Resources will take place to discuss the consequences.

C. Employee disciplinary actions if a violation occurs

Individuals whose work performance is determined to be impaired as a result of use or abuse of drugs or alcohol (either on or off campus); who illegally use or abuse drugs or alcohol on campus or while on college business; who violate any provisions of this policy or who have been convicted of violating any criminal drug statute while on college property or while participating in college-sponsored programs off campus are subject to disciplinary action up to termination of employment and/or referral to law enforcement authorities.

Verified intentional possession, distribution, sale, transfer or use of illegal drugs in the workplace while on duty or while operating employer-owned vehicles or equipment constitute grounds for immediate termination of employment.

The Executive Director of Human Resources or designee handles matters that require disciplinary action at Grand Rapids Community College. The concept of progressive discipline will be utilized in most cases, taking into consideration the severity of the incident, prior disciplinary action, etc.

The following corrective actions (sanctions) may be imposed by the College for a violation of our Drug and Alcohol Policy:

1. Documented Verbal Notice. In coordination with Human Resources, the supervisor will meet with the employee to discuss the problem and the improvements that are expected. The supervisor and/or Human Resources will document the meeting.
2. Written Warning. A formal, written reminder documenting the problem and expected improvements. A copy of the formal written notice is provided to the employee, placed in the Human Resources employee file.
3. Suspension Without Pay. A formal, written explanation of the problem and time off to emphasize the seriousness of the problem and that dramatic behavior change is needed immediately. A copy of the suspension without pay notice is provided to the employee, and is placed in the Human Resources employee file.
4. Final Written Warning. The College may, at its discretion, choose to impose a final written warning in lieu of suspension.
5. Termination. When it has been determined that an employee is unable or unwilling to meet the conditions of employment at GRCC, termination results.
6. Zero Tolerance. Per the GRCC Misconduct Policy, possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment is considered Zero Tolerance Misconduct. This form of verified intentional misconduct constitutes grounds for immediate termination of employment at GRCC.

D. Action to be taken for suspected use or abuse by students:

If a student is suspected of violating the drug and alcohol policy or the Student Code of Conduct (Illegal or Unauthorized Possession/Use of Alcohol and Drugs), the college will perform a Code of Conduct investigation to determine the appropriate course of action. For progressive discipline, see Student Code of Conduct.

E. Action to be taken for suspected use or abuse by volunteer:

If a volunteer is found to be in violation of this policy, the volunteer will be prohibited from holding future volunteer responsibilities for the college and/or referred to law enforcement authorities.

F. Action to be taken for refusal of pre-employment drug-screening (if applicable):

Applicants who refuse to participate in drug screening will not be hired or be able to reapply. Applicants who test positive will not be hired or able to reapply, unless they provide documentation from a licensed physician indicating the medical necessity of the prohibited substance.

G. Actions to be taken for crimes involving drugs or alcohol:

If a CSA becomes aware of a drug or alcohol related crime that occurs on campus or during a GRCC sponsored event, that crime must be reported to GRCC Police. Human Resources and the President of the College shall have the responsibility for determining the appropriate course of action for employees who are convicted of drug or alcohol offenses during their employment with GRCC.

H. Confidentiality:

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations shall be kept confidential to the extent required by law and maintained in secure files separate

from normal personnel files. Such records and information may be disclosed among managers on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

I. Prevention and awareness:

In compliance with the Drug Free Schools and Communities Act, Grand Rapids Community College publishes information regarding the College's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for GRCC students and employees. A complete description of these topics, as provided in the College's annual notification to students and employees, is available online at: [GRCC's Human Resources webpage relating to drug and alcohol abuse resources.](#)

J. Guests:

Guests who are found in violation of this policy will be asked to leave campus.

XI. Forms

Employee Agreement to Submit to Medical Review
GRCC Policy Crime Statistics Form (available on the GRCC Police Department webpage)

XII. Effective Date

September 2012

XIII. Policy History

Replaces previous policy 8.11 Abuse of Alcohol and other Substances

This policy will be reviewed on an annual basis to ensure that it accurately reflects institutional policy, procedures, programs and campus safety plan.

Revised - June 2015

Revised - September 2016

Revised - September 2017

Revised - November 2018, due to passage of Proposal 1

June 2019

June 2020

June 2021

June 2022

May 2023 - formatting and grammatical changes, clarification regarding procedures to address policy violations by employees.

XIV. Next Review/Revision Date

June, 2024

DRUG AND ALCOHOL AWARENESS PROGRAMS (STUDENTS)

The College offered the following primary prevention and awareness programs for students in 2022:

Date	Program	Who Delivered	Location	Target Audience	Prohibited Behavior Covered
1/19/22	Social Media	Rosario Parada	Student Life/ Facebook	Students	Signs of student drug & alcohol abuse
1/21/22	Bulletin Board	Rosario Parada	Student Success Center/first floor	Students	Alcohol myths, alcohol effects on the body
1/24/22	Social Media	Rosario Parada	Student life/ Facebook	Students	Drugs abused by college students
2/1/22	Social Media	Rosario Parada	Student life/ Facebook	Students	Effects of marijuana
2/15/22	Social Media	Rosario Parada	Student Life/ Facebook	Students	Drunk driving deaths stats
2/21/22	Conversation on Drugs: Challenges and Solutions	Social Science and Psychology Dept.	Applied Technology Center Room 168	GRCC	Drug trafficking
3/9/22	Social Media	Rosario Parada	Student life/ Facebook	Students	Effects on heroin
3/14/22	Social Media	Rosario	Student Life/ Facebook	Students	Effects on meth
3/23/22	Red Table Talk	Rosario Parada MPA, Student Resources Coordinator and Melissa Ware LMSW, CPS-GRCC Program Director/ Professor/ Counselor	Office of Student Life and Conduct	Students and Staff	Discussion on most controversial marijuana questions
3/29/22	Social Media	Rosario Parada	Office of Student Life and Conduct	Students	Ketamine effects
3/3/22	A bit on BIT	Lina Blair	Virtual	Employees	Offer employees an opportunity to understand what the Employee Behavioral Intervention Team does and when to contact them.
4/11/22	Table	Our Hope Association	Student Center	Students	Alcohol
4/15/22	Social Media	Rosario	Student Life/ Facebook	Students	Substance abuse story
4/20/22	Bulletin Board	Rosario	Student Center	Students	Party tips-on alcohol awareness
Scheduled 6/22	Title IX Student email with video links	Email from Student Life and Conduct Director	Via email	Winter enrolled students (credit and non-credit)	Student Code of Conduct

Date	Program	Who Delivered	Location	Target Audience	Prohibited Behavior Covered
Scheduled 9/22	Title IX Student email with video links	Email from Title IX Coordinator/ Student Life and Conduct Director	Via email	Winter enrolled students (credit and non-credit)	Student Code of Conduct
August	Athletics Orientations	Lina Blair	Ford Fieldhouse	Student Athletes and Coaches	Student Code of Conduct, Get Help, resources
8/27/22	Raider Rally	Student Life Staff	Olivarez Plaza	Students	Student Code of Conduct, Get Help, resources
9/7/22	Involvement Day	Student Life Staff	Olivarez Plaza	Students	Student Code of Conduct, Get Help, resources

DRUG AND ALCOHOL AWARENESS PROGRAMS (EMPLOYEES)

The College offered the following primary prevention and awareness programs for employees in 2022:

Date	Program	Who Delivered	Location	Target Audience	Prohibited Behavior Covered
2/21/22	Conversation on Drugs: Challenges and Solutions	Social Science and Psychology Dept.	Applied Technology Center, Room 168	GRCC	Drug Trafficking
3/23/22	Red Table Talk	Rosario Parada MPA, Student Resources Coordinator and Melissa Ware LMSW, CPS-GRCC Program Director/ Professor/ Counselor	Office of Student Life and Conduct	Students and Staff	Discussion on most controversial marijuana questions
Ongoing	Drug Free Workplace	Human Resources via Safe Colleges	Virtual - Safe Colleges	New Employees	Provides employees with an understanding of drug and alcohol abuse in the workplace. The course reviews the Drug Free Workplace Act, recognizing signs of substance abuse and addiction, and knowing each persons role in fighting substance abuse on the job.

DRUG AND ALCOHOL RESOURCES

GRCC also offers the following resources:

- Alcohol Abuse Awareness during Welcome Week.
- The GRCC Counseling and Career Development webpage offers free, online, behavioral health screenings, including on the topics of alcohol use, substance use, and opioid misuse. These can be accessed at grcc.edu/students/counseling-career-development/mental-health-wellness/selfhelp.
- Through the GRCC Career and Counseling Center, students were provided free access to licensed counselors on campus. Services included initial substance abuse screenings, consultations, and referrals to outside agencies.
- Student athletes were presented with general information during orientation about alcohol and drug use, as well as resources if they find themselves struggling with abuse.
- As part of our Addiction Studies Certificate, GRCC offered the following classes for credit:
 - CJ 245 Substance Abuse
 - CJ 246 Alcohol Use and Abuse
 - CJ 275 Addiction Treatment with Diverse Populations
- Human Resources provides all new employees compliance training via SafeColleges. Drug Free Workplace is included in the compliance training package to complete. In addition to the training module, all new employees receive information on GRCC's Drug and Alcohol Policy and DAAPP.
- Substance abuse treatment is covered by all medical plans offered by Grand Rapids Community College. Employees paid only their plan's deductible or co-pay for all treatment services.
- Leaves of absence are available for drug and alcohol abuse treatment. GRCC offers leaves covered under the Family and Medical Leave Act and those not covered by the act. Interested employees work with GRCC's Human Resources department to request a leave to participate in treatment, and the reason for the leave is kept confidential. Leaves may be full leaves, meaning the employee is entirely absent from work, or the employee may take an intermittent leave of absence. Leaves are coordinated through and documented by the employee's treatment provider.
- The college offers an Employee Assistance Program (EAP). Employees are eligible for up to three sessions per episode of care at no cost for the employee. If further is required, the employee's health care provider may provide coverage.



SEXUAL MISCONDUCT POLICY

I. Policy Section

6.0 Human Resources

II. Policy Subsection

6.4 Sexual Misconduct

III. Policy Statement

A. Sexual Misconduct:

Members of the college community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. GRCC specifically prohibits any form of gender and/or sex-based discrimination, and sexual misconduct, including sexual assault, sexual harassment, domestic violence, dating violence, sexual exploitation, and/or stalking, as defined by the Clery Act, state law, and this policy. GRCC reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the College community. This policy also prohibits any sexual activity that does not have the clear consent of all parties involved.

GRCC will provide appropriate programming to promote the awareness of sexual misconduct for all employees and incoming students by providing examples and definitions for domestic violence, dating violence, sexual assault, stalking, sexual harassment, and sexual exploitation. This program will include information regarding safe and positive options for bystander intervention and information on risk reduction. This programming will also include information on procedures GRCC will follow in the event violations of this policy are reported to a College employee, regardless of where they occurred.

B. Duty to Report:

All GRCC employees are considered Responsible Employees and are required to report allegations of sexual misconduct or other potential violations of this policy to either the Title IX Coordinator, Title IX deputy coordinator or designees and/or Campus Police as soon as possible and normally within three workdays. The duty to report exists if any involved party is known to be a GRCC student or employee, regardless of where the incident took place, whether others involved are connected to GRCC, or in what capacity the Responsible Employee becomes aware of the concern. All authorized volunteers who work with student organizations or conduct other on- and off-campus activities are also considered Responsible Employees and are required to report. All Board of Trustee members are also considered Responsible Employees. All complaints of sexual misconduct, investigation documents and documents relative to the resolution of the complaint will be maintained in a confidential file in the appropriate office. These documents will be confidential to the extent allowed under state and federal law.

C. Retaliation:

Reprisals or Retaliation under this policy are illegal and a violation of GRCC policy. Any person who retaliates will be subject to disciplinary action up to and including, termination of employment for employees, expulsion for students. Any student or employee who believes that they have been retaliated against in violation of this policy should immediately report such incidents by following the procedures indicated in Section X, Procedures.

The College seeks to foster an environment in which all employees and students feel free to report incidents of discrimination without fear of retaliation or reprisal. Therefore, the College strictly prohibits retaliation against any individual for filing a complaint of discrimination or for participating in a discrimination investigation. Retaliatory conduct is illegal and constitutes a violation of this policy.

1. All allegations of retaliation will be swiftly and thoroughly investigated. If it is determined that retaliation has occurred, the College will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including

termination or expulsion.

2. Any student or employee who believes that they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures indicated below. Supervisors are mandated to report all incidents of discrimination and retaliation that come to their attention.

D. False Statements:

Knowingly, intentionally and maliciously making false allegations of sexual misconduct or providing evidence with the knowledge that it is false is also a violation of this policy and will subject a person to disciplinary action up to and including termination or expulsion. A finding that a party is “not responsible” for a violation is not sufficient to meet this burden.

E. Confidentiality:

Before a Complainant reveals any information to an employee, the employee should ensure that the Complainant understands the employee’s reporting obligations and, if the Complainant wants to maintain confidentiality, direct the Complainant to a “confidential employee” or other confidential resource, such as an external counseling agency. Licensed mental health professionals who provide mental health counseling to members of the school community (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a Complainant’s permission. Members of the Crisis Assessment Team (CAT) who are providing mental health crisis assessment on an as-needed basis are also considered confidential employees under this policy, solely within their CAT role. A Complainant who speaks to these “confidential employees” must understand that, if they want to maintain confidentiality, the college will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Confidential employees can be found in the Counseling and Career Development Office, which can be reached at (616) 234-4130.

If the Complainant requests that a “non-confidential” employee maintain confidentiality, the employee should tell the Complainant that the college will consider the request, but cannot guarantee that the college will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the employee will also inform the Title IX Coordinator of the Complainant’s request for confidentiality.

Employees will not pressure a Complainant to request confidentiality, but will honor and support the Complainant’s wishes, including the Complainant’s wish to have the college fully investigate an incident. By the same token, employees will not pressure a Complainant to make a full report if the Complainant is not ready to do so. Those persons responsible for consulting about, investigating and resolving complaints of sexual misconduct will make reasonable efforts to protect the privacy of both the Complainant and the Respondent. For the purposes of Clery crime reporting, employees identified as Campus Security Authorities may maintain the confidentiality of the Complainant even though they must report that the incident occurred to Campus Police.

F. Classroom Speech:

GRCC recognizes that the academic setting is distinct from the typical workplace in that latitude is required in determining the appropriate content of academic material. Considerations in determining the appropriateness of classroom statements may include the relevance, purpose, or context. If there is an allegation that classroom speech rises to the level of gender- or sex-based discrimination, including sexual harassment as defined by this policy, it will be investigated and may lead to disciplinary action by the college.

IV. Reason for Policy

Sexual misconduct, including dating violence, domestic violence, sexual exploitation, sexual assault, stalking and sexual harassment, violates the law, undermines the integrity of the college, traumatizes individuals, creates tension in the workplace and academic environment, and causes friction between employees and students.

GRCC is committed to maintaining a positive learning and working environment for students, faculty and staff. All forms of sexual misconduct detract from a positive environment and are absolutely prohibited. Such conduct unreasonably interferes with an individual’s work or educational performance and can create an intimidating, hostile or offensive work or learning environment.

GRCC attempts to maintain a professional and ethical educational environment. It is essential that those who are in positions of authority not abuse the power with which they are entrusted.

V. Entities Affected by This Policy

Persons covered by this policy include students, members of the Board of Trustees, applicants for employment, authorized volunteers, all employees including faculty, staff, and persons employed on the premises of the college as independent contractors, as well as persons participating in or attending college-sponsored programs and travel.

VI. Who Should Read This Policy

Grand Rapids Community College Employees, including applicants for employment
Board of Trustees
Students
Community members as college guests

VII. Related Documents

A. College Documents:

1. Student Code of Conduct
2. GRCC catalog
3. Office of General Counsel webpage
4. Ethics Monitoring System brochure
5. Sexual Misconduct brochure
6. GRCC Conflict of Interest Policy
7. GRCC EEO/Non-Discrimination Policy
8. Annual Security Report
9. Faculty Code of Ethics
10. Administrator Code of Ethics
11. APSS Code of Ethics
12. Acceptable Use of Technology Policy
13. On- and Off-Campus Reporting Resources

B. Other Documents:

1. The Elliott-Larsen Civil Rights Act
2. Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681(a) (2006).
3. Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2000).
4. Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2000).
5. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

VIII. Contacts

- A. Policy Owner: Title IX Coordinator
- B. Director of Student Life and Conduct
- C. Labor Relations and EO Generalist
- D. Campus Police Chief
- E. Executive Director of Human Resources
- F. General Counsel

IX. Definitions

A. Complainant: A Complainant is a person who has experienced harm, or identifies as a Complainant or survivor of prohibited conduct under GRCC's policies. Not everyone who experiences harm will report their experience or identify with the term "Complainant". Other terms may include "survivor", "Complainant", or a person may not identify with any of these terms. This policy uses "Complainant" to be as clear and objective as possible in the sexual misconduct process.

B. Consent: The state of Michigan does not have one single definition of consent; however, GRCC utilizes the following as the definition of consent for purposes of this policy. Any investigations of violations of this policy will rely on this definition. Consent is a clear, freely given, "yes" to engage in a particular activity, including sexual activity. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) an activity covered by this policy, including sexual activity. The absence of "no" is not consent. Silence, in and of itself, cannot be interpreted as consent. Similarly, a freely given, verbalized "yes" will contribute to a mutual understanding that consent has been given and received. Any sexual activity without consent is prohibited by this policy when a participant knew or reasonably should have known that consent was not present or had been withdrawn.

However, consent, whether verbal or nonverbal, that has been coerced does not constitute valid consent. To coerce consent means to gain consent through force, intimidation, or a verbal or physical threat of force. Individuals who consent to sex must be able to understand what they are doing and do so willingly.

A person may not be able to give consent if: they are under the age of 16, if they are legally mentally incapable, mentally or physically incapacitated. This may include impairment due to drug or alcohol use. Important reminders about consent:

1. Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity.
2. Previous relationships or prior consent does not imply consent to future sexual acts.
3. Consent may be withdrawn at any time, even during the course of sexual activity.

C. 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.

1. Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
2. The existence of a social relationship of a romantic or intimate nature with the Victim is determined based on;
 - a. The reporting party's statement;
 - b. The length of the relationship;
 - c. The type of relationship; and
 - d. The frequency of interaction between the persons involved in the relationship.
3. Dating violence does not include acts covered under the definition of domestic violence.

D. Domestic Violence: A felony or misdemeanor crime of violence committed by any of the following individuals:

1. A current or former spouse or intimate partner of the Victim; or
2. A person with whom the Victim shares a child in common; or
3. A person who is cohabitating with or has cohabitated with the Victim as a spouse or intimate partner; or
4. A person similarly situated to a spouse of the Victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or
5. Any other person against an adult or youth Victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

E. Employee: Anyone employed by GRCC as faculty or staff, on a full time, part time or volunteer basis. This includes Student employees, Regular employees, Contingency employees, Adjunct employees, Volunteers and Independent Contractors, as defined by GRCC policy 6.20, Criminal Background Check policy.

F. Respondent: The party who is accused in a sexual misconduct proceeding or investigation; the party who is responding to the complaint against them.

G. Response: In cases where it is determined that sexual misconduct occurred, GRCC will take appropriate disciplinary action with or without concurrence from the Complainant.

H. Responsible Employee: Any GRCC Employee, as defined in this policy. All GRCC Employees are Responsible Employees and are charged with responsibility for reporting any alleged violation of this policy of which they become aware.

I. Retaliation: To intimidate, threaten or coerce, or otherwise discriminate against any individual for exercising his or her right to file a complaint of sexual misconduct or to participate in an investigation. Retaliatory conduct is illegal and constitutes a violation of this policy, and will be grounds for disciplinary action up to and including termination or expulsion. Anyone who believes they have been retaliated against in violation of this policy should immediately report such incidents by following the procedures indicated in this policy.

J. 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. Sexual assault includes any of the following:

1. 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.
2. Fondling: The touching of the private 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.
3. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. Statutory Rape: Sexual intercourse with a person who is under statutory age of consent.
5. Non-consensual sexual contact: Any intentional sexual touching or sexual intercourse, however slight, with any object, by a person upon another person that is without consent. Sexual contact is intentional contact with the breasts, buttock, groin, or genitals, mouth, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

K. Sexual Exploitation

1. Sexual Exploitation occurs when someone takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- a. Invasion of sexual privacy;
 - b. Prostituting another student;
 - c. Video or audio-taping of sexual activity;
 - d. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
 - e. Engaging in voyeurism;
 - f. Knowingly exposing an STI or HIV to another student;
 - g. Exposing one's genitals; inducing another to expose their genitals;
 - h. Sexually-based stalking or bullying may also be forms of sexual exploitation.
2. For reference to the pertinent state statutes on sex offenses, please see Appendix.

L. Sexual Harassment: Sexual harassment is defined as any unsolicited, offensive behavior that uses sexuality to disadvantage another, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to sexual harassment is made either explicitly or implicitly a term or condition of employment or academic admission or advancement, or;

2. Submission to or rejection of sexual harassment is used as the basis (or threatened to be used as the basis) for employment actions or academic decisions or evaluations, or;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or learning environment.

Examples of sexual harassment include:

- a. Threats or insinuations which lead the Victim to reasonably believe that granting or denying sexual favors will affect his/her reputation, education, employment, advancement, or standing within the college.
 - b. Sexual advances, sexual propositions, or sexual demands which are not agreeable to the recipient and/or sexually explicit emails or text messages.
 - c. Unwelcome and persistent sexually explicit statements or stories which are not legitimately related to employment duties, course content, research, or other college programs or activities.
 - d. Repeatedly using sexually degrading words or sounds to describe a person.
4. Recurring comments or questions about an individual's sexual prowess, sexual deficiencies, sexual orientation or sexual behavior. Unsolicited, offensive behavior may involve harassment of an individual(s) of any gender against another individual or individuals or any gender.

M. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. GRCC considers acts of cyber stalking, recording or transmitting sexual images, and voyeurism to be a violation of this policy.

1. A course of conduct is two or more acts, including but not limited to:
 - a. Acts in which the "stalker" directly, indirectly, or through third parties by any action, method, device or means,
 - b. Follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Victim.
3. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

GRCC considers acts of cyber stalking, recording or transmitting sexual images, and voyeurism to be a violation of this policy.

N. Students: The term "student" includes persons who have been issued a student number at Grand Rapids Community College and are:

1. currently enrolled, or
2. admitted and show intent to enroll, or
3. withdrawn from a specific course or the college after allegedly violating the Student Code.

O. Supervisor and College Official: Anyone who oversees directs or evaluates the work of others, including but not limited to, managers, Board of Trustee members, volunteers, administrators, independent contractor, coaches, directors, deans, department heads, program directors, counselors, advisors, coordinators, persons who manage student workers as well as faculty members in their role as instructors, and as participants in decisions affecting the careers of other faculty members.

X. Procedures

A. Education and Prevention Programs:

1. Programming Standards & Goals:

GRCC engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, sexual exploitations 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.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

2. Content and Delivery of Programming:

GRCC prevention and awareness programs for all students and employees, including student employees, will be developed and delivered by Student Affairs and Human Resources, and/or the Title IX Coordinator and Deputy Coordinators. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for all students and employees.

The programming, which may vary in delivery method and focus, will seek to:

- Identify domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act and this policy) as prohibited conduct, as well as sexual harassment and other forms of gender-based discrimination.
- Define what behavior constitutes domestic violence, dating violence, sexual assault and stalking using definitions provided by the Department of Education as well as state law.
- Define what behavior and actions may constitute consent to sexual activity in the state of Michigan, and the definition GRCC uses. GRCC's definition as related to consent will be used in all investigations related to violations of this policy.
- Explain Procedures Complainants should follow to report a complaint of domestic violence, dating violence, stalking, sexual assault, sexual harassment, sexual exploitation or other form of gender discrimination occurs.
- Explain how the institution will protect confidentiality of Complainants and other necessary parties, such as witnesses.
- Provide existing options for counseling, health, mental health, Victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for Complainants, both on- and off-campus.
- Discuss options for interim or protective measures related to changes to academic, transportation, and/or working situations related to complaints of sexual misconduct.
- Detail procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking (as described in "Investigation and Adjudication of Violations" in Section XB6 of this document.)
- Provide a description for bystander intervention, which 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 taking action to intervene.
- Information on risk reduction, including effects drug and alcohol often play in sexual violence incidents. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for Complainants in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- Reporting obligations, options, and rights to report including how to report sexual violence to campus police or local law enforcement and the ability to pursue law enforcement proceedings simultaneously with a Title IX investigation.
- How to identify and prevent sexual violence including same-sex violence
- Methods for responding to Complainants in a nonjudgmental way.
- Impact of trauma on Complainants.
- GRCC's investigation procedures used to process sexual misconduct complaints.

- p. Consequences of violating GRCC Policy, Student Code and state law related to sexual misconduct, including procedures for institutional disciplinary action.

3. Bystander Intervention Focus:

Bystanders play a critical role in the prevention of sexual and relationship violence and GRCC programming will highlight that role and encourage students to take appropriate action. Bystanders have the choice to intervene, speak out, or assist others who may be experiencing sexual misconduct. GRCC seeks to promote a culture of accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Below is a list of ways in which students and GRCC community members can be active bystanders:

- a. 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 fine.
- b. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- c. Speak up when someone discusses plans to take sexual advantage of another person.
- d. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- e. Refer people to on- or off-campus resources listed in this document for support in health, counseling, or other forms of assistance.
- f. If you feel you are unsafe in becoming involved in a situation or someone appears to be in immediate danger, call Campus Police or local police for assistance.

4. Risk Reduction Information:

Complainants are never to blame for abuse they may experience, but there are some strategies students can use which may help reduce the risk of sexual assault or harassment. GRCC programming will educate about these risk reduction strategies, while being careful to avoid Victim-blaming.

- a. 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.
- b. Try to avoid isolated areas, as it can be more difficult to get help if no one else is around.
- c. Walk with purpose. Even when you don't know where you are going, act like you do.
- d. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be. If you see something suspicious, contact law enforcement or call 911.
- e. Try not to load yourself down with packages or bags, as this can make you appear more vulnerable.
- f. If you have a cell phone, make sure it is charged and accessible. Consider alternative transportation options so you can leave an uncomfortable situation, which may include carrying cab money, a bus pass, etc.
- g. Try to avoid becoming isolated with someone you don't trust or someone you don't know.
- h. Avoid putting headphones in both ears in public so you can be more aware of your surroundings, especially while walking alone.
- i. When you go to a social gathering, try to attend with friends. Arrive together, check in with each other, and leave together. Knowing where you are and who is around you may help to get you out of a bad situation.
- j. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- k. Don't accept drinks from someone 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, be cautious about drinking from punch bowls or other large, common open containers that could easily be contaminated or "spiked" beyond what you expect.
- l. Watch out for your friends, and ask them to do the same. If a friend seems out of it or is way too intoxicated for the amount of alcohol they've had, or is acting out of character get them to a safe place immediately, and have someone they trust stay with them.

B. Investigation Procedures

1. Reporting a Complaint

Reports concerning sexual harassment, sex or gender discrimination, sexual assault or misconduct or violations of the Sexual Misconduct Policy should be filed with the Title IX Coordinator or their designee.

The Title IX Coordinator may, at their discretion, dismiss a grievance if they determine the person filing the complaint is not entitled to use this process.

The Title IX Coordinator may modify these procedures at any time as deemed appropriate for compliance with federal, state, local law or applicable guidance. The campus community will be notified of any changes via email as well as on the college Sexual Misconduct website.

An individual who has experienced sexual harassment, domestic violence, dating violence, sexual assault, sexual exploitation, stalking, or other sexual misconduct, is encouraged to report the incident promptly to the Title IX Coordinator or deputy coordinator or designee, by calling, writing or coming in to the office to report in person or Campus Police if they so desire. GRCC's Title IX Coordinator is the Director of Equal Opportunity Compliance within the Office of General Counsel, which is housed in the Bostwick Office Suites at 140 Bostwick Ave NE on GRCC's main campus. The Title IX Coordinator may be reached at (616) 234-4999.

Although GRCC strongly encourages all members of its community to report violations of this policy to law enforcement (either GRCC or local law enforcement), it is the Complainant's choice whether to make such a report, and Complainants have the right to decline involvement with the police. Because GRCC is a commuter campus that reaches multiple jurisdictions, Complainants can contact the local police department in which the incident occurred. Complainants can also contact GRCC Police at (616) 234-4010 for assistance in locating the appropriate jurisdiction to report a possible crime. The Title IX Coordinator can also assist an individual in identifying the proper police jurisdiction and helping them with the reporting process. Reports of all domestic violence, dating violence, sexual assault and stalking and other potential violations of this policy which are made to Campus Police will automatically be referred to the Title IX Coordinator for investigation regardless of the Complainant's desire to pursue criminal charges. As the Title IX Coordinator is a Campus Security Authority, they will report that the incident occurred, without any personally identifying information, for the purposes of Clery crime reporting. The college will proceed with an investigation without the Complainant if there is a potential danger to the campus or the community.

2. Procedures the College will follow in the event of a report of sex-based discrimination, including sexual assault, sexual harassment, dating violence, domestic violence, and stalking are as follows. GRCC has procedures in place that serve to be sensitive to complainants who report sexual assault, domestic violence, dating violence and stalking. This includes informing individuals of their right to file criminal charges, as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/of off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as changes to housing, academic, protective orders, transportation and working situations, if reasonably available.

Incident Being Reported	Procedures College Will Follow
a. Sexual Assault	<ul style="list-style-type: none"> i. Assess immediate safety needs of complainant. ii. Depending on when reported (immediate versus delayed report), provide complainant with access to medical care. iii. Assist complainant with contacting Campus Police or local police if complainant requests and provide contact information for local police departments. GRCC's Title IX Coordinator will provide this assistance; they may be reached at the Bostwick Office Suites on GRCC's main campus, or by calling (616) 234-3169. iv. Provide written instructions on how to apply for a Protection Order if the complainant wishes to pursue this option. v. Provide written information to complainant on how to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a Protection Order. Additional information about obtaining a Protection Order is available in the college's Annual Security Report, which is obtainable through GRCC Campus Police (616) 234-4010 or through the Title IX Coordinator (616) 234-3169. vi. Assess need to implement interim or long-term protective measures to protect the complainant, as described below. GRCC will assess the need for a "No Contact" order or a Trespass warning for the respondent, if appropriate. vii. Provide written information regarding the Complainant's rights and options, including the procedures a Complainant should follow to report an incident of sexual assault, stalking, domestic violence, dating violence, sexual harassment, sexual exploitation, or other form of gender discrimination. viii. Provide a copy of the Sexual Misconduct Policy to Complainant and inform the Complainant about timeframes for inquiry, investigation and resolution. Advise Complainant that they will be notified of the outcome, whether charges, are filed and applicable sanctions. ix. Remind Complainant that GRCC will strictly enforce the anti-retaliation policy and take immediate and separate action against parties who retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

Incident Being Reported	Procedures College Will Follow
b. Stalking	<ul style="list-style-type: none"> i. Assess immediate safety needs of Complainant. ii. Depending on when reported (immediate versus delayed report), provide Complainant with access to medical care. iii. Assist Complainant with contacting Campus Police or local police if Complainant requests and provide contact information for local police departments. GRCC’s Title IX Coordinator will provide this assistance; they may be reached at the Bostwick Office Suites on GRCC’s main campus, or by calling (616) 234-3169. iv. Provide written instructions on how to apply for a Protection Order if the Complainant wishes to pursue this option. v. Provide written information to Complainant on how to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a Protection Order. Additional information about obtaining a Protection Order is available in the college’s Annual Security Report, which is obtainable through GRCC Campus Police (616) 234-4010 or through the Title IX Coordinator (616) 234-3169. vi. Assess need to implement interim or long-term protective measures to protect the Complainant, as described below. GRCC will assess the need for a “No Contact” order or a Trespass warning for the respondent, if appropriate. vii. Provide written information regarding the Complainant’s rights and options, including the procedures a Complainant should follow to report an incident of sexual assault, stalking, domestic violence, dating violence, sexual harassment, sexual exploitation, or other form of gender discrimination. viii. Provide a copy of the Sexual Misconduct Policy to Complainant and inform the Complainant about timeframes for inquiry, investigation and resolution. Advise Complainant that they will be notified of the outcome, whether charges, are filed and applicable sanctions. ix. Remind Complainant that GRCC will strictly enforce the anti-retaliation policy and take immediate and separate action against parties who retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

Incident Being Reported	Procedures College Will Follow
c. Domestic Violence and Dating Violence	<ul style="list-style-type: none"> i. Assess immediate safety needs of Complainant. ii. Depending on when reported (immediate versus delayed report), provide Complainant with access to medical care. iii. Assist Complainant with contacting Campus Police or local police if complainant requests and provide contact information for local police departments. GRCC’s Title IX Coordinator will provide this assistance; they may be reached at the Bostwick Office Suites on GRCC’s main campus, or by calling (616) 234-3169. iv. Provide written instructions on how to apply for a Protection Order if the Complainant wishes to pursue this option. v. Provide written information to Complainant on how to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a Protection Order. Additional information about obtaining a Protection Order is available in the college’s Annual Security Report, which is obtainable through Campus Police (616) 234-4010 or through the Title IX Coordinator (616) 234-3169. vi. Assess need to implement interim or long-term protective measures to protect the Complainant, as described below. GRCC will assess the need for a “No Contact” order or a Trespass warning for the respondent, if appropriate. vii. Provide written information regarding the Complainant’s rights and options, including the procedures a Complainant should follow to report an incident of sexual assault, stalking, domestic violence, dating violence, sexual harassment, sexual exploitation, or other form of gender discrimination. viii. Provide a copy of the Sexual Misconduct Policy to Complainant and inform the Complainant about timeframes for inquiry, investigation and resolution. Advise complainant that they will be notified of the outcome, whether charges, are filed and applicable sanctions. ix. Remind Complainant that GRCC will strictly enforce the anti-retaliation policy and take immediate and separate action against parties who retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

Incident Being Reported	Procedures College Will Follow
d. Sexual harassment/sexual exploitation	<ul style="list-style-type: none"> i. Assess immediate safety needs of Complainant. ii. Depending on when reported (immediate versus delayed report), provide Complainant with access to medical care. iii. Assist Complainant with contacting Campus Police or local police if Complainant requests and provide contact information for local police departments. GRCC’s Title IX Coordinator will provide this assistance; they may be reached at the Bostwick Office Suites on GRCC’s main campus, or by calling (616) 234-3169. iv. Provide written instructions on how to apply for a Protection Order if the Complainant wishes to pursue this option. v. Provide written information to Complainant on how to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a Protection Order. Additional information about obtaining a Protection Order is available in the college’s Annual Security Report, which is obtainable through GRCC Campus Police (616) 234-4010 or through the Title IX Coordinator (616) 234-3169. vi. Assess need to implement interim or long-term protective measures to protect the Complainant, as described below. GRCC will assess the need for a “No Contact” order or a Trespass warning for the respondent, if appropriate. vii. Provide written information regarding the Complainant’s rights and options, including the procedures a Complainant should follow to report an incident of sexual assault, stalking, domestic violence, dating violence, sexual harassment, sexual exploitation, or other form of gender discrimination. viii. Provide a copy of the Sexual Misconduct Policy to Complainant and inform the Complainant about timeframes for inquiry, investigation and resolution. Advise Complainant that they will be notified of the outcome, whether charges, are filed and applicable sanctions. ix. Remind Complainant that GRCC will strictly enforce the anti-retaliation policy and take immediate and separate action against parties who retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

Incident Being Reported	Procedures College Will Follow
e. Any other form of gender or sex-based discrimination	<ul style="list-style-type: none"> i. Assess immediate safety needs of Complainant. ii. Depending on when reported (immediate versus delayed report), provide Complainant with access to medical care. iii. Assist Complainant with contacting Campus Police or local police if Complainant requests and provide contact information for local police departments. GRCC’s Title IX Coordinator will provide this assistance; they may be reached at the Bostwick Office Suites on GRCC’s main campus, or by calling (616) 234-3169. iv. Provide written instructions on how to apply for a Protection Order if the Complainant wishes to pursue this option. v. Provide written information to Complainant on how to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a Protection Order. Additional information about obtaining a Protection Order is available in the college’s Annual Security Report, which is obtainable through GRCC Campus Police (616) 234-4010 or through the Title IX Coordinator (616) 234-3169. vi. Assess need to implement interim or long-term protective measures to protect the Complainant, as described below. GRCC will assess the need for a “No Contact” order or a Trespass warning for the respondent, if appropriate. vii. Provide written information regarding the Complainant’s rights and options, including the procedures a Complainant should follow to report an incident of sexual assault, stalking, domestic violence, dating violence, sexual harassment, sexual exploitation, or other form of gender discrimination. viii. Provide a copy of the Sexual Misconduct Policy to complainant and inform the Complainant about timeframes for inquiry, investigation and resolution. Advise Complainant that they will be notified of the outcome, whether charges, are filed and applicable sanctions. ix. Remind Complainant that GRCC will strictly enforce the anti-retaliation policy and take immediate and separate action against parties who retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

The college recognizes its obligation to address incidents of sexual misconduct, discrimination and harassment, regardless of where they occur when it becomes aware of its existence even if no complaints are filed; therefore, the college reserves the right to take appropriate action unilaterally under this procedure, including, but not limited to, issuing no-contact orders, modification of course schedules, etc. The college will take immediate administrative or disciplinary action deemed necessary for the welfare or safety of the college community. The general procedure to be followed in the case of a report of sexual misconduct will be as described in the chart. Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, GRCC 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. For any allegation (including sexual assault, stalking, sexual harassment, domestic violence, or dating violence), the college will provide written information regarding the Complainant's rights and options, including:

1. Contact information for the Title IX Coordinator and other college employees who may be involved as investigators.
2. The procedures Complainants should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred.
3. Information about how the institution will protect the confidentiality of the Complainant and other necessary parties.
4. Information about Complainant/victim services and community resources, including referrals to on-campus counseling, off-campus Sexual Assault Nurse Examiner (SANE) services, community shelters, support groups, mental health providers, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other relevant school and community resources.
5. Options for available assistance in and how to request accommodations and protective measures; including notifications about accommodations available to Complainants, including adjustments regarding academic, transportation, protective orders, or work arrangements. This written notification will include information about the options, available assistance in requesting accommodations, and how to request accommodations and protective measures.
6. An explanation of the procedures for institutional disciplinary action.
7. The Title IX Coordinator's information, as they will be the individual who should be contacted to request any accommodations/protective measures.

Protective measures will be considered at the Complainant's request and to the extent of their cooperation and consent, and may range from No Contact orders, to classroom adjustments or arrangements, transportation changes, work schedule changes, minimized contact during appeal hearings, interim suspensions of the alleged perpetrator if necessary, or any other appropriate safety measures based on the circumstances. 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 with a safety escort, etc. GRCC representatives will strive to maintain confidentiality regarding protective measures provided to the Complainant. Protective measures could be requested throughout the investigation process as interim measures, through the hearing and appeal process, or as part of the final resolution and sanctions. The availability of protective measures does not depend on the Complainant's reporting the crime to campus or local police.

Any party involved in a complaint or investigation under this policy is eligible to receive supportive or protective measures, as described above. To request or receive assistance with these accommodations and protective measures or to discuss additional options, parties should contact the Title IX Coordinator. GRCC's Title IX Coordinator is the Director of Equal Opportunity Compliance within the Office of General Counsel, which is housed in the Bostwick Office Suites at 140 Bostwick Ave NE on GRCC's main campus. The Title IX Coordinator may be reached at (616) 234-4999.

College-Initiated Protective Measures

In addition to the measures described above, the Title IX Coordinator or their designee will determine whether interim interventions and protective measures should be implemented, and if so, will take steps to implement those protective measures as soon as possible. Examples of college-initiated protective measures may include, but are not limited to a College order of "no contact", adjustment of course schedules, a leave of absence, reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator/designee's directives and/or 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 GRCC.

GRCC may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If GRCC receives a report that such an institutional no contact order has been violated, the College will initiate disciplinary proceedings and will impose sanctions if the accused is found responsible for violating the no contact order.

3. Withdraw of Complaint

The Complainant may withdraw the complaint at any point during the investigation; however, the Title IX Coordinator may determine at their discretion that the issues raised warrant further investigation, despite the Complainant's desire to withdraw the complaint. In making this determination, the Title IX Coordinator will review relevant factors, including danger to the community or any individual, the egregiousness of the complaint, whether this was a repeat offense, whether any weapon was involved, whether and how the alleged incident affects the college as a whole, etc. If the Title IX Coordinator, in consultation with other appropriate college authorities, determines there is a need to proceed with an investigation or address the complaint, the Title IX Coordinator will notify the Complainant of the decision to proceed with an investigation. If the Complainant withdraws the complaint at any point before the final appeal options have been exhausted, this may affect the outcome of the investigation.

4. Confidentiality

Complainants may request that directory information on file with the College be withheld by request of the Student Records office. Regardless of whether a complainant has opted out of allowing the College to share directory information, personally identifiable information about the complainant 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, including accommodations and protective measures). Information will also be shared with a respondent in an investigation, as required by law. By only sharing personally identifiable information with individuals on a need to know basis, GRCC will maintain as confidential any accommodations or protective measures provided to either party to the extent that maintaining such confidentiality does not impair GRCC's ability to provide the accommodation/protective measure.

GRCC 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 Crimes 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.

Although college officials will maintain an individual's privacy to the best of their ability, individuals should know that college officials (outside the context of licensed mental health professionals working in a counseling role and health professionals hired in their private capacity) may not be able to maintain legal confidentiality of the Complainant, but will maintain their privacy as noted herein. The college's ability to investigate may be limited if a Complainant insists that their name not be disclosed to the alleged perpetrator. The college must weigh such requests for privacy against its duty to provide a safe and nondiscriminatory environment. Investigators and those involved with the investigation are individually charged to preserve privacy with respect to any matter investigated or heard. A breach of the duty to preserve privacy is considered a serious offense and may subject the offender to appropriate disciplinary action. Parties and witnesses are also advised to maintain privacy with regard to these proceedings. If they are college employees, failure to maintain said privacy may result in appropriate disciplinary action. Furthermore, federal law prohibits retaliation against those who file complaints, and the college will take responsive action if such retaliation occurs, up to and including termination for employees and expulsion for students.

5. Provision of Resources

- a. Procedures Complainants should follow if a crime of domestic violence, dating violence, sexual assault, and stalking occurs:

- i. After an incident of sexual assault, dating violence or domestic violence, the Complainant/victim should consider seeking medical attention as soon as possible.
 - In the event of sexual assault, medical forensic investigations are performed at the YWCA [(616) 454-9922] for individuals in Kent County, and at Resilience (616) 848-5991] for individuals in Ottawa County. Both programs can be contacted 24/7. To arrange for an examination, contact the appropriate Sexual Assault Nurse Examiner (SANE) program within 120 hours of an incident. If the Complainant/victim does not have access to the Nurse Examiner Program, proceed to a local hospital emergency room.
 - 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 the 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 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, dating violence, and sexual harassment are encouraged to also preserve evidence by saving text messages, instant messages, social media, other communications, and keeping pictures, logs or other copies of documents, if they have any that would be useful to College adjudicators, investigators, or police.
 - In the event of domestic violence or dating violence resulting in injury, the Complainant/victim should seek medical attention at a local healthcare provider, urgent care, or emergency room.
 - Keep in mind that obtaining an exam does not require a Complainant/victim to file a police report.
- ii. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining personal protection orders related to the incident more difficult. If a person chooses to not make a complaint regarding an incident, they should consider speaking with Campus Police or local law enforcement to preserve evidence in the event that they change their mind at a later date. The law also allows the Complainant to file a report while withholding the Complainant's name from the report. It is also important to preserve evidence by saving text messages, instant messages, social networking pages, other communications and keeping pictures, logs or copies of other documents that would be pertinent in an investigation.

b. Procedures Complainants should follow for any form of sexual misconduct:

GRCC will provide referrals to persons who have experienced any form of sexual misconduct regarding resources on campus that are available at no cost to students, as well as referrals to resources off campus. If a Complainant is accessing community and non-GRCC services, payment for these services will be subject to state and local laws, insurance requirements, etc.

GRCC representatives will be sensitive to those who report all forms of sexual misconduct.

Employees taking a complaint must inform Complainants about their right to file criminal charges as well as provide details as to the availability of resources. Complainants need to be provided information regarding counseling, health care, mental health services, victim advocacy, legal assistance and additional remedies to prevent contact between a Complainant and Respondent. Such remedies could include making changes to academic, transportation, and working conditions, if reasonably available. GRCC will provide students or employees a written explanation of their rights and options, regardless of whether the offense occurred off campus or on campus.

- c. As part of the resources provided to reporting students, the Title IX Coordinator or designee will explain the process and the procedures for sexual misconduct investigations. The coordinator or designee will emphasize that GRCC will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.
- d. On- and off-campus resources available: As part of the provision of resources offered to Complainants and reporting students, GRCC will provide information about various on- and off-campus resources listed below. The majority of these resources are available at no cost.

On-Campus Services

Type of Service	Service Provider	Description of Services	Contact Information
Counseling/ Mental Health	Grand Rapids Community College	One-hour personal counseling sessions	(616) 234-4130 or visit third floor of GRCC's Student Center
Medical/Health	Any medical emergencies should be referred to campus police by calling (616) 234-4911.	n/a	n/a
Victim Advocacy	GRCC Counselors can offer referrals to off-campus victim advocates.	n/a	n/a
Legal Assistance	No on-campus legal assistance available.	n/a	n/a
Disability-Related Assistance	GRCC Disability Support Services	Advising related to disabilities and accommodations in academic setting.	(616) 234-4140 or third floor of GRCC's Student Center.
Visa and Immigration Assistance	GRCC Admissions Office	Guidance related to student visa information	(616) 234-3300; first floor of GRCC's RJF Building, or online at: grcc.edu/CurrentInternational Students .
Student Financial Aid	GRCC Financial Aid office	Guidance on financial aid eligibility and requirements	(616) 234-4030; first floor of the RJF Building, or visit the website at: grcc.edu/ FinancialAidScholarships .
Other	Title IX Coordinator	Can provide information on resources, prevention, etc.	(616) 234-3169 or contact TitleIX@grcc.edu .

Off-Campus Services

Type of Service	Service Provider	Description of Services	Contact Information
Counseling/ Mental Health	Network 180	Provides crisis and ongoing support for uninsured individuals in Kent County.	(800) 273-8255
Counseling/ Mental Health	YWCA	The Grand Rapids YWCA provides counseling, support groups and other forms of support for survivors of sexual violence, including Sexual Assault Nurse Exams.	(616) 454-9922
Counseling/ Mental Health	Safe Haven Ministries	Safe Haven provides shelter, counseling, and safety planning services for individuals experiencing intimate partner violence.	(616) 452-6664
Counseling/ Mental Health	Resilience	Resilience provides counseling services, case management, Sexual Assault Nurse Exams, and ongoing trauma- informed therapy for individuals in Ottawa County who have experienced abuse.	(800) 848-5991

Type of Service	Service Provider	Description of Services	Contact Information
Medical/Health	Students should go to the local emergency room, urgent care, or primary care physician.	n/a	n/a
Legal Assistance	YWCA	The Grand Rapids YWCA provides some legal assistance to complainants, including assistance with filing a Personal Protective Order (PPO).	(616) 426-3727
Legal Assistance	Legal Aid of West Michigan	LAWM provides services for domestic violence survivors, as well as PPO assistance and assistance with VAWA and visa questions.	(616) 774-0672 or www.lawestmi.org
Victim Advocacy	YWCA	The Grand Rapids YWCA provides counseling, support groups and other forms of Victim advocacy and support.	(616) 454-9922
Victim Advocacy	Safe Haven Ministries	Safe Haven provides shelter, counseling, and safety planning services, including victim advocacy (and referrals).	(616) 452-6664
Victim Advocacy	Resilience	Resilience provides counseling services, case management, including victim advocacy (and referrals).	(800) 848-5991
Student Financial Aid	FAFSA Website	Online information for FAFSA filing	https://fafsa.ed.gov
Referral Services	Heart of West Michigan United Way	Provides referral services for community resources.	Call 211 for referral services.
Visa and Immigration Assistance	Justice for our Neighbors	Provides legal and immigration assistance, including DACA.	www.jfonmi.org or (616) 301-7461
Visa and Immigration Assistance	Michigan Migrant Legal Aid	Provides legal and immigration assistance	www.migrantlegalaid.com or (616) 454-5055
Other	Rape, abuse, and Incest National Network	RAINN provides information on prevention, sexual assault resources, and national data.	www.rainn.org or (800) 656-4673
Other	Michigan Coalition to End Domestic and Sexual Violence	MCEDSV provides information on response to sexual assault and training opportunities for prevention. MCEDSV also provides a confidential sexual assault hotline.	www.mcedsv.org or 855-VOICES4

6. Investigations and Adjudication of Violations.

- a. Overview of investigation and disciplinary process. Investigations of alleged violations of this policy shall be conducted using a prompt, fair, and impartial process from the initial investigation to final result. Reports of sexual misconduct will be managed and investigated by the Title IX Coordinator or a Title IX deputy coordinator. Generally, complaints involving students will be investigated by a Title IX deputy coordinator in the Student Life and Conduct office, and complaints involving employees will be investigated by the Title IX Coordinator or designee. The investigation and adjudication of domestic violence, dating violence, sexual assault, stalking, sexual exploitation, sexual harassment, and other violations of this policy will be conducted by officials who, at a minimum, receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of the Complainants and promotes accountability; and who do not have a conflict of interest or bias for or against the Complainant/accuser or Respondent/accused. All investigations will be conducted professionally, expeditiously, and confidentially (to the extent possible, as described herein). The process will be conducted in a manner consistent with the institution's policy and transparent to the Complainant/accuser or Respondent/accused. The training is provided regularly through multiple means, including institution-specific training around bias, conflict of interest, procedures, and definitions related to domestic and dating violence, sexual assault, stalking, and other violations of this policy. All investigations will be conducted professionally, expeditiously, and confidentially (to the extent possible, as described herein). The process will be conducted in a manner consistent with the institution's policy and transparent to the Complainant/accuser or Respondent/accused.
- b. Timeline of process. The process is designed to be completed in less than 60 business days from start to finish, though many cases will be resolved in less time. Additional time may be sought as necessary to ensure a complete investigation, with notice to the complainant and respondent of the delay and the reason for the delay. Typically investigators will schedule an interview with the complainant within one week of being made aware of the complaint, and an interview with the respondent within one week of making a determination that the investigation should proceed. Interviews with witnesses and follow-up interviews with the parties will be conducted as expeditiously as possible, with the goal of finalizing the report within 60 business days. Appeals, if sought, may extend the time of resolution per the timelines in the Student Code of Conduct.
- c. Use of Advisors. GRCC will provide the Complainant and Respondent with equitable opportunities throughout the investigation and resolution process and disciplinary proceeding, including the opportunity to be accompanied by the advisor of their choice in any related meeting or formal proceeding. The college will not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or institutional disciplinary proceeding. Advisors may be chosen by the student, but may not be a person who witnessed the incident, as that may cause a conflict of interest. The witnesses and parties are to participate directly in the process, including in any hearing. If the case proceeds to a hearing, the advisor/s will be asked to conduct the cross-examination questioning of the other party and of any witnesses the other party may have. GRCC may establish further restrictions regarding the extent to which the advisor may participate in the proceedings, which will apply equally to both parties. Students who wish to use an advisor but do not have one may request that the college provide them an advisor. This advisor is not a legal representative but is a person, typically a college employee, provided for the purpose of support and basic explanation of the process.
- d. Initiating a Complaint: Anyone who wants to make a complaint under this policy can contact the Title IX Coordinator by calling the Ethics Hotline at (616) 234-3169, or by visiting the Title IX Coordinator at the Bostwick Office Suites on the main campus. A written complaint may be made by via e-mail to the Director of Equal Opportunity Compliance, in writing to the Bostwick Office Suites, attention Director of Equal Opportunity Compliance, or online at grcc.edu/GeneralCounsel/TitleIX/ReportingATitleIXConcern0. The Ethics Hotline, online report form or letter may all be done anonymously.
- e. Contact with Complainant. Upon receipt of a complaint, the Title IX Coordinator will confirm with the Complainant the receipt of the complaint, and will specify who will be assigned to conduct the investigation. Generally, the deputy coordinator or designee interviews the Complainant and any relevant witnesses identified by the Complainant. Once sufficient information is gathered, the deputy coordinator or designee will then notify the charged individual of the allegations. With

permission from the Complainant, the deputy coordinator or designee shall advise the charged individual of the name of the Complainant. Where a Complainant does not wish to be identified, the extent of the investigation may be limited; however, the investigation will continue to the extent possible while maintaining the confidentiality of the Complainant.

- f. **Meeting with Respondent.** The deputy coordinator or designee will review with the respondent the allegation and any resulting charges, as well as the specific policy section alleged to have been violated and possible sanctions. The investigator will review GRCC's anti-retaliation policy, along with any other relevant policies. The investigator will interview the charged individual and any witnesses deemed relevant. Throughout the course of the investigation, the investigator will endeavor to keep both parties apprised of the status of the investigation. Each party will receive timely notice of meetings at which the Complainant/accuser or Respondent/accused, or both, may be present, and the complainant, respondent, and appropriate officials will have timely and equal access to information that will be used during formal and/or informal disciplinary meetings and hearings.
- g. **Additional Witnesses.** Additional evidence may be sought from any relevant party or witness, including but not limited to, email communications, social media postings, text messages, phone records, etc. Parties are expected to cooperate and provide this information. Failure to cooperate with an investigation may result in separate disciplinary proceedings. Parties should be aware that as members of the college community, their access to college resources has very limited privacy rights, and the college may obtain information through the college's resources and informational technology system with or without the individual's cooperation.
- h. **Informal Resolutions.** If appropriate, informal resolutions such as mediation between the parties may be available to resolve reports of violations of this policy. Mediation and other informal remedies will be utilized only when agreed upon by both parties. If the parties agree to informal resolutions, they may revoke their consent to participate at any time.

7. Finding

After the investigation, the Title IX Coordinator, deputy coordinator or designee shall render a finding as to the responsibility of the respondent based on the relevant evidence utilizing a preponderance of the evidence standard, i.e. the facts complained of are more likely true than not.

Upon completion of the investigation, the Title IX deputy coordinator or designee is authorized to take the following actions:

- a. **Dismissal of the Claim:** The Title IX deputy coordinator or designee finds that no violation occurred and dismisses the complaint, giving written notice of said dismissal to each party involved.
- b. **Determination of Responsibility:** The Title IX deputy coordinator or designee makes a finding of responsibility for any of the allegations and notifies the parties and appropriate administrative officers of the finding and may recommend actions to be taken.
- c. **Both parties shall receive simultaneous written notification, which will include:**
 - i. The result of any initial, interim, and final decision of any disciplinary proceeding or investigation that arose from an allegation of violation of any conduct under this policy, including whether or not the respondent was held responsible, and any ensuing sanctions. The Complainant will receive notice of all sanctions relevant to the Complainant.
 - ii. The standard of preponderance of the evidence as applied to the facts.
 - iii. (For students) The additional procedural rights as set forth in the GRCC Student Code of Conduct, including the appeal process.
 - iv. (For Employees) The result of investigations. If evidence supports a finding of misconduct, the college will take appropriate corrective or disciplinary action. Action taken by the college for employees may include, but will not be limited to, counseling, warning, transfer, demotion, and/or termination.
 - v. The notice of any change to the result, as well as when the results become final. Both parties will be notified simultaneously in writing of the procedures for appeal. When an appeal is filed, both parties will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as notice of the final result once the appeal is resolved.

- vi. The notice that if the evidence supports a finding of responsibility, the written report of the action taken shall then be placed in the personnel record of the employee or student file. Sanctions of suspension, expulsion, or revocation or withholding of a degree will become a permanent part of a student's record. Cases that result in all other sanctions will be maintained for seven (7) years.
8. Information about appeals process and the relevant deadlines. Appeal or hearing procedures are found in the Student Code of Conduct, union contracts or the Meet and Confer handbook.
- a. Student Sanctions: Potential student sanctions will be applied based upon the facts and circumstances of the case. Student sanctions include:
 - i. Verbal Warning
 - ii. Written Warning
 - iii. Probation
 - iv. Permanent removal from a course
 - v. Restitution
 - vi. Suspension
 - vii. Permanent expulsion
 - viii. Revocation of admission and/or degree: Admission to GRCC, or a degree awarded from GRCC may be revoked for fraud, misrepresentation, or other violation of GRCC standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 - ix. Withholding degree: GRCC may withhold awarding a degree otherwise earned until the completion of the process set forth in this policy including the completion of all sanctions imposed, if any.
 - x. Other sanctions: Other sanctions may be imposed instead of, or in addition to, specific sanctions listed in this section. These may include, but are not limited to: recommendations for counseling, establishment of mandatory behavior conditions/contract-signing stating agreed-upon behavior expectations for continued enrollment or re-enrollment; loss of access to college computers and/ or network; a specific project designed to assist the student in better understanding the overall impact of his or her behavioral infraction; a contract of terms for restitution of damages/stolen property before enrollment is continued and/or records are released; suspension without pay from his or her on-campus job; prohibition on participation in extracurricular activities or interscholastic or leadership positions; or community service.
 - b. Employee Sanctions:
 - i. Verbal warning
 - ii. Remedial training
 - iii. Written reprimand
 - iv. Suspension
 - v. Termination
 - c. Sanction process: Sanctions for both students and employees will be determined according to the following:
 - i. Steps in process:
 - Finding is communicated via report to Director of Student Life and Conduct/Human Resources.
 - After consultation with Title IX Coordinator and/or Investigator, and upon consideration of below factors, Student Conduct/HR makes sanction determination.
 - If a respondent chooses, they may forego receiving an immediate sanction and may choose to proceed straight to a hearing. If they do so, the hearing panel will impose a sanction if the panel finds the respondent responsible for the policy violation. If a respondent chooses to move forward with a sanction before the hearing is requested, that does not impact the respondent's right to request a hearing or appeal.
 - As part of simultaneous notification, finding/sanction information is delivered to Complainant and Respondent.
 - Complainant/Respondent is notified of right to request a hearing, including the right to request a hearing solely on the sanction.
 - ii. Anticipated timelines: As set forth in this policy, a Title IX investigation is intended to take no more than 60 days, but may require additional time for a thorough review of the information.

- iii. Considerations in making sanction determination:
 - Complainant's expressed desire
 - Severity or pervasiveness of violation
 - Risk of danger/harm to community
 - Prior conduct/policy violations of individual
 - Degree of acceptance of responsibility by the respondent

9. Appeals

1. For employee appeals, refer to the appropriate union contract or Meet and Confer handbook.
2. For Hearing Committee and subsequent appeal procedures for students, refer to the Student Code of Conduct.
3. Violations of Law
An employee or student may be accountable for sexual misconduct under applicable local, state, and federal law, as well as under GRCC policy. A criminal investigation may be conducted concurrently with the Title IX investigation. Disciplinary action by GRCC may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced. Michigan criminal law statutes governing sexual misconduct are attached to this policy as an Appendix.

XI. Forms

N/A

XII. Effective Date

October 4, 2010
Revised: March 16, 2012
Revised: September 9, 2014
Revised: September, 2016
Revised: September, 2017
Revised: April 2019; effective August 1, 2019
Revised: August, 2021

XIII. Policy History

Sexual misconduct is a form of harassment that has previously been addressed within GRCC's harassment policy. This separate sexual misconduct policy was developed to provide greater clarity to the campus community regarding what constitutes sexual misconduct, reporting responsibilities and specifically prohibits consensual sexual or dating relationships where there is an institutional power difference between the parties involved. The policy was amended in March 2012 to include further explanation of sexual misconduct and to refer to appropriate procedures for resolution of complaints consistent with Title IX.

The policy was amended in 2014 to implement changes to the Clery Act made by the Violence Against Women Reauthorization Act of 2013 (VAWA).

In 2016, this policy was revised to reconcile inconsistencies in the process, streamline the description of processes, include updated Clery requirements, and to clarify practice regarding actions taken by the college in the event of reported sexual misconduct. In 2017, this policy was updated to include more detailed information about resources, investigation process and programming.

In 2019, this policy was revised to reflect updated federal guidance, as well as clarify procedures on cross-examination, per court decisions, and use of advisors. Consensual relationships were removed from this policy and will be considered for inclusion in other college policies.

In 2021, this policy was updated to include gender-inclusive language, clarify definitions of "Sexual Harassment," "Sexual exploitation", and "Consent," and provide additional details about Retaliation.

XIV. Next Review/Revision Date

May 2023*

*The published review dates of the Sexual Misconduct and Title IX Policies as listed in this report have been postponed to winter of 2023-24 pending a significant change to the regulations at the federal level.

APPENDIX: MICHIGAN CRIMINAL LAW STATUTES

Michigan Criminal Law statutes governing crimes covered by the Violence Against Women's Act (VAWA): DOMESTIC AND SEXUAL VIOLENCE (EXCERPT)

Act 389 of 1978

400.1501 Definitions.

Sec. 1. As used in this act:

- (a) "Board" means the Michigan domestic and sexual violence prevention and treatment board created under Executive Order No. 2012-17.
- (b) "Dating relationship" means frequent, intimate associations primarily characterized by the expectation of affectional involvement. Dating relationship does not include a casual relationship or an ordinary fraternization between 2 individuals in a business or social context.
- (c) "Department" means the department of health and human services.
- (d) "Domestic violence" means the occurrence of any of the following acts by a person that is not an act of self-defense:
 - (i) Causing or attempting to cause physical or mental harm to a family or household member.
 - (ii) Placing a family or household member in fear of physical or mental harm.
 - (iii) Causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force, or duress.
 - (iv) Engaging in activity toward a family or household member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
- (e) "Family or household member" includes any of the following:
 - (i) A spouse or former spouse.
 - (ii) An individual with whom the person resides or has resided.
 - (iii) An individual with whom the person has or has had a dating relationship.
 - (iv) An individual with whom the person is or has engaged in a sexual relationship.
 - (v) An individual to whom the person is related or was formerly related by marriage.
 - (vi) An individual with whom the person has a child in common.
 - (vii) The minor child of an individual described in subparagraphs (i) to (vi).
- (f) "Fund" means the domestic violence prevention and treatment fund created in section 5.
- (g) "Prime sponsor" means a county, city, village, or township of this state, or a combination thereof, or a private, nonprofit association or organization.

750.81 Assault or assault and battery; penalties; previous convictions; exception; "dating relationship" defined. Sect 81.

- (1) 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), (4), or (5), 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 assaults or assaults and batters an individual who is pregnant and who knows the individual is pregnant 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.
- (4) An individual who commits an assault or an assault and battery in violation of subsection (2) or (3), and who has previously been convicted of assaulting or assaulting and battering an individual described in either subsection (2) or subsection (3) under any of the following, is guilty of a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than \$1,000.00, or both:
 - (a) 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.
 - (c) 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) An individual who commits an assault or an assault and battery in violation of subsection (2) or (3), and who has 2 or more previous convictions for assaulting or assaulting and battering an individual described in either subsection (2) or subsection (3) 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:
 - (a) 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.
 - (c) 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.
- (6) 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.
- (7) 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.

750.81a Assault; infliction of serious or aggravated injury; penalties; previous convictions; "dating relationship" defined.

Sec. 81a.

- (1) Except as otherwise provided in this section, a person who assaults an individual without a weapon and inflicts serious or aggravated injury upon that individual without intending to commit murder or to inflict great bodily harm less than murder is guilty of a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than \$1,000.00, or both.
- (2) Except as provided in subsection (3), an individual who assaults 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 the same household without a weapon and inflicts serious or aggravated injury upon that individual without intending to commit murder or to inflict great bodily harm less than murder is guilty of a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than \$1,000.00, or both.
- (3) An individual who commits an assault and battery in violation of subsection (2), and who has 1 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 the same household, in violation of 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:
 - (a) This section or an ordinance of a political subdivision of this state substantially corresponding to this section.
 - (b) Section 81, 82, 83, 84, or 86.
 - (c) A law of another state or an ordinance of a political subdivision of another state substantially corresponding to this section or section 81, 82, 83, 84, or 86.
- (4) 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.

Michigan Criminal Law section 750.520b: Criminal sexual conduct in the first degree; circumstances; felony;

- (1) A person is guilty of criminal sexual conduct in the first degree if he or she engages in sexual penetration with another person and if any of the following circumstances exists:
 - (a) That other person is under 13 years of age.
 - (b) That other person is at least 13 but less than 16 years of age and any of the following:
 - (i) The actor is a member of the same household as the victim.
 - (ii) The actor is related to the victim by blood or affinity to the fourth degree.
 - (iii) The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.
 - (iv) The actor is a teacher, substitute teacher, or administrator of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled.
 - (v) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his

or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

- (vi) The actor is an employee, contractual service provider, or volunteer of a child care organization, or a person licensed to operate a foster family home or a foster family group home in which that other person is a resident, and the sexual penetration occurs during the period of that other person's residency. As used in this subparagraph, "child care organization", "foster family home", and "foster family group home" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.
 - (c) Sexual penetration occurs under circumstances involving the commission of any other felony.
 - (d) The actor is aided or abetted by 1 or more other persons and either of the following circumstances exists:
 - (i) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
 - (ii) The actor uses force or coercion to accomplish the sexual penetration. Force or coercion includes, but is not limited to, any of the circumstances listed in subdivision(f).
 - (e) The actor is armed with a weapon or any article used or fashioned in a manner to lead the victim to reasonably believe it to be a weapon.
 - (f) The actor causes personal injury to the victim and force or coercion is used to accomplish sexual penetration. Force or coercion includes, but is not limited to, any of the following circumstances:
 - (i) When the actor overcomes the victim through the actual application of physical force or physical violence.
 - (ii) When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute these threats.
 - (iii) When the actor coerces the victim to submit by threatening to retaliate in the future against the victim, or any other person, and the victim believes that the actor has the ability to execute this threat. As used in this subdivision, "to retaliate" includes threats of physical punishment, kidnapping, or extortion.
 - (iv) When the actor engages in the medical treatment or examination of the victim in a manner or for purposes that are medically recognized as unethical or unacceptable.
 - (v) When the actor, through concealment or by the element of surprise, is able to overcome the victim.
 - (g) The actor causes personal injury to the victim, and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
 - (h) That other person is mentally incapable, mentally disabled, mentally incapacitated, or physically helpless, and any of the following:
 - (i) The actor is related to the victim by blood or affinity to the fourth degree.
 - (ii) The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.
- (2) Criminal sexual conduct in the first degree is a felony punishable as follows:
- (a) Except as provided in subdivisions (b) and (c), by imprisonment for life or for any term of years.
 - (b) For a violation that is committed by an individual 17 years of age or older against an individual less than 13 years of age by imprisonment for life or any term of years, but not less than 25 years.
 - (c) For a violation that is committed by an individual 18 years of age or older against an individual less than 13 years of age, by imprisonment for life without the possibility of parole if the person was previously convicted of a violation of this section or section 520c, 520d, 520e, or 520g committed against an individual less than 13 years of age or a violation of law of the United States, another state or political subdivision substantially corresponding to a violation of this section or section 520c, 520d, 520e, or 520g committed against an individual less than 13 years of age.
 - (d) In addition to any other penalty imposed under subdivision (a) or (b), the court shall sentence the defendant to lifetime electronic monitoring under section 520n.
- (3) The court may order a term of imprisonment imposed under this section to be served consecutively to any term of imprisonment imposed for any other criminal offense arising from the same transaction.

Michigan Criminal Law section 750.520c: Criminal sexual conduct in the second degree; felony.

- (1) A person is guilty of criminal sexual conduct in the second degree if the person engages in sexual contact with another person and if any of the following circumstances exists:
- (a) That other person is under 13 years of age.
 - (b) That other person is at least 13 but less than 16 years of age and any of the following:
 - (i) The actor is a member of the same household as the victim.
 - (ii) The actor is related by blood or affinity to the fourth degree to the victim.
 - (iii) The actor is in a position of authority over the victim and the actor used this authority to coerce the victim to submit.
 - (iv) The actor is a teacher, substitute teacher, or administrator of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled.

- (v) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
- (vi) The actor is an employee, contractual service provider, or volunteer of a child care organization, or a person licensed to operate a foster family home or a foster family group home in which that other person is a resident and the sexual contact occurs during the period of that other person's residency. As used in this subdivision, "child care organization", "foster family home", and "foster family group home" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.
- (c) Sexual contact occurs under circumstances involving the commission of any other felony.
- (d) The actor is aided or abetted by 1 or more other persons and either of the following circumstances exists:
 - (i) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
 - (ii) The actor uses force or coercion to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the circumstances listed in section 520b(1)(f).
- (e) The actor is armed with a weapon, or any article used or fashioned in a manner to lead a person to reasonably believe it to be a weapon.
- (f) The actor causes personal injury to the victim and force or coercion is used to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the circumstances listed in section 520b(1)(f).
- (g) The actor causes personal injury to the victim and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
- (h) That other person is mentally incapable, mentally disabled, mentally incapacitated, or physically helpless, and any of the following:
 - (i) The actor is related to the victim by blood or affinity to the fourth degree.
 - (ii) The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.
- (i) That other person is under the jurisdiction of the department of corrections and the actor is an employee or a contractual employee of, or a volunteer with, the department of corrections who knows that the other person is under the jurisdiction of the department of corrections.
- (j) That other person is under the jurisdiction of the department of corrections and the actor is an employee or a contractual employee of, or a volunteer with, a private vendor that operates a youth correctional facility under section 20g of the corrections code of 1953, 1953 PA 232, MCL 791.220g, who knows that the other person is under the jurisdiction of the department of corrections.
- (k) That other person is a prisoner or probationer under the jurisdiction of a county for purposes of imprisonment or a work program or other probationary program and the actor is an employee or a contractual employee of or a volunteer with the county or the department of corrections who knows that the other person is under the county's jurisdiction.
- (l) The actor knows or has reason to know that a court has detained the victim in a facility while the victim is awaiting a trial or meeting, or committed the victim to a facility as a result of the victim having been found responsible for committing an act that would be a crime if committed by an adult, and the actor is an employee or contractual employee of, or a volunteer with, the facility in which the victim is detained or to which the victim was committed.
- (2) Criminal sexual conduct in the second degree is a felony punishable as follows:
 - (a) By imprisonment for not more than 15 years.
 - (b) In addition to the penalty specified in subdivision (a), the court shall sentence the defendant to lifetime electronic monitoring under section 520n if the violation involved sexual contact committed by an individual 17 years of age or older against an individual less than 13 years of age.

Michigan Criminal Law section 750.520d: Criminal sexual conduct in the third degree; felony.

- (1) A person is guilty of criminal sexual conduct in the third degree if the person engages in sexual penetration with another person and if any of the following circumstances exist:
 - (a) That other person is at least 13 years of age and under 16 years of age.
 - (b) Force or coercion is used to accomplish the sexual penetration. Force or coercion includes but is not limited to any of the circumstances listed in section 520b(1)(f)(i) to (v).
 - (c) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

- (d) That other person is related to the actor by blood or affinity to the third degree and the sexual penetration occurs under circumstances not otherwise prohibited by this chapter. It is an affirmative defense to a prosecution under this subdivision that the other person was in a position of authority over the defendant and used this authority to coerce the defendant to violate this subdivision. The defendant has the burden of proving this defense by a preponderance of the evidence. This subdivision does not apply if both persons are lawfully married to each other at the time of the alleged violation.
 - (e) That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school, and either of the following applies:
 - (i) The actor is a teacher, substitute teacher, or administrator of that public school, nonpublic school, school district, or intermediate school district. This subparagraph does not apply if the other person is emancipated or if both persons are lawfully married to each other at the time of the alleged violation.
 - (ii) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
 - (f) That other person is at least 16 years old but less than 26 years of age and is receiving special education services, and either of the following applies:
 - (i) The actor is a teacher, substitute teacher, administrator, employee, or contractual service provider of the public school, nonpublic school, school district, or intermediate school district from which that other person receives the special education services. This subparagraph does not apply if both persons are lawfully married to each other at the time of the alleged violation.
 - (ii) The actor is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
 - (g) The actor is an employee, contractual service provider, or volunteer of a child care organization, or a person licensed to operate a foster family home or a foster family group home, in which that other person is a resident, that other person is at least 16 years of age, and the sexual penetration occurs during that other person's residency. As used in this subdivision, "child care organization", "foster family home", and "foster family group home" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.
- (2) Criminal sexual conduct in the third degree is a felony punishable by imprisonment for not more than 15 years.

Michigan Criminal Law section 750.520e: Criminal sexual conduct in the fourth degree; misdemeanor.

- (1) A person is guilty of criminal sexual conduct in the fourth degree if he or she engages in sexual contact with another person and if any of the following circumstances exist:
 - (a) That other person is at least 13 years of age but less than 16 years of age, and the actor is 5 or more years older than that other person.
 - (b) Force or coercion is used to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the following circumstances:
 - (i) When the actor overcomes the victim through the actual application of physical force or physical violence.
 - (ii) When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute that threat.
 - (iii) When the actor coerces the victim to submit by threatening to retaliate in the future against the victim, or any other person, and the victim believes that the actor has the ability to execute that threat. As used in this subparagraph, "to retaliate" includes threats of physical punishment, kidnapping, or extortion.
 - (iv) When the actor engages in the medical treatment or examination of the victim in a manner or for purposes which are medically recognized as unethical or unacceptable.
 - (v) When the actor achieves the sexual contact through concealment or by the element of surprise.
 - (c) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
 - (d) That other person is related to the actor by blood or affinity to the third degree and the sexual contact occurs under circumstances not otherwise prohibited by this chapter. It is an affirmative defense to a prosecution under this subdivision that the other person was in a position of authority over the defendant and used this authority to coerce the defendant to violate this subdivision. The defendant has the burden

of proving this defense by a preponderance of the evidence. This subdivision does not apply if both persons are lawfully married to each other at the time of the alleged violation.

- (e) The actor is a mental health professional and the sexual contact occurs during or within 2 years after the period in which the victim is his or her client or patient and not his or her spouse. The consent of the victim is not a defense to a prosecution under this subdivision. A prosecution under this subsection shall not be used as evidence that the victim is mentally incompetent.
 - (f) That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school, and either of the following applies:
 - (i) The actor is a teacher, substitute teacher, or administrator of that public school, nonpublic school, school district, or intermediate school district. This subparagraph does not apply if the other person is emancipated or if both persons are lawfully married to each other at the time of the alleged violation.
 - (ii) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
 - (g) That other person is at least 16 years old but less than 26 years of age and is receiving special education services, and either of the following applies:
 - (i) The actor is a teacher, substitute teacher, administrator, employee, or contractual service provider of the public school, nonpublic school, school district, or intermediate school district from which that other person receives the special education services. This subparagraph does not apply if both persons are lawfully married to each other at the time of the alleged violation.
 - (ii) The actor is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
 - (h) The actor is an employee, contractual service provider, or volunteer of a child care organization, or a person licensed to operate a foster family home or a foster family group home, in which that other person is a resident, that other person is at least 16 years of age, and the sexual contact occurs during that other person's residency. As used in this subdivision, "child care organization", "foster family home", and "foster family group home" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.
- (2) Criminal sexual conduct in the fourth degree is a misdemeanor punishable by imprisonment for not more than 2 years or a fine of not more than \$500.00, or both.

Michigan Criminal Law section 750.411h: Stalking.

- (1) As used in this section:
- (a) "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.
 - (c) "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.
 - (e) "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:
 - (i) 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.
- (2) An individual who engages in stalking is guilty of a crime as follows:
 - (a) Except as provided in subdivision(b), a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than \$1,000.00, or both.
 - (b) If the victim was less than 18 years of age at any time during the individual's course of conduct and the individual is 5 or more years older than the victim, a felony punishable by imprisonment for not more than 5 years or a fine of not more than \$10,000.00, or both.
- (3) The court may place an individual convicted of violating this section on probation for a term of not more than 5 years. If a term of probation is ordered, the court may, in addition to any other lawful condition of probation, order the defendant to do any of the following:
 - (a) Refrain from stalking any individual during the term of probation.
 - (b) Refrain from having any contact with the victim of the offense.
 - (c) Be evaluated to determine the need for psychiatric, psychological, or social counseling and if, determined appropriate by the court, to receive psychiatric, psychological, or social counseling at his or her own expense.
- (4) In a prosecution for a violation of this section, evidence that the defendant continued to engage in a course of conduct involving repeated unconsented contact with the victim after having been requested by the victim to discontinue the same or a different form of unconsented contact, and to refrain from any further unconsented contact with the victim, gives rise to a rebuttable presumption that the continuation of the course of conduct caused the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
- (5) A criminal penalty provided for under this section may be imposed in addition to any penalty that may be imposed for any other criminal offense arising from the same conduct or for any contempt of court arising from the same conduct.

PRIMARY PREVENTION AND AWARENESS PROGRAMS

The College offered the following primary prevention and awareness programs for all incoming students in 2022:

Date	Program	Who Delivered	Location	Target Audience	Prohibited Behavior Covered
Ongoing	New Student Orientation	Orientation Staff	Virtual	Incoming students	Sexual Misconduct, Title IX
Ongoing	Email from Title IX Coordinator/ Student Life and Conduct Director	Lina Blair	email/virtual	Incoming and enrolled students	Title IX as defined by new regulations- sexual assault, stalking, domestic/dating violence, sexual harassment., sent the first week of each semester, including half-semester courses.

The College offered the following primary prevention and awareness programs for all new employees in 2022:

Date	Program	Who Delivered	Location	Target Audience	Prohibited Behavior Covered
Ongoing	New Employee Title IX Training	Safe Colleges	Online	All new employees	This course provides staff members with a basic understanding of staff-to-staff sexual harassment as well as strategies to maintain a harassment-free environment in the workplace. Topics covered include defining sexual harassment and sexual harassment in the workplace.



ONGOING PREVENTION AND AWARENESS CAMPAIGNS

The College offered the following ongoing awareness and prevention programs for students in 2022:

Date	Program	Who Delivered	Location	Target Audience	Prohibited Behavior Covered
1/20/22	Social Media	Rosario Parada	Student Life/ Facebook	Students	Did You Know?/Title IX GRCC Policy
1/26/22	Social Media	Rosario Parada	Student Life/ Facebook	Students	Did You Know?/signs of abuse
2/3/22	Social Media	Rosario Parada	Student Life/ Facebook	Students	Sexual Harassment
2/3/22	Bulletin Board	Rosario Parada	Student Life/ Facebook	Students	Domestic Violence
2/22/22	Presentation	Safe Haven	Student Center- Multipurpose Room	Students	Safe Dating
3/22/22	Email	Lina Blair/Ryan Nauseida	Email	Email	Email to all students - DV, SA, Harassment, etc.
3/28/22	Social Media	Rosario Parada	Student Life/ Facebook	Students	Michigan Stats
4/15/22	Social Media	Rosario Parada	Student life/ Facebook	Students	SAfe Haven/ YWCA Contact info
Ongoing	Blackboard course-Title IX	Via Blackboard, created by Title IX Coordinator and Student Life	Via Blackboard course module	All Students	Domestic/Dating violence, stalking, sexual harassment, sexual assault, and gender-discrimination
Scheduled 6/22	Title IX Student email with video links	Email from Title IX Coordinator/ Student Life and Conduct Director	Via email	Winter Enrolled Students (credit and non-credit)	Title IX (sexual assault, stalking, domestic/dating violence, sexual harassment)
Scheduled 9/22	Title IX Student email with video links	Email from Title IX Coordinator/ Student Life and Conduct Director	Via email	Winter Enrolled Students (credit and non-credit)	Title IX (sexual assault, stalking, domestic/dating violence, sexual harassment)
August	Athletics Orientations	Lina Blair	Ford Fieldhouse	Student Athletes and Coaches	Title IX (sexual assault, stalking, domestic/dating violence, sexual harassment)
8/27/22	Raider Rally	Student Life Staff	Olivarez Plaza	Students	Title IX (sexual assault, stalking, domestic/dating violence, sexual harassment)
9/7/22	Involvement Day	Student Life Staff	Olivarez Plaza	Students	Title IX (sexual assault, stalking, domestic/dating violence, sexual harassment)

The College offered the following ongoing awareness and prevention programs for employees in 2022:

Date	Program	Who Delivered	Location	Target Audience	Prohibited Behavior Covered
4/5/22	Title IX Training for Deputy Title IX Coordinators	Brett Meyer	Virtual	Employees Serving as Deputy Coordinators	Topics covered included: the definition of sexual harassment; the scope of GRCC's Title IX Policy; implicit bias; how to conduct investigations; impartiality and objectivity; hearing and appeal processes; credibility; relevance.
4/8/22	Title IX Training for Hearing Committee Members	Brett Meyer	Virtual	Hearing Committee Employees	Topics covered included: the definition of sexual harassment; the scope of GRCC's Title IX Policy; implicit bias; Title IX investigation process; impartiality and objectivity; hearing processes; appeal processes; credibility and relevance determinations; evidence-based findings.
4/26/22	Title IX Team Member Training	Brett Meyer	Brett Meyer	Title IX Team Members	Topics covered included: the definition of sexual harassment; the scope of GRCC's Title IX Policy; implicit bias; how to conduct investigations; impartiality and objectivity; hearing and appeal processes; credibility; relevance.
Ongoing	Compliance Training - Title IX	Via Blackboard, created by Title IX Coordinator	Via Blackboard course module	All Employees	Domestic/Dating Violence, stalking, sexual harassment, sexual assault, and gender-discrimination
3/9/22	Good People Make Mistakes	Lina Blair	212 Cook	Faculty/Staff	Sexual Misconduct/Title IX policies and reporting process
10/18/22	Good People Make Mistakes	Lina Blair	336 SCC	Faculty/Staff	Sexual Misconduct/Title IX policies and reporting process
12/7/22	Good People Make Mistakes	Lina Blair	336 SCC	Faculty/Staff	Sexual Misconduct/Title IX policies and reporting process

TITLE IX INTRODUCTION

GRCC added the following Title IX Sexual Harassment Policy in August 2020 to ensure compliance with new Title IX requirements as reflected in 20 U.S.C. 1681, including 34 CFR part 106. In circumstances that fall within the jurisdiction outlined in the Title IX Sexual Harassment policy, where that policy is different from the Sexual Misconduct policy, the Title IX Sexual Harassment policy is used.

TITLE IX/SEXUAL HARASSMENT POLICY

I. Policy Section

6.0 Human Resources

II. Policy Subsection

6.5 Title IX Sexual Harassment Policy

III. Policy Statement

Grand Rapids Community College, "GRCC", is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation on the basis of sex. This policy was created to reflect that commitment and to ensure compliance with 20 U.S.C. 1681, "Title IX", including the revisions of 34 CFR part 106. GRCC is committed to providing policies and procedures that offer a prompt, fair, and impartial response and process for those involved in an allegation of sexual harassment. GRCC values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

IV. Reason for Policy

This policy was created to comply with 20 U.S.C. 1681, "Title IX", including the revisions of 34 CFR part 106.

V. Entities Affected by This Policy

All GRCC employees, students, members of the Board of Trustees and visitors to the campus

VI. Who Should Read This Policy

All GRCC employees, students, members of the Board of Trustees and visitors to the campus

VII. Related Documents

6.4 Sexual Misconduct Policy

VIII. Contacts

Policy Owner: Director of Equal Opportunity Compliance & Title IX Coordinator
General Counsel
Labor and Equal Opportunity Generalist
Director of Student Life & Conduct
Executive Director of Human Resources

IX. Definitions

A. Advisor: 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. **Campus Security Authority:** A GRCC employee is designated by GRCC as a Campus Security Authority if they are part of GRCC police, have responsibility for campus security, or have significant responsibility for student and campus activities. Individuals who are Campus Security Authorities have responsibility to designate certain criminal activity to GRCC police per the Clery Act.
- C. **Complainant:** An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment or retaliation for engaging in a protected activity under this Policy.
- D. **Confidential Resource:** An employee who is not a Responsible Employee required to report Sexual Harassment (regardless of Clery Act Campus Security Authority status).
- E. **Consent:** Permission to engage in sexual activity; the Title IX policy will utilize the definition of Consent set forth in GRCC's Sexual Misconduct Policy, 6.4.
- F. **Education Program and Activity:** Education program and activities of GRCC are defined for purposes of this policy as the locations, events, or circumstances where GRCC exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.
- G. **Final Determination:** A conclusion by the preponderance of the evidence that the alleged conduct occurred and whether it did or did not violate policy.
- H. **Finding:** A conclusion by the preponderance of the evidence that the conduct did or did not occur as alleged.
- I. **Formal Complaint:** A document filed/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 GRCC investigate the allegation.
- J. **Formal Grievance Process:** A method of formal resolution designated by GRCC to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.
- K. **Hearing Decision-maker:** Those who have decision-making and sanctioning authority (in cases with student Respondents) within GRCC's Formal Grievance process. For students, the Hearing Decision-maker is a panel; for employees, the Hearing Decision-maker is an external individual.
- L. **Investigator:** The person or persons charged by GRCC 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.
- M. **Responsible Employee:** A GRCC employee who is obligated by policy to share knowledge, notice, and/or reports of Sexual Harassment and retaliation with the Title IX Coordinator. For additional information about the role of the Responsible Employee, refer to Section X.D of this policy and to GRCC's Sexual Misconduct policy, 6.4.
- N. **Notice:** When an employee, student, or third party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of Sexual Harassment and/or retaliatory conduct.
- O. **Official with Authority (OWA):** An employee explicitly vested with the responsibility to implement corrective measures for sexual harassment and/or retaliation on behalf of GRCC.
- P. **Parties:** Both the Complainant(s) and Respondent(s), collectively.
- Q. **Remedies:** Post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to GRCC's educational program.
- R. **Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.
- S. **Resolution:** The result of an informal or Formal Grievance Process.

- T. Sanction: A consequence imposed by GRCC on a Respondent who is found to have violated this policy.
- U. Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:
 - a. An employee of GRCC conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct. This is referred to as "quid pro quo" sexual harassment.
 - b. Unwelcome conduct, determined by a reasonable person to be so severe, pervasive, and objectively offensive, that it effectively denies a person equal access to GRCC's education program or activity.
 - c. Sexual assault, as defined in 20 U.S.C. 1092 (f)(6)(A)(v), which defines "sexual assault" as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. That is further defined as:
 - i. Sex Offenses, Forcible: Any sexual act directed against another person without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.
 - 1. Forcible Rape:
 - a. Penetration, no matter how slight,
 - b. of the vagina or anus with any body part or object, or
 - c. oral penetration by a sex organ of another person,
 - d. without the consent of the Complainant.
 - 2. Forcible Sodomy:
 - a. Oral or anal sexual intercourse with another person
 - b. forcibly,
 - c. and/or against that person's will (non-consensually), or
 - d. not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - 3. Sexual Assault with an Object:
 - a. The use of an object or instrument to penetrate, however slightly,
 - b. the genital or anal opening of the body of another person,
 - c. forcibly,
 - d. and/or against that person's will (non-consensually)
 - e. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - 4. Forcible Fondling:
 - a. The touching of the private body parts of another person (buttocks, groin, breasts)
 - b. for the purpose of sexual gratification,
 - c. forcibly
 - d. and/or against that person's will (non-consensually)
 - e. or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - ii. Sex Offenses, Non-forcible:
 - 1. Incest:
 - a. Non-forcible sexual intercourse
 - b. between persons who are related to each other
 - c. within the degrees wherein marriage is prohibited by Michigan law.
 - 2. Statutory Rape:
 - a. Non-forcible sexual intercourse
 - b. with a person who is under the statutory age of consent of Michigan.
 - d. Dating Violence, defined in 34 U.S.C. 12291(a)(10) as:
 - i. Violence on the basis of sex
 - ii. committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.

1. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 2. For the purposes of this definition—
 - a. Dating violence includes, but is not limited to emotional, psychological, sexual or physical abuse or the threat of such abuse.
 - b. Dating violence does not include acts covered under the definition of domestic violence.
- e. Domestic Violence, defined in 34 U.S.C. 12291(a)(8) as:
- i. Violence on the basis of sex
 - ii. committed by a current or former spouse or intimate partner of the Complainant,
 - iii. by a person with whom the Complainant shares a child in common, or
 - iv. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
 - v. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan, or
 - vi. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
 - vii. To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.
- f. Stalking, defined in 34 U.S.C. 12291(a)(30) as:
- i. engaging in a course of conduct
 - ii. on the basis of sex
 - iii. directed at a specific person
 - iv. that would cause a reasonable person to fear for the person's safety, or the safety of others; or suffer substantial emotional distress.
 - v. For the purposes of this definition:
 1. Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent 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.
 2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
 3. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling
- V. Supportive Measures: 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 GRCC's education program or activity, including measures designed to protect the safety of all parties or the educational environment, and/or deter Sexual Harassment and/or retaliation.

X. Procedures

- A. Scope of Policy: The core purpose of this policy is the prohibition of sexual harassment as defined by Title IX. Sometimes sexual harassment involves exclusion from activities, such as admission, athletics, or employment. Other times, that harassment can encompass sexual harassment, sexual assault, stalking, dating violence or domestic violence. When an alleged violation of this Title IX policy is reported, the allegations are subject to resolution under this process, where appropriate, as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of the GRCC community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the GRCC community. This community includes, but is not limited to, students (as defined by the Student Code of Conduct), student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers and invitees. The procedures described in this Policy may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this Policy.

B. Title IX Coordinator: The Title IX Coordinator is the official designated by GRCC to ensure compliance with Title IX and GRCC's Title IX program. The Title IX Coordinator has the primary responsibility for coordinating GRCC's efforts related to the intake, investigation, resolution and implementation of supportive measures to stop, remediate, and prevent sexual harassment prohibited under this policy. The Director of Equal Opportunity Compliance-serves as the Title IX Coordinator and oversees implementation of GRCC's Title IX policy. Some references to the Title IX Coordinator within this policy may include an appropriate designee. Complaints, inquiries or concerns about this policy and procedures may be made directly to the Title IX Coordinator, by using the following contact information:
Director of Equal Opportunity Compliance & Title IX Coordinator
Bostwick Office Suites, 143 Bostwick Ave NE, Grand Rapids, MI 49503
(616) 234-3169
TitleIX@grcc.edu

C. Independence and Conflict of Interest: The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team who are involved in any particular case are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

Any individual materially involved in the administration of the resolution process, including the Title IX Coordinator, Investigator(s), and Hearing Decision-maker(s) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent. The Parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another member of the Title IX team will be assigned to fill the role, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the Executive Director of Human Resources. To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the Executive Director of Human Resources at hr@grcc.edu or 616-234-3972. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

D. Duty to Report: GRCC requires that all employees are considered Responsible Employees and will report to the Title IX Coordinator if they become aware of an incident that may violate this Title IX policy. This designation is separate from an Official with Authority as defined in this policy. Determining who is an Official with Authority is a legal determination of who is explicitly vested with responsibility to implement corrective measures on behalf of GRCC. Regardless of an employee's designation as an Official with Authority, all GRCC employees are required per this policy and GRCC's Sexual Misconduct policy to report any actions which may violate the Title IX or Sexual Misconduct policies. If you are a Campus Security Authority, you must also report violations of this Policy to Campus Police.

E. Filing a Complaint:

- a. Complaints and notices of alleged policy violations may be made in any of the following ways:
 - i. File a complaint with, or give verbal notice to, the Title IX Coordinator using the contact information in Section X.B. of this policy. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address listed for the Title IX Coordinator.
 - ii. Report online, using the reporting form posted at <https://www.grcc.edu/generalcounsel/titleix/reportingtitleixconcern>.
 - iii. Report using the Ethics hotline at 616-234-3169.
- b. Anonymous reports: Anonymous reports can be made through any of the means above. Individuals who are considering making an anonymous report should be aware of the following:
 - i. The information contained in anonymous reports may give rise to a need to investigate. Without a known Complainant, GRCC may be limited in its ability to obtain follow-up information and appropriately respond to the complaint.
 - ii. GRCC tries to provide supportive measures to all Complainants, which is impossible with an anonymous report.

iii. The act of reporting carries no obligation to initiate a Formal Complaint. GRCC seeks to respect Complainants' requests regarding complaints, as described further in this Title IX Policy, Section X.M.

c. A Formal Complaint is a document filed and/or signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that GRCC investigate the allegation(s). A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in Section X.B. A Formal Complaint will contain a Complainant's or the Title IX Coordinator's digital or physical signature, or otherwise indicates who is filing the Formal Complaint. If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to verify their intent to file a Formal Complaint and ensure that it is filed correctly. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or party.

F. Supportive Measures:

a. Process: GRCC will offer and implement appropriate and reasonable supportive measures to the Parties upon notice of alleged sexual harassment and/or retaliation. The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the Title IX Coordinator will inform the Complainant, in writing, that they may file a formal complaint with GRCC either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

b. Privacy: GRCC will maintain the privacy of the supportive measures, provided that privacy does not impair GRCC's ability to provide the supportive measures or respond appropriately to the concern. GRCC will act to ensure as minimal an academic impact on the parties as possible. GRCC will implement measures in a way that does not unreasonably burden the other party.

c. Options: Supportive measures may include, but are not limited to:

- i. Referral to confidential resources, including counseling and other mental health services, and the Employee Assistance Program for employees, and community-based service providers
- ii. Class schedule modifications, withdrawals, or leaves of absence
- iii. Increased security and monitoring of certain areas of the campus
- iv. Visa and immigration assistance
- v. Student financial aid counseling
- vi. Education to the community or community subgroup(s)
- vii. Altering work arrangements for employees or student-employees
- viii. Safety planning
- ix. Providing campus safety escorts
- x. Providing transportation accommodations
- xi. Implementing contact limitations (no contact orders) between the parties
- xii. Academic support, extensions of deadlines, or other course/program-related adjustments
- xiii. Issuing Timely Warnings, per the Clery Act.
- xiv. Any other actions deemed appropriate by the Title IX Coordinator

G. Emergency Removal: GRCC can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any individual has arisen from the allegations of Sexual Harassment and justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with GRCC's Office of Student Life & Conduct and Behavioral Intervention Team (BIT), using the BIT's standard objective threat assessment procedures. The Respondent will have notice and an opportunity to challenge the decision immediately following the removal. GRCC has the authority and discretion to place an employee on administrative leave during the pendency of an investigation even where the requirements for an emergency removal are not met.

- H. Promptness: All allegations are acted upon promptly by GRCC after receiving notice or a Formal Complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but GRCC seeks to avoid all undue delays within its control. Any time the general timeframes for resolution outlined in the Title IX policy will be delayed, GRCC will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.
- I. Privacy: Every effort is made to preserve the privacy of reports. GRCC will not share the identity of any individual who has made a report or complaint of sexual harassment or retaliation pursuant to this policy, including the identity of the Parties, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under GRCC's policies.
- J. Jurisdiction: GRCC's Title IX policy applies when all of the below are true:
 - a. The alleged conduct occurred in the Education Program and Activities of GRCC, defined for purposes of this policy as the locations, events, or circumstances where GRCC exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs. This could include an off-campus building owned or controlled by a student organization officially recognized by GRCC.
 - b. GRCC has control over the Respondent at the time of the complaint.
 - c. The alleged conduct occurs against a Complainant who is in the United States.
 - d. If a Formal Complaint is filed, at the time of filing the Formal Complaint, a Complainant is participating in or attempting to participate in GRCC's education program or activity.
- K. Retaliation: It is prohibited for GRCC or any member of the GRCC community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has engaged in a protected activity. Protected activity under this policy includes reporting an incident that may implicate this policy, filing a Formal Complaint, participating or refusing to participate in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. GRCC will take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Charges against an individual for code of conduct violations that do not involve Sexual Harassment but arise out of the same facts or circumstances as a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. The exercise of rights protected under the First Amendment does not constitute retaliation.

- L. Materially false statements: Making a materially false statement as part of a Title IX investigation is a violation of GRCC's Code of Conduct. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

- M. **Complainant's Expressed Desire Not to Proceed:** If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a Formal Complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether GRCC proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate risk assessment. The Title IX Coordinator's decision will be based on results of the risk assessment that show a compelling risk to health and/or safety that requires GRCC to pursue formal action to protect the community. A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. GRCC may be compelled to act on alleged misconduct regardless of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and GRCC's ability to pursue a Formal Grievance Process fairly and effectively. When GRCC proceeds with the Formal Grievance Process, the Complainant or their Advisor may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy regardless of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

GRCC's ability to remedy and respond to notice may be limited if the Complainant does not want to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing GRCC's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow GRCC to honor that request, GRCC will offer informal resolution options as discussed in Section X.O.4 of this Policy, supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by GRCC, and to have the incidents investigated and properly resolved through these procedures.

- N. **Amnesty for Complainants and Witnesses:** The GRCC community encourages Complainants and witnesses to report misconduct and crimes. Sometimes, Complainants or witnesses are hesitant to report to GRCC officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the GRCC community that Complainants choose to report misconduct to GRCC officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process. To encourage reporting and participation in the process, GRCC maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty to a Respondent is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

- O. **Title IX Process:**

1. **Notice and Complaint:** Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of this Title IX Policy pursuant to Section X.E, GRCC will initiate a prompt initial assessment to determine the appropriate next steps.

- a. The initial assessment will involve:
 - A. Title IX Coordinator determines if Complainant wishes to make a Formal Complaint, and assists them in doing so if desired.
 - B. If there is no Formal Complaint filed by Complainant, Title IX Coordinator determines if there is an institutional risk to health or safety, as discussed in Section X.M., sufficient for the Title IX Coordinator to sign the Formal Complaint.
 - C. Title IX Coordinator offers Supportive Measures to the Complainant and notifies them of their right to have an Advisor as part of the process.
- b. The initial assessment will conclude in at least one of the following responses:
 - A. Supportive measures as described in Section X.F., if the Complainant does not want to proceed formally, and/or
 - B. Proceeding with an informal resolution, and/or
 - C. Proceeding with a Formal Grievance Process, to include an investigation and a hearing, which will determine whether or not GRCC's Title IX Policy has been violated. If so, GRCC will promptly implement effective remedies to address the potential recurrence of the harassment or its effects.
 1. If the Complainant wishes to proceed with a Formal Grievance Process, the Title IX Coordinator will determine if the alleged Sexual Harassment falls within the scope of the Title IX Policy.
 2. If it does not fall within the scope of the Title IX Policy, the Title IX Coordinator will "dismiss" the Title IX complaint, and offer other policy options to the Complainant, including the Sexual Misconduct policy.
 3. If the actions alleged fall within the scope of the Title IX Policy, the Title IX Coordinator will initiate (or designate an investigator to initiate) an investigation of whether the alleged sexual harassment violates GRCC's Title IX Policy.

2. Dismissal of Complaint

- a. **Mandatory:** Dismissal of the Title IX Complaint is mandatory if at any time during the investigation or hearing, it is determined that:
 - A. The conduct alleged in the formal complaint would not constitute Sexual Harassment as defined in the Policy hereinabove, even if proved; and/or
 - B. The conduct did not occur in an educational program or activity controlled by GRCC, and/or GRCC does not have control of the Respondent; and/or
 - C. The conduct did not occur against a person in the United States; and/or
 - D. At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity.
- b. **Discretionary:** Dismissal of the Title IX Complaint is discretionary if, at any time during the investigation or hearing:
 - A. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein, though the Complainant may later request to reinstate or refile the complaint; or
 - B. Specific circumstances prevent GRCC from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- c. **Procedure for Dismissal:** Upon any dismissal, the Title IX Coordinator 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.
- d. **Appeal of Dismissal:** GRCC's decision to dismiss or not to dismiss is appealable by either Party under the procedures for appeal below.

3. Advisors: The Parties may each have an Advisor of their choice with them for all meetings and interviews within the Formal Grievance process, if they so choose.

- a. **Witnesses as Advisors:** Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

- b. Who can serve as Advisor: The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of GRCC.
 - c. GRCC Advisor: The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from GRCC, the Advisor will be trained by GRCC and will be familiar with GRCC's processes. Advisors may request to meet with the Title IX Coordinator in advance of portions of the Formal Grievance process to allow Advisors to clarify and understand their role, as well as the relevant Policies and Procedures. One party's choice to select an attorney to serve as their Advisor does not obligate GRCC to provide an attorney for the other Party.
 - d. The Right NOT to have an Advisor: Parties have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing. At a hearing, Parties must have an Advisor to facilitate cross-examination. If a Party does not have an Advisor for a hearing, the Title IX Coordinator or designee will appoint a trained Advisor for the limited purpose of conducting any cross-examination.
 - e. Role of the Advisor: The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors are not to interrupt the meeting and are primarily present for support and consultation with the Party. If unable to comply with expectations, Advisors may be asked to leave. Advisors may not speak on behalf of the Party they advise except during the cross-examination portion of the hearing proceeding.
 - f. Expectations for Advisors: All Advisors are subject to GRCC policies and procedures, and are expected to advise their advisees without disrupting proceedings. Advisors are not present in a hearing to present statements or arguments or to facilitate direct examination. Advisees may consult with their Advisors as requested, and may do so privately as needed.
 - g. Information Sharing with Advisors: Parties may share any information directly with their Advisors, to facilitate the Advisor's participation in the process. Upon request, the Title IX Coordinator can provide a consent form to authorize GRCC to share information directly with the Advisor. Advisors are expected to maintain the privacy of any documentation, exhibits or other information shared with them.
 - h. Unionized employees: For parties who are entitled to union representation, GRCC will allow the unionized employee to have their union representative (if requested by the party) as well as an Advisor of their choice present for all meetings and interviews as part of the Formal Grievance Process. Union representatives will be held to the expectations of Advisors and the scope of their role will be consistent with the appropriate Collective Bargaining Agreement. To uphold the principles of equity, the other party (regardless of union membership) will also be permitted to have two Advisors.
4. Informal Resolutions: GRCC does not require, as a condition of any right or privilege, waiver of the right to an investigation or participation in the Formal Grievance Process. After a Formal Complaint is filed, and before making a determination regarding responsibility for a violation of this Policy, GRCC may facilitate an informal resolution process that does not involve a full investigation and adjudication, if GRCC:
- a. Provides to the parties a written notice disclosing:
 - i. the allegations,
 - ii. the requirements of the informal resolution process,
 - iii. the circumstances under which the parties are precluded from resuming a formal complaint arising out of the same allegations, provided that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Formal Grievance Process.
 - b. Obtains the Parties' voluntary, written consent to the informal resolution process, and
 - c. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5. Formal Grievance Process Participants: The Formal Grievance Process is carried out by the Title IX Coordinator, Investigator(s), including the Title IX Coordinator, Hearing Decision-makers, Appeal Decision-makers, and Advisors.
 - a. Training of Formal Grievance Process participants: The Title IX Coordinator, Hearing Decision-makers, Appeal Decision-makers, and investigators receive annual training on the following topics, as appropriate for their role. Materials used to train Formal Grievance Process participants, as well as those who facilitate informal resolution processes, are available via www.grcc.edu/generalcounsel/titleix/titleixtrainingmaterials.
 - i. The scope of GRCC's Title IX Policy
 - ii. How to conduct investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability
 - iii. Implicit bias
 - iv. Disparate treatment and impact
 - v. Reporting, confidentiality, and privacy requirements
 - vi. Applicable laws, regulations, and federal regulatory guidance
 - vii. How to implement appropriate and situation-specific remedies
 - viii. How to investigate in a thorough, reliable, and impartial manner
 - ix. How to uphold fairness, equity, and due process
 - x. How to weigh evidence
 - xi. How to conduct questioning
 - xii. How to assess credibility
 - xiii. Impartiality and objectivity
 - xiv. How to render findings and generate clear, concise, evidence-based rationales
 - xv. The definitions of all offenses
 - xvi. How to apply definitions used by GRCC with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with policy
 - xvii. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes
 - xviii. How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias
 - xix. Any technology to be used at a live hearing
 - xx. Issues of relevance of questions and evidence
 - xxi. Issues of relevance to create an investigation report that fairly summarizes relevant evidence
 - xxii. How to determine appropriate sanctions in reference to all forms of harassment, discrimination, and/or retaliation allegations

6. Notice of Investigation and Allegations: The Title IX Coordinator will provide written notice of the investigation and allegations (NOIA) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice if possible of when the NOIA will be delivered to the Respondent.
 - a. The Notice of Investigation and Allegations will include:
 - i. A meaningful summary of all of the allegations,
 - ii. The identity of the involved parties (if known),
 - iii. The precise misconduct being alleged,
 - iv. The date and location of the alleged incident(s) (if known),
 - v. The specific policies implicated,
 - vi. A description of the applicable procedures,
 - vii. A statement of the potential sanctions/responsive actions that could result,
 - viii. A statement that GRCC presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
 - ix. A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
 - x. A statement about GRCC's policy on retaliation,
 - xi. Information about the privacy of the process,
 - xii. Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,

- xiii. A statement informing the parties that the Title IX policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
 - xiv. Details on how the party may request disability accommodations during the Formal Grievance Process,
 - xv. A link or information about relevant community or college resources, including mental health resources,
 - xvi. The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
 - xvii. An instruction to preserve any evidence that is directly related to the allegations.
- b. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.
 - c. The Notice of the Investigation and Allegations 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(es) of the parties as indicated in official GRCC records, or emailed to the Parties' GRCC-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.
7. Assigning Investigators. Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints an investigator, who may be the Title IX Coordinator, to perform the investigation. That investigator will reach out to the Parties and begin the investigation.
8. Presumption and Standard of Proof: GRCC operates with the presumption that the Respondent is not responsible for the alleged Sexual Harassment. This presumption exists unless and until the Respondent is determined to be responsible for a policy violation by a preponderance of the evidence. The preponderance of the evidence standard means whether it is more likely than not that the Respondent violated the Policy as alleged.
9. Investigation Procedures: All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available relevant evidence. All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record. An investigation will typically consist of the following steps:
- a. Determine the identity and contact information of the Complainant.
 - b. Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated.
 - c. Ensure that a prompt initial assessment is conducted to determine if the allegations indicate a potential policy violation.
 - d. 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 anticipated order of interviews for all witnesses and the parties.
 - e. Notify all Parties of their right to have an Advisor of their choosing for all meetings attended by that Party.
 - f. Meet with the Complainant to finalize their interview/statement, if necessary.
 - g. Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations.
 - h. 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.
 - i. Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible.

- j. 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.
 - k. Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
 - l. 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.
 - m. Complete the investigation promptly and without unreasonable deviation from the intended timeline.
 - n. Provide regular status updates to the parties throughout the investigation.
 - o. 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 in the investigation report.
 - p. Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence.
 - q. 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 Sexual Harassment, including evidence upon which GRCC does not intend to rely in reaching a determination. Provide 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.
 - r. 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.
 - s. 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.
 - t. The Investigator(s) should document all rationales for any changes made after the review and comment period. The Investigator(s) shares the report with the Title IX Coordinator, if other than the investigator, and/or legal counsel for their review and feedback.
 - u. 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.
10. Title IX Hearing Scheduling: If the complaint is not resolved through Informal Resolution, the Title IX Coordinator should schedule a hearing, which shall proceed as follows:
- a. The hearing shall be scheduled not less than ten (10) business days from the date the final investigation report is transmitted to the Parties and the Decision-maker, unless all Parties and the Decision-maker agree to an expedited timeline.
 - b. The Title IX Coordinator will select an appropriate panel of three (3) Hearing Decision-makers if the Respondent is a student. One of the 3 Hearing Decision-makers will serve as the Chair. If the Respondent is an employee, the Title IX Coordinator will select an external individual to serve as the Hearing Decision-maker. None of the Hearing Decision-makers may be Advisors, Investigators, or the Title IX Coordinator. A Hearing Facilitator will also be present to guide the process and ensure procedural requirements are met.
 - c. The hearing will begin at a time arranged by the Hearing Decision-maker and the Title IX Coordinator.

- d. The Title IX Coordinator or the Decision-maker (or the Chair of the Hearing Decision-maker panel, if a student Respondent) will send notice of the hearing to the Parties not less than ten (10) business days before the hearing is scheduled to be held. Once mailed, emailed, and/or received in person, notice will be presumptively delivered. The notice of hearing will contain:
 - i. A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
 - ii. The time, date, and location of the hearing.
 - iii. Any technology that will be used to facilitate the hearing.
 - iv. Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker(s) and Parties to see and hear a party or witness answering questions. Such a request must be raised if possible with the Title IX Coordinator at least five (5) business days prior to the hearing.
 - v. A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
 - vi. Information on how the hearing will be recorded and on access to the recording for the Parties after the hearing.
 - vii. A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-maker(s). For compelling reasons, the Decision-maker may reschedule the hearing.
 - viii. Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any cross-examination questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the Title IX Coordinator will appoint one. Each party must have an Advisor present for the purpose of cross-examination.
 - ix. A copy of all the materials provided to the Decision-maker(s) about the matter, unless they have been provided already.
 - x. An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least five (5) business days prior to the hearing if possible.

12. Title IX Hearing Proceedings:

- a. Evidentiary Considerations: Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered.
 - i. The hearing does not consider:
 - (a) incidents not directly related to the possible violation, unless they evidence a pattern;
 - (b) the character of the parties; or
 - (c) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
 - ii. Relevance Considerations: All questions are subject to a relevance determination by the Decision-Maker; for students, this will be facilitated by the chair of the Hearing Decision-maker panel. The Advisor will present the proposed question, the proceeding will pause to allow the Decision-maker to consider it. The Decision-maker will determine whether the question will be permitted, disallowed, or rephrased. The Decision-maker may explore arguments regarding relevance with the Advisors, if the Decision-maker so chooses. The Decision-maker will then state their decision on the question for the record and advise the party/witness to whom the question was directed accordingly. The Decision-maker will explain any decision to exclude a question as not relevant, or request to reframe it for relevance.

The Decision-maker will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Decision-maker has final say on all questions and determinations of relevance, subject to any appeal; the Decision-maker may consult with legal counsel on any questions of admissibility. The Decision-maker may ask advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the advisors on relevance once the Decision-maker has ruled on a question.

- b. Procedures: 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 connection with the Sexual Harassment and/or retaliation, even though they may not have occurred under this policy. The Hearing Decision-maker will answer all questions of procedure.
- c. Introduction of Investigation Report at Hearing: Upon request by the Decision-maker, the Investigator(s) will present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-maker(s) and the parties (through their Advisors). The Investigator(s) may be present during the entire hearing process, but not during deliberations. Neither the parties nor the Decision-maker(s) should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Decision-maker will direct that it be disregarded.
- d. Testimony at Hearing: Once the Investigator(s) present their report and are questioned, the Parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair and set forth in the Hearing Procedures. The Parties/ witnesses will submit to questioning by the Decision-maker(s) and then by the parties through their Advisors, which is the cross-examination.
- e. Refusal to submit to cross-examination at hearing: For purposes of considering alleged violations of this Policy, if a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend, or they attend but refuse to participate in cross-examination, then the Decision-maker(s) may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Decision-maker(s) must disregard that statement. Evidence provided that is something other than a statement by the party or witness may be considered. If the party or witness attends the hearing and answers some cross-examination questions, only statements related to the cross-examination questions they refuse to answer cannot be relied upon. However, if the statements of the party who is refusing to submit to cross-examination or refuses to attend the hearing are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), then those statements are not precluded from admission. The Decision-maker(s) may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.
- f. Deliberation: 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. For student Respondents where a panel is used, a simple majority vote of the panel of Decision-makers is required to determine the finding. A hearing facilitator may be invited to attend the deliberation by the Chair, but is there only to facilitate procedurally, not to address the substance of the allegations.
- g. Decision: After post-hearing deliberation, the Decision-maker renders a determination based on the preponderance of the evidence: whether it is more likely than not that the Respondent violated the Policy as alleged. 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 disregarded, and credibility assessments.

- h. Sanctioning decision: After conclusion of the hearing portion of the proceeding, if there is a finding that the alleged conduct occurred and a final determination that the Title IX policy was violated, the Hearing Decision-maker will proceed to make a sanctioning decision, in cases with student Respondents. For employee Respondents, the case will be referred to Human Resources. In those employee cases, HR, in consultation with supervisors, Deans and other appropriate parties will determine an appropriate sanction. Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. The parties may each submit a written impact statement prior to the hearing for the consideration at the sanction stage of the process when a determination of responsibility is reached.
- i. Sanction Considerations: Appropriate considerations in determining sanction include:
 - a) The nature, severity of, and circumstances surrounding the violation(s) and the impact on the Parties;
 - b) The Respondent's disciplinary history;
 - c) Previous allegations or allegations involving similar conduct;
 - d) The need for sanctions/responsive actions to bring an end to the Sexual Harassment;
 - e) The need for sanctions/responsive actions to prevent the future recurrence of the Sexual Harassment; and
 - f) The need to remedy the effects of the Sexual Harassment and/or retaliation on the Complainant and the community.
- i. Notice of Outcome: 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, as requested, simultaneously.
 - a) Delivery of Notice: 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 GRCC records, or emailed to the parties' GRCC-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.
 - b) Contents of Notice: The Notice of Outcome will identify the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by GRCC 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 GRCC is permitted to share such information under law; any sanctions issued which GRCC is permitted to share according to law; and any remedies provided to the Complainant designed to ensure access to GRCC's educational or employment program or activity, to the extent GRCC is permitted to share such information under law. The Notice will also include available appeal options.

13. Sanctions:

- a. For student Respondents: Sanctions for students can include, but are not limited to:
 - i. a verbal or written warning;
 - ii. probation;
 - iii. establishment of mandatory behavior conditions;
 - iv. recommendations for counseling;
 - v. permanent removal from a course or academic program;
 - vi. loss of access to college computers and/or network;
 - vii. specific project designed to assist the student in better understanding the overall impact of the behavior;
 - viii. restitution of damages/stolen property;
 - ix. suspension without pay from his or her on campus job;
 - x. prohibit participation in extracurricular activities or interscholastic or leadership positions;
 - xi. community service;
 - xii. withholding degree;
 - xiii. suspension; and/or
 - xiv. expulsion.

- b. For employee Respondents: Sanctions for employees can include, but are not limited to:
 - i. a verbal or written warning;
 - ii. a Performance Improvement Plan;
 - iii. recommendations for counseling;
 - iv. additional training or educational requirements;
 - v. demotion;
 - vi. removal of responsibilities or leadership roles,
 - vii. suspension; and/or
 - viii. termination.

14. Withdrawal or Resignation While Charges are Pending:

- a. Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent withdraw permanently from GRCC, the Formal Grievance Process per the Title IX Policy ends, as GRCC no longer has disciplinary jurisdiction over the withdrawn student. A hold will be placed on the student's ability to return, pending resolution of the process. GRCC will continue to address and remedy any systemic issues, ongoing effects of the alleged Sexual Harassment, etc.
- b. Should an employee Respondent resign with unresolved allegations pending, the Formal Grievance process per the Title IX Policy ends, as GRCC no longer has disciplinary jurisdiction over the resigned employee. The employee may no longer be eligible for rehire, absent appropriate resolution of the Formal Grievance Process. GRCC will continue to address and remedy any systemic issues, ongoing effects of the alleged Sexual Harassment, etc.

15. Appeals:

- a. Request for Appeal: Any party may request an appeal, which must be submitted in writing to the Appeal Decision-maker within 5 days of the delivery of the Notice of Outcome. The Appeal Decision-maker is the Dean of Student Affairs for students and an external Decision-maker for employees (separate from the Hearing Decision-maker). For student respondents, the Request for Appeal will be reviewed initially by the Dean of Student Affairs, who will consult with the Title IX Coordinator and General Counsel as necessary, and determine if the request meets the grounds for appeal and is timely filed. For employee respondents, the Request for Appeal will be submitted to the Title IX Coordinator, who will consult with General Counsel and determine if the request meets the grounds for appeal and is timely filed. If so the Title IX Coordinator will then forward it to an external Appeal Decision-maker. Employee appeal processes will comply with collective bargaining agreements. Utilizing the appeals process does not prohibit a unionized employee from using the grievance process at the conclusion of the appeal.
- b. Grounds for Appeal: One or more of the following grounds must be identified and explained in the Request for Appeal:
 - i. Procedural irregularity that affected the outcome of the matter;
 - ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - iii. The Title IX Coordinator, Investigator(s), or Decisionmaker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.
- c. Response to Appeal: If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Decision-maker will notify the Parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the Hearing Decision-maker(s). The Parties will be given five (5) business days to submit a written response to the appeal. All responses will be forward to the other Parties for review and comment. The non-appealing party may also choose to raise a new ground for appeal at this time. If so, that will be reviewed for standing by the Appeal Decision-maker and either denied or approved. If approved, it will be forwarded to the other Parties, who will have the opportunity to submit a written response within five (5) business days.

- d. Notice of Appeal Outcome: The Notice of Appeal Outcome will be sent to all parties simultaneously by the Appeal Decision-maker. This Notice will include the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which GRCC is permitted to share according to law, and the rationale supporting the essential findings to the extent GRCC is permitted to share under state or federal law. 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 institutional records, or emailed to the parties' GRCC-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.
- e. Sanction/discipline status during Appeal: Student sanctions or employee discipline are stayed during the appeal process. Supportive measures may continue or be put in place at this time.

16. Recordkeeping: GRCC will maintain records of the complaints, policies and processes set forth in this Title IX policy pursuant to institutional and legal requirements.

XI. Forms

XII. Effective Date

This policy goes into effect August 14, 2020.

XIII. Policy History

August 2020: This policy was created as a stand-alone policy separate from the Sexual Misconduct policy to comply with the newly-revised requirements of 20 U.S.C. 1681 and 34 CFR part 106. This policy was adapted and modified from an ATIXA model policy and is used with permission. ATIXA 2020 One Policy, Two Procedures Model: Use and Adaptation of this Model with Citation to ATIXA is permitted through a limited license to Grand Rapids Community College. All other rights reserved. © 2020. ATIXA.

Revised: August 2021

XIV. Next Review/Revision Date

May, 2023*

*The published review dates of the Sexual Misconduct and Title IX Policies as listed in this report have been postponed to winter of 2023-24 pending a significant change to the regulations at the federal level.

PERSONAL PROTECTION ORDER PROCESS

Any person who obtains an order of protection from Michigan or any reciprocal state (Per MCL. 600.2950 upon service, a personal protection order (PPO) may also be enforced by another state, Indian tribe, or a territory of the United States) should provide a copy to the GRCC Police Department and the appropriate jurisdiction of record. A complainant may then meet with the GRCC Police Chief or Title IX coordinator and the Director of Student Life and Conduct to develop a plan to reduce the risk of harm while on campus or coming and going from campus. GRCC will assess the need to implement interim or long-term protective measures to protect the complainant and if appropriate will provide a "No Trespass" directive to the accused party. GRCC cannot apply for a legal order of protection, no contact order or restraining order for a victim, though members of the Title IX office and GRCC Police Department may assist the victim.

In Kent County, a victim may apply directly for these services with the 17th Circuit Court Personal Protection Orders Department (180 Ottawa NW, Suite 3500, Grand Rapids, MI 49503, telephone number (616) 632-5071), Monday through Friday, from 9 a.m.-2:30 p.m. Forms are located at [MichiganLegalHelp.org](https://www.michiganlegalhelp.org). If possible, they ask you to print the necessary documents and bring them with you. Personal Protection Orders may be obtained through the Personal Protection Orders Department, which assists victims of domestic violence and victims of stalking in obtaining personal protection orders, and assists the petitioning party with processing extensions and addressing violations. They also assist restrained parties with the process of making objections.

In Ottawa County, a victim may apply directly for a PPO at the Circuit Court Records Division for the Clerk's Office, 414 Washington Avenue, Room 320, Grand Haven, MI 49417, telephone number (616) 846-8315. Business hours are Monday-Friday, 8 a.m.-5 p.m. The personal protection action involves seeking an order from the court to protect the complainant from harassment, assaulting, beating, molesting, wounding or stalking by another person. No filing fee is assessed.

Both PPO Office's will assist in making the filing process go as smoothly as possible. Please remember that if you have initiated your own lawsuit, you are representing yourself in this action. The PPO staff are not attorneys, investigators, enforcers or process servers.

Statutory Requirements

Personal Protection Orders are not for civil matters such as custody and neighbor disputes. For help in neighbor conflict in Kent County, contact the Dispute Resolution Center at (616) 774-0121. In Ottawa/Allegan County, contact the Mediation Services Center for dispute resolutions at (616) 399-1600. Petitioner must be at least 18 years old unless accompanied by someone of that age or older who will consent to be petitioner's NEXT FRIEND, preferably a parent.

Other Requirements

A PPO can be filed at any PPO Office within the state of Michigan. Parties filing need to present valid picture ID (includes other state driver's license, passport or school identification). A signed personal protection order must be served upon the respondent and a proof of that service needs to be filed in the case.

Enforcement of a PPO

If a violation occurs, do not call the PPO office, call the police. A police report is helpful, but not required to pursue a violation of the respondent through the courts. If no arrest is made and you wish to pursue the violation, contact the PPO Office for paperwork to schedule a hearing. Please note that only the judge may change the conditions of or dismiss the PPO.

Change of Address

Persons who obtain Personal Protection Orders will be responsible for providing the PPO office from which they obtained the order with any updated address or phone number changes for the duration of the order.

GRCC No Contact Orders

GRCC may also issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, college offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal college investigation of the complaint.

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

Upon release from prison, individuals convicted of sex crimes in Michigan, are required by state law to register their home address with their area law enforcement agency. In addition, if registered sex offenders are enrolled at, or employed at a post-secondary institution, the offenders must provide this information to the state through their local law enforcement agency. The state of Michigan maintains the information regarding convicted sex offenders at mso.sos.mi.gov. At this time, you are unable to search by campus.

In order to use this website, you must enter an address (city, state, and zip), or name (first and last), or city only. The Michigan Public Sex Offender Registry is also available on the United States Department of Justice Sex Offender Public Registry. The Department of Justice sex offender website contains information on offenders from 50 states, the District of Columbia, U.S. Territories, and Indian Country. The multi-state information can be located at [nsopw.gov](https://www.nsopw.gov).

Notification to Victims of Crimes of Violence

The College 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.

STUDENT AND EMPLOYEE BEHAVIORAL INTERVENTION TEAMS

The Behavioral Intervention Team (BIT) and Employee Behavioral Intervention Team (EBIT) are designed to provide preventative measures on campus to reduce the risk of a significant incident. Anyone can bring forth a concern that will be reviewed by the team. Members receive and assess information, take action when necessary, and track details about behavioral concerns noted on campus. The primary goal of the Behavioral Intervention Teams is the safety and security of the campus community, and to provide a consistent college-wide approach for at-risk behavior. Information on the Behavioral Intervention Team can be found at grcc.edu/BehavioralIntervention and the Employee Behavioral Intervention Team can be found at grcc.edu/EmployeeBIT.

MAINTENANCE OF CAMPUS FACILITIES

The Facilities Department manages the buildings and the grounds on campus with the utmost concern for the safety and security of staff, students and visitors. The parking structures, building entrances and Main Campus walkways are well illuminated. Care has been taken in landscape planning and lighting to assure that the entrances to all of the campus buildings are visible from a distance. GRCC Police officers patrol the buildings and grounds of the Main/DeVos, and Leslie E. Tassell MTEC Campus locations throughout the day and evening. GRCC has administrators on site at our other campus locations, who also monitor the grounds of these campuses. The Grand Rapids Community College Facilities Department considers any event that endangers the life, health or safety of a person or possible damage to college property as an emergency condition. These conditions may include flood, water pipe breakage, steam leak, electrical short or exposed wiring, etc. Emergency conditions should be reported to GRCC Police Department at (616) 234-4010 or to Facilities Office at (616) 234-4057. There is contract security on site at the GRCC Lakeshore Campus. We also encourage employees of the GRCC community to report non-emergency requests for repairs using the "Work Order Link" on the facilities webpage.

SECURITY OF CAMPUS

GRCC Police Officers conduct routine patrols of Main/DeVos and Leslie E. Tassell MTEC campus buildings to evaluate and monitor security related matters. After hours, all buildings are locked and can only be accessed with a GRCC RaiderCard or a key. The buildings within the above-named campuses are on an access control system and lock based on activity scheduled in the building and an approved lock/unlock schedule.

Each classroom and office is equipped with a telephone in the room with a GRCC Police button. When the GRCC Police button is activated the call will automatically ring into the GRCC Police Department. Dispatch will send an officer immediately to the location on the phone read-out.

The GRCC Lakeshore Campus is patrolled by contracted security guards who monitor the property and any security related matters. This building is controlled electronically. They will contact the local police if any criminal incidents occur. They also will contact the GRCC Police Department. Private Security does not have arrest powers.

BUILDING ACCESS

GRCC implemented full electronic door security at all GRCC owned buildings to enhance the safety and security for the campus community. The door access control system electronically controls the “unlock” and “lock” functions for all exterior doors on those campuses. Employees have external access assigned based on assignment and responsibility. GRCC does not have any residential housing. Student Raider Card access to GRCC buildings is granted based on program of study for specific buildings (ex. preschool); as well as evening access to all academic buildings for all enrolled students.

Building schedules have been developed based on the following:

- Classroom buildings are open Mon.-Thu., 7 a.m. to 7 p.m., Fri., 7 a.m.-5 p.m.
- Office buildings are open 7 a.m to 5 p.m.
- Weekend hours are scheduled as needed.
- Exceptions for special events and activities can be scheduled.
- Summer term schedules can be adjusted.

A complete list of building schedules can be found at this website: grcc.edu/CampusBuildingSchedules

Access control for the college is the responsibility of the Executive Director of Facilities, or designee, in conjunction with the Chief of GRCC Police, or designee. The Building Access policy can be found at grcc.edu/BuildingAccess.

Operational Planning, Facilities Staff and GRCC Police Department officers are responsible for confirming all buildings are secure based on building schedules and when campus is closed.

CRIME PREVENTION

The GRCC Police Department is committed to providing a safe campus. In keeping with this goal, individual safety is a priority. The information below has been compiled to provide students, faculty, staff and visitors with a better understanding of measures that can be taken to provide a safer environment in which to work, study and live. The personal use of this information will help prevent you from becoming a victim and will assist the Police Officers and the college community in establishing the safe atmosphere we all desire. For information on other safety tips or possible programs and classes available, please contact the GRCC Police Department at (616) 234-4010 or Student Life at (616) 234-4160.

During the 2022 academic year, GRCC offered about 60 crime prevention and security awareness programs. Topics such as personal safety, violent intruder response, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs which were offered during academic year (grcc.edu/EmployeeBIT).

All crime prevention and security awareness programs encourage students and employees to be responsible for their own safety and the safety of others. Participants in these programs are asked to be alert, security-conscious, involved, and advised to call GRCC Police Department to report suspicious behavior. For additional questions regarding crime prevention, contact the GRCC Police Department directly at (616) 234-4010.

CRIME PREVENTION AND SAFETY AWARENESS PROGRAMS

The College offered the following primary prevention and awareness programs in 2022:

Date	Program	Who Delivered	Location	Target Audience	Prohibited Behavior Covered
Weekly (virtual and in person)	New Employee Orientation	Officer Robin Graves/Sgt. Tony Myers	Zoom/Police Department	New Employees	Role of the Police Department/ Safety and Security of the campus
1/18/22	Active Shooter Response Training	Chief Rebecca Whitman	Room 212 Cook Building	Employees	Describe what an active shooter is; detail the 'Run Hide Fight' response to an active shooter situation; explain ways to recognize and report potential threats to our campus, and answer any questions attendees may have.

Date	Program	Who Delivered	Location	Target Audience	Prohibited Behavior Covered
3/17/22	Active Shooter Response Training	Chief Rebecca Whitman	Room 212, Cook Building	Employees	Describe what an active shooter is; detail the 'Run Hide Fight' response to an active shooter situation; explain ways to recognize and report potential threats to our campus, and answer any questions attendees may have.
4/26/22	Real Talk	Chief Rebecca Whitman	Student Life, Student Center	Students	Police and community relations
5/11/22	Active Shooter Response Training	Chief Rebecca Whitman	Room 212, Cook Building	Employees	Describe what an active shooter is; detail the 'Run Hide Fight' response to an active shooter situation; explain ways to recognize and report potential threats to our campus, and answer any questions attendees may have.
7/12/22	Active Shooter Response Training	Chief Rebecca Whitman	Room 212, Cook Building	Employees	Describe what an active shooter is; detail the 'Run Hide Fight' response to an active shooter situation; explain ways to recognize and report potential threats to our campus, and answer any questions attendees may have.
9/1/22	Fire Safety and Active Shooter Response Training Email	Communications Department/ Police Chief	Online-Communications Email	Faculty and Staff	Discuss Active Shooter Response Training and Fire Safety, where to find videos and how to sign up for training
9/14/22	Active Shooter Response Training	Chief Rebecca Whitman	Room 212 Cook Building	Employees	Describe what an active shooter is; detail the 'Run Hide Fight' response to an active shooter situation; explain ways to recognize and report potential threats to our campus, and answer any questions attendees may have.
9/23/22	Domestic Violence and Bystander Intervention	Communications Department/ Officer Robin Graves	Instagram/ TikTok	Students	Understanding the signs of domestic abuse and what resources are available to the community. Bystanders role in prevention.
9/27/22	Campus Safety Pedestals	Communications Department/ Officer Tim Nelson	Instagram/ TikTok	Students	Highlighting the location and purpose of yellow emergency polls on campus, and when to use them.
10/4/22	Parking lot safety	Communications Department/ Officer Tom Stasiak	Instagram/ TikTok	Students	Best practices when using public parking at GRCC, and the opportunity for safe walks.
11/15/22	Active Shooter Response Training	Chief Rebecca Whitman	Room 212 Cook Building	Employees	Describe what an active shooter is; detail the 'Run Hide Fight' response to an active shooter situation; explain ways to recognize and report potential threats to our campus, and answer any questions attendees may have.

Other Resources Offered:

- Active Shooter Response Training through employee professional development and as requested for students and employees
- General Safety/Reporting Procedures
- New Employee Orientation as needed, normally two to three times a month
- Currently, GRCC has no specific programming for students or employees specific to personal safety awareness, other than the Violent Intruder Response training. GRCC does not offer R.A.D. Training at this time.
- Study Away orientation safety awareness, as needed

Personal Safety:

- Put the GRCC Police Department phone numbers in your personal cell phone: (616) 234-4911, emergency; or (616) 234-4010, nonemergency. Ottawa County: 911, emergency; or (800) 249-0911 nonemergency.
- If possible, avoid studying alone. If it becomes necessary, always let someone know where you are and an approximate time when you will be finished.
- Always keep your books or personal belongings in view at all times. Never leave them behind, even for a second, to use the restroom or get a drink. Carry purses and backpacks securely.
- Trust your instincts. If you suspect something is wrong or you feel uneasy about a situation, do not ignore the feeling. Move to a safe location.
- Avoid dangerous situations. Use your best judgment in deciding where you will go and what you will do.
- Walk on the well-lit, designated college walkways.
- Walk with friends or classmates. If that isn't possible, contact the GRCC Police Department at (616) 234-4010 for a police escort to your vehicle.
- Walk facing traffic when possible.
- When off campus, avoid shortcuts through dark areas, vacant lots and other deserted places.
- Learn the locations of the Emergency Call Boxes on campus.
- Walk confidently and assertively. An assailant looks for someone vulnerable. If you suspect that you are being followed, turn or cross the street. If you are being followed, use an Emergency Call Box or campus phone to call the GRCC Police Department. Find a "safe" area to go, such as an office, highly visible area or place where there are people who can see you. Ottawa County: Call 911 from any phone.
- Always keep your keys in your possession. Keys can be duplicated.
- Report all thefts to GRCC Police Department immediately. Ottawa County: Report to the Ottawa County Sheriff Department. Please advise GRCC Police Department as well.
- If you observe an individual in an improper restroom, leave immediately and call the GRCC Police Department at (616) 234-4911. Ottawa County: Call 911 from any phone.

Vehicle Safety Tips:

- Have your keys in your hand before you reach your vehicle.
- Check the interior of your vehicle before entering it.
- Plan your route in advance and try to travel well-lit streets.
- Keep your car doors locked and your windows rolled up.
- If you have a flat tire in a questionable area, drive on it until you reach a safe, well-lit area.
- When parking your vehicle at night, select a spot that is well illuminated.
- If you believe you are being followed, DO NOT DRIVE HOME. Stay on busy streets and drive to a police department or busy public place.
- Wear your seatbelt. Place children in approved car seats or safety belts.
- Thefts from vehicles do occur on campus. The items most frequently stolen are book-bags, purses, cellular phones, other electronic devices, and other items considered valuable that can be seen inside your car.

Vehicle Protection Tips:

- Take loose articles with you or place them in the trunk.
- Engrave your electronics and other belongings with your driver's license number.
- Use a locking gas cap to prevent fuel theft.
- Install locking lug nuts and locking hubcaps.

Conclusion

If you have any questions about this document or anything it refers to, please do not hesitate to contact GRCC Police Chief at (616) 234-4012 or any of the appropriate resources indicated throughout this report.



GRCC

143 Bostwick Avenue, NE | Grand Rapids, Michigan 49503-3295

gcc.edu

gcc.edu/CampusPolice/AnnualSecurityReport

This publication is available in alternative formats upon request.
Please contact the GRCC Police Department for more details.