

Madonna University Annual Clery Report 2015

This report is provided in compliance with the Jeanne Clery Crime Awareness and Campus Security Act of 1990, as amended.

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Introduction

Madonna University does everything it reasonably can to create a safe environment, but ultimately you alone are responsible for your own safety. Although campus safety is a community responsibility, your safety is largely determined by your choices. Together, with the common good in mind, we create a safe community by being aware, reporting suspicious activity and caring for each person's well-being.

Never hesitate to call Public Safety at 734-432-5442 when you need help or when you sense that something is wrong. Listen to your intuition and take positive action.

Department of Public Safety

The Madonna University Department of Public Safety is service oriented and has its main functions: to provide the campus community with the necessary services and control to watch over the personal safety of the entire university community, to prevent crime, and to protect university property and the property of the students, faculty/staff and visitors.

Madonna University Department of Public Safety personnel are not required to be sworn officers of the law. Madonna Public Safety Officers has direct radio and telephone communication with local police, fire, and emergency medical services ensuring that officers can initiate and direct necessary emergency responders to the scene. The Department of Public Safety has maintained an excellent working relationship with the local authorities and has a signed written memorandum of understanding with the Livonia Police Department, for the investigation of any alleged crimes.

The Department of Public Safety enforces the university policies in regard to all parking and fire lane regulations and vehicular traffic on university property; interview all injured or sick persons, and when necessary, arrange conveyance of such persons to a medical facility; investigate all reports of theft or lost property; maintain security in and around all campus buildings or other property on the grounds; report all hazardous conditions; maintain regular patrols throughout the campus; and perform such other duties and make such other recommendations as may appear necessary in accomplishing the primary mission of the department.

At Madonna University, safety is a primary consideration in the maintenance, groundskeeping, and lighting of the campus. Lighting and shrubbery checks are conducted periodically if not daily by the Public Safety Department in order to identify safety and security concerns and make recommendations. The Public Safety Department works closely with the Office of Student Life to ensure that safety policies and procedures are uniformly enforced and conveyed in a clear and consistent manner to the students, faculty/staff, and visitors.

Around the Clock Protection

The Madonna University Department of Public Safety provides around the clock protection and services to the university community. Officers are on duty 24 hours a day, 7 days a week, 365 days a year.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires the distribution of an annual security report to all current faculty, staff, and students, and notice of its availability to prospective students, faculty, and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Madonna University, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and fires in campus residential buildings.

Annual Report 2015 - Campus Crime, Fire, Alcohol, and Illegal Drugs

This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and has been prepared by Safety and Security. Each fall, e-mail notification is made to students and employees providing web site address access for this report. The URL is also included on the web sites of Human Resources and Admissions to inform prospective students and employees. You can link directly to the site at Crime statistics, compiled throughout the year, are published annually, and this report is updated as necessary. You may obtain a paper copy of this report by contacting the Director of Public Safety at 734-432-5441. The [Clery Act Public Incident Log](#) may be viewed online at the Madonna University Public Safety Webpage.

Developing Information for this Report

The preparation of crime statistics on an annual basis involves coordinating among the Department of Public Safety, the Office of the Vice President for Student Affairs, and local police agencies for collecting statistics. This coordination also occurs in statistical gathering of data from those with “significant responsibility for students and campus activities.” Public Safety updates all campus safety and security information for submission to the Student Handbook and the campus crime report. Safety and Security

contacts appropriate law enforcement agencies with jurisdiction over campus and non-campus properties to collect annual statistics.

Safety and Security prepares a daily incident log describing reported incidents. A copy of the daily log may be obtained at the Public Safety Office located in room 1704, or it may be viewed online at the Public Safety webpage.

Campus Enforcement Authority

Safety and Security is composed entirely of non-sworn campus public safety officers. Public Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Madonna University. Officers' conduct investigations of all incidents and submit detailed reports. Public Safety coordinates with the Livonia Police Department in the investigation of crimes occurring on campus, as outlined in a memorandum of understanding between the university and the Livonia Police Department.

Campus Security Authorities (CSA)

A campus security authority is any individual (or individuals) who have responsibility for campus security, but who do not constitute a campus police department or campus security department. This includes officials of the College who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

List of Campus Security Authorities

- | | |
|--|---------------------|
| • Vice President for Student Affairs | 734-432-5881 |
| • Director of Residence Life | 734-432-5755 |
| • Coordinator of the V.P for Student Affairs | 734-432-5880 |
| • Associate Dean for Student Affairs | 734-432-5340 |
| • Director of Athletics | 734-432-5604 |

The intent of including non-law enforcement personnel in the role of CSA is to acknowledge that some community members and students in particular may be hesitant about reporting crime to public safety and/or law enforcement, but may be more inclined to report incidents to other campus-affiliated individuals.

To review information on reportable Clery Act crimes, reportable disciplinary referrals and/or the Clery Act incident occurrence locations that are reportable, please reference Clery Act Crime Definitions and Clery Act Reportable Locations. CSAs have an important role in complying with the Clery Act, which was enacted to help create a safer University community. Timely reporting of crimes by CSAs allows the University the opportunity to review whether or not a community crime alert should be issued and assists in maintaining accurate crime data.

CSA Crime Reporting Obligation

A Clery Act crime is considered “reported” when it is brought to the attention of a CSA, or local law enforcement personnel by a victim, witness, other third party or even the offender. The crime reporting party need not be University affiliated.

While CSAs are only obligated to report Clery Act qualifying crimes that are reported to them which occurred on Clery reportable locations, CSAs are encouraged to report all crimes reported to them to Public Safety. If a CSA receives Clery Act qualifying crime information and believes it was provided in good faith, meaning that there is reasonable basis for believing that the information is not rumor or hearsay, then, the crime is Clery Act reportable. What you must report, therefore, are reports of alleged criminal incidents.

How a CSA Responds When a Crime is Reported

1. Regardless of your status (CSA or non-CSA), all community members are encouraged to promptly report all university related criminal incidents, and other public safety related emergencies, to Public Safety. When a crime is reported, the CSA should always first handle emergencies and call 734-432-5442 or x5442 from a campus phone. If it is not an emergency, the CSA should ask the individual reporting the crime if they would like to report the incident to Public Safety. If they do, then the CSA should coordinate reporting and contact Public Safety via phone at 734-432-5442. CSAs are encouraged to use the following statement when speaking with the crime reporting party:

"As part of my position on campus, I am a federally mandated crime reporter for the University. I am required to report of this incident to Public Safety for data gathering. If you request confidentiality, the Report Form will not include your name, or that of any other involved individuals. My report will contain only the information you provide. Do you have any questions? Would you like to help me fill it out?"

2. If the reporting party is a student victim of a sex offense and Law Enforcement are not involved, the student shall also be encouraged to as noted above in the CSA *statement*, the CSA should explain that they are a federally mandated crime reporter and are required to submit a crime report for statistical purposes and that the crime report can be submitted without identifying the crime reporting party and/or victim if the reporting party would like to remain anonymous.

If the CSA has firsthand knowledge/confirmation that the reporting party already filed an incident report with Public Safety, then the CSA is not obligated to complete and submit a report. However, if the reporting party says they will file a report with Public Safety, but the CSA has no firsthand knowledge/confirmation that a report was filed, then the CSA must complete and submit a report. When in doubt, a Report Form should be completed and submitted.

3. CSAs *should not* investigate a crime reported to them or attempt to determine whether in fact a crime took place. CSAs should simply report the crime on a timely basis to Public Safety.
4. It is very important that CSAs report crime on a timely basis to Public Safety as a reported crime may warrant a University issued crime alert to the University community.

What is done with CSA Report Forms?

Public Safety reviews Report Forms and makes a determination if an incident warrants issuance of a crime alert / emergency notification to the University community and whether it is a qualifying (reportable) Clery Act crime to be included in the University Annual Security Report. The Director of Public Safety consolidates crime data from multiple sources, reports qualifying crime data to the federal Department of Education, publishes Annual Security Report and informs the campus community when and where they are available. Hard copies are available upon request to the Director of Public Safety at 734-432-5441.

Counselors

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

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.

Reporting a Crime or Emergency

If you observe a crime or suspicious situation, or see a safety problem, immediately notify Public Safety. Your awareness is essential to campus crime prevention. Public Safety is responsible for the reporting and follow-up of any criminal incident that occurs on the Madonna University campus, in coordination with the Livonia Police Department, as necessary. Crimes committed in other jurisdictions should be reported to the law enforcement agency where the offenses occurred. To ensure that timely warnings are issued, and that accurate statistics are included in this annual disclosure, please immediately report any criminal offenses to Public Safety.

Madonna University Department of Public Safety
734-432-5442 – Public Phone
5442 or 911 - University Phone
Parking Lot Emergency Phones – Press the Red Button or press 5442

Livonia Police Department
734-466-2470 – Public Phone (non-emergency)
911 – Public Phone (emergency)
9-911 – University Phone (emergency)

Anonymous Reporting Procedures

If you are the victim of a crime, or a witness to a crime, and do not want to pursue action within the Madonna University system or the criminal justice system, you may still want to consider making an anonymous report. With your permission, Public Safety and/or a law enforcement agency can file a report on the details of the incident without revealing your identity. The purpose of an anonymous report is to comply with your wish to keep the matter private, while taking steps to ensure the future safety of the community. With such information, the university can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for Madonna University. To file an anonymous report, go to the Public Safety webpage and click on Silent Witness.

Limited Voluntary Confidential Reporting Procedures

All crimes should be reported to the Madonna University Department of Public Safety and/or the local law enforcement agency. Anyone who is a victim or witness to a crime on campus is encouraged to immediately report the incident. Due to the sensitive nature of certain types of crime, victims of sexual assault may choose to confidentially

report crimes to a Pastoral or Professional Counselor. These reports would **not** be included in the annual crime statistics.

Crime Statistics

In compliance with the Clery Act, the Department of Public Safety collects and compiles the crime and disciplinary statistics (listed below) as reported to them and to local law enforcement agencies.

For further safety and security information go to www.madonna.edu/public-safety

Offense	Year	On Campus	Non-Campus	Public Property	Total	Residence Hall
Murder/Non Negligent Manslaughter	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
Negligent Manslaughter	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/object and Fondling)	2014	1	0	0	1	1
	2013	2	0	0	2	2
	2012	0	1	0	1	0
Sex Offenses, Non Forcible (Incest and Statutory)	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
Robbery	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
Aggravated Assault	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
Burglary	2014	13	0	0	13	11
	2013	2	0	0	2	2
	2012	1	0	0	1	1
Motor Vehicle Theft	2014	2	0	0	2	0
	2013	1	0	0	1	0
	2012	0	0	0	0	0
Liquor Law Arrests	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
Drug Law Arrests	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
Weapons Law Arrests	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0

Offense	Year	On Campus	Non-Campus	Public Property	Total	Residence Hall
Arson	2014	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0
Domestic Violence	2014	0	0	0	0	0
	2013	0	0	0	0	0
Dating Violence	2014	0	0	0	0	0
	2013	0	0	0	0	0
Stalking	2014	0	0	0	0	0
	2013	0	0	0	0	0

There were no reported hate crimes for 2012, 2013 and 2014.

Clery Crime Definitions

Murder and Non Negligent Manslaughter: The willful killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Sex Offense Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent (forcible rape; forcible sodomy, sexual assault with an object; and forcible fondling).

Sex Offense Non Forcible: Unlawful, non-forcible sexual intercourse. (incest, statutory rape)

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

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary for an injury to result when a gun, knife, or other weapon is used in the commission of the crime.)

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify a motor vehicle theft for all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

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.

former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Additional Crimes (as defined below):

Dating Violence: Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship

(ii) The type of relationship

(iii) The frequency of interaction between the persons involved in the relationship

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Hate Crime: Criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin, or gender identity. Hate crimes include those crimes (defined above) and larceny, simple assault, intimidation, and the destruction/damage/vandalism of property (defined below)

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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

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

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the persons having custody or control of it.

Arrest and Referral for Disciplinary Action:

Arrest is defined as persons processed by arrest, citation or summons. Referral for disciplinary action is defined as 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. Clery Act statistics are disclosed for arrests and referrals regarding liquor law violations, drug law violations, and illegal weapons possession. Disclose violations of the law resulting in arrests and referrals, but do not include violations of institutional policies if there is no violation of the law.

Liquor Law Violation: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places;

bootlegging; operating a still, furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; or any attempts to commit any of the foregoing violations.

Note: This list does not include public drunkenness and driving under the influence.

Drug Law Violation: Violations of State and local laws related to the possession, sale, use, growing, manufacturing, and making of illicit drugs.

Weapon Law Violation: The violation of laws or ordinances regulating weapons.

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (“VAWA”) AND THE CAMPUS SaVE ACT

The Violence Against Women Reauthorization Act (“VAWA”), which President Obama signed into law on March 7, 2013, imposes new obligations on colleges and universities under its Campus Sexual Violence Act.

Under VAWA, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel. The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. VAWA’s SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery. VAWA’s SaVE Act provision imposes new reporting requirements. These crimes are defined below:

A. **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. The term *dating violence* excludes acts covered under the definition of *domestic violence*.

Special notation:

B. 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.

C. Sexual assault: An offense that meets the definition of *rape, fondling, incest, or statutory rape* as stated in the FBI's Uniform Crime Reporting Program.

1. **Rape** is defined as the penetration, not 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 a person.

D. Stalking: Engaging in a *course of conduct* directed as a specific person that would cause a *reasonable person* to fear for the person's safety or the safety of others *or* suffer substantial emotional distress.

1. A course of conduct is two or more acts, including, but not limited to:
 - a. Acts in the 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. **Substantial emotional distress** is significant mental suffering or anguish that may, *but does not necessarily require*, medical or other professional treatment or counseling.
3. A reasonable person is one under *similar circumstances and with similar identities to the victim*.

GEOGRAPHIC DEFINITIONS

Campus:

- (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of,

or in a manner related to, the institution's educational purposes, including residence halls; and

(2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Residence:

A subset of crimes on campus that includes only those crimes that were reported to have occurred in dormitories or other residential facilities.

Non-campus building or property:

(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

(2) 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 within the same reasonably contiguous geographic area of the institution.

List of non-campus buildings and properties:

Macomb University Center
44575 Garfield Rd.
Cinton Twp. MI. 48088

Orchard Lake Center
3735 Commerce Road
Orchard Lake, MI. 48324

SWEEP Center
5716 Michigan Ave.
Detroit, MI. 48210

Gaylord Center
80 Livingston Blvd.
Gaylord, MI. 49735

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.

Source: *The Handbook for Campus Crime Reporting, U.S. Department of Education, Office of Postsecondary Education, 2011.*

Timely Warnings Procedure

The Madonna University Department of Public Safety is responsible for issuing Crime Alerts in compliance with the Clery Act. The decision to issue a Crime Alert is decided on a case by case basis depending on the facts surrounding the incident, nature of the crime, threat to the university community. The Director of Public Safety will issue a Crime Alert to the campus community via a campus wide email. The Crime Alert will also be posted in the residence hall, and on the university website. If deemed necessary RAVEALERT (Text Messaging System) will be activated and the local media may be notified.

Programs for Victims of Crime

Any university member who is a victim of a crime and is in need of professional intervention will be referred to the Vice President of Student Services and Mission Integration to receive proper referral.

Alcohol & Drug Policy

Students are prohibited from using narcotics, drugs and alcoholic beverages on campus. Madonna University recognizes its duty to uphold the laws of the State of Michigan. Students are reminded that violation of these laws may be considered as misdemeanors or as felonies. The University will not condone the abuse of the law or of persons. The University acknowledges, however, that alcohol or drug dependence is an illness and officials may make treatment recommendations in lieu of or in addition to sanctions. Please refer to the complete Madonna University Alcohol and Drug Policy for Students available in room 1400.

Sexual Assault Policy

Each term in the Residence Hall and/or Academic Building, an information program on rape awareness will be held and is open to all students.

In the event of a sexual assault, the victim or witness is to contact Public Safety (734-432-5442) or call 911 immediately. Assistance will be provided the victim. The victim has a right to report the assault to local or criminal authorities. The victim will also be referred to the Vice President for Student Services and Mission Integration which will provide assistance, or counseling or both. A more detailed description of University policy is available in room 1400.

Assistance for Survivors of Sexual Assault and Sexual Misconduct

Sexual assault or sexual misconduct can undermine a person's autonomy and trust in others. If it happens to you, seek support. Talking to a trained counselor can help in processing the immediate and longer term emotional impact of an assault. The Office of Student Affairs can provide information to you regarding action under the Sexual Assault Policy or through local authorities.

Knowing your options: The steps listed below offer optional assistance to a survivor of sexual assault or sexual misconduct. These steps help with immediate and ongoing medical needs and legal issues as well as to provide support to the survivor in regaining a sense of control over his/her life.

- It is important to preserve physical evidence. Do not shower, douche, or change clothing prior to seeking emergency medical care or calling the police.
- Obtain a medical examination as soon as possible. While acute, immediate post assault treatment is provided at hospitals.
- Whether or not the assailant is known to you, document the details of the assault: the person's clothes, hair, any identifying marks such as scars or tattoos, and the height of the person in relation to you. Keep a record of all you can

recall about the events and the location even if you choose not to pursue immediate action.

- Report the incident to the Livonia Police Department or the local police agency.
- Remember, delayed reporting makes it more difficult to find and prosecute the assailant. You are advised to file a report with the police, which does not oblige you to press charges or pursue legal action.

Sexual Offender Information

Registered sex offenders employed by or attending the university are required to register with the Michigan State Police. This information may be accessed via the State Police Website at www.mipsor.state.mi.us or a link is provided on the university website.

Missing Student

If a member of the university community has reason to believe that a student is missing, regardless if the student resides on campus or not, all possible efforts will be made to locate the student and to insure that his/her health and well being through the collaboration of the Office of Student Life and Public Safety. If located, verification of the student's state of health and intention of returning to campus is made. When and where appropriate the student will be referred to the Vice President of Student Services and Mission Integration.

If not located, notification of the family within 24 hours of receiving the initial report may be required. If the student is a commuter, appropriate family members or associates will be encouraged to make an official report to the law enforcement agency within the jurisdiction of where the student resides.

Student Responsibilities

The cooperation and involvement of students themselves in a campus safety program is essential. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. Most crimes are crimes of opportunity; an individual walking alone in a dark area is susceptible to personal crime. Property left openly on a vehicle seat begs to be stolen. Residence Hall rooms and car doors should be kept secured. Students should report criminal behavior, suspicious persons or unusual incidents to Public Safety by dialing 5442 from a campus phone or 734-432-5442 from an external phone.

Students are encouraged to walk with another student after class when going to the parking lot. If necessary, call 5442 to request an escort from Public Safety.

Building Access

Students, faculty/staff at Madonna University have access to the Academic Building, Franciscan Center, Diponio Building, Maertens Building and the University Center during regularly scheduled hours listed below.

Monday-Friday 7:00a.m.-10:30p.m.

Saturday 7:00a.m.-5:00p.m.

Sunday 1:00p.m.-5:00p.m.

These hours are not all inclusive and are subject to change if events are scheduled or the university is closed. Contact Public Safety at 734-432-5442 to check on availability.

Residence Hall Access

Access to the Residence Hall is limited to resident students and their guests who are to abide by Residence Hall policies. Access to the Residence Hall by university employees is on an “as needed” basis. A security access code system is in place and residents are issued a pin number to gain access.

Evacuation Procedures

Evacuation/Emergency and Tornado Shelter procedures are located in all classrooms. “Protect in Place” rooms for persons unable to use the stairs are located in rooms 2103, 2444 and S200.

- In the event that it becomes necessary to evacuate specific buildings to mitigate a life-threatening emergency, Public Safety will coordinate their efforts with emergency responders.
- Leave by the nearest exit and advise others to do the same.
- Proceed to a clear area that is at least 500 feet away from the affected building.
- Assist people with disabilities in exiting the building. (Note: People with disabilities should prepare for emergencies by learning the locations of the “Protect in Place” sites and by informing co-workers, professors, and/or classmates of best methods of assistance during an emergency.
- Do not use elevators during an emergency evacuation.
- Stay clear of emergency personnel and their vehicles.

Security Awareness and Crime Prevention Programs

Preventing theft of university property and personal property is the joint responsibility of the Public Safety Department and the university community. Most thefts are crimes of opportunity. Reduce the opportunity and you have reduced the chances of theft. Your protection and protection of your property starts with your willingness to take these few simple steps.

- Close and lock your office door even if you will only be gone for a minute.
- Keep your purse, wallet, laptops, electronic notebooks, or other valuables with you at all times or lock them in a desk drawer, filing cabinet or closet.
- Never leave your keys lying around.
- Never leave your keys in the door.

- If university keys are lost or stolen notify Public Safety.
- Cash left on your desk or in an unlocked drawer is a great temptation to thieves.
- Do not assume someone will watch your office or property for you.
- Be attentive to who is in your office areas and if you do not know someone ask who they are and how you can be of assistance. Sometimes letting people know that you know they are there can be a deterrent if they are there for the wrong reasons.
- Report all suspicious persons or activity to Public Safety.
- When exiting your vehicle, secure all valuables that you cannot take with you. If necessary secure your valuables in the trunk of your vehicle. Leaving items in plain view can be a temptation to thieves.
- Enter the Public Safety phone number (734-432-5442) in your cell phone directory.

Remember that crime prevention is a cooperative effort that is the responsibility of each and every one of us who is a member of the university community. Please be vigilant in observing your surroundings and also by reporting suspicious individuals and/or incidents to the Public Safety Department.

Crime Prevention

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of the Madonna University Department of Public Safety to inform students and staff of criminal activity or security problems that may be a reasonable threat to their physical safety. Such information will normally be distributed to students, faculty and staff through email and the university website. All effective crime prevention programs include people watching out for one another; all staff and students being responsible for their own security and the security of others. They are asked to be alert, security-conscious and involved. Call Public Safety to report suspicious behavior. For additional questions regarding crime prevention, contact the Director of Public Safety directly at 734-432-5441.

Crime Prevention Presentations

Public Safety offers crime prevention presentations each term to departments, offices, and student groups as requested. Topics of these presentations include personal safety awareness and property protection strategies. Anyone interested in having a Public Safety Officer speak to their office, department or university organization should contact the Director of Public Safety at 734-432-5441

Incident (Crime) Log Information

The university community is kept aware of reported incidents on campus and at all outreach centers by viewing the incident log on the university website at <http://www.madonna.edu/resources/public-safety>.

University Emergency Alert System

The university has contracted with RAVEALERT in order to transmit emergency information. RAVEALERT is a text messaging system used to notify registered users (through cell phones and email addresses) immediately upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and faculty/staff. The university will be testing the RAVEALERT system twice a year in January and September. To sign up for RAVEALERT go to www.madonna.edu and click on Quick Links.

Annual Fire Safety Report on Student Housing

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Residence Hall

Madonna University has one residence hall that has an automatic fire alarm system that reports to the public safety department upon activation. The hallways and rooms do not have a fire sprinkler system. The laundry room does have a fire sprinkler system. A licensed contractor tests the system on a yearly basis.

Fire Drills

The Residence Hall is scheduled to have one unannounced fire drill per semester during the academic school year. Academic buildings receive fire drills periodically based on hazard assessment, alarm testing, and safety committee recommendations.

Fire Safety Regulations

The following room regulations every resident must follow.

Smoke detectors are located in all residence hall rooms as a source of early warning in case of fire. To ensure it is working properly, test your smoke detector monthly. Smoke detectors can be tested by pushing the test button on the bottom of the detector. If the detector fails to sound an alarm or if it emits a short beep intermittently, the battery needs to be replaced. Contact the Director of Residence Life if this should occur.

Electrical Appliances must be U/L approved and good judgment should always accompany its use. Extension cords must be three pronged and well maintained, with no breaks in the insulation. No microwaves are allowed in residence hall rooms. The use of irons is not permitted in student rooms and may be used only in the laundry room.

Room decorating should be limited to non-flammable materials. Candles and incense are prohibited.

Fire Statistics for the Residence Hall

	2014	2013	2012
Fires	0	0	1
Causes	0	0	0
Injuries	0	0	0
Fatalities	0	0	0
Combined Damages	0	0	0

Fire Drills & Incident Logs

July 19, 2011 | 12:40 p.m.

The fire alarm was activated in the residence hall. Public Safety and Physical Plant Personnel responded.

All occupants were evacuated. Investigation uncovered that an international student accidentally set off the alarm by activating the pull station in the Lakeside Lounge. Building was checked, pull station and alarm system was reset and all occupants were given an "All Clear" to enter the building.

October 24, 2011 | 4:17 a.m.

The fire alarm was activated in the residence hall. Public Safety Personnel responded. All occupants were evacuated. Investigation uncovered that the cause of the alarm was a power outage. The building was checked and an "All Clear" was given to the occupants. Alarm system reset.

March 2, 2012 | 1:52 a.m.

A resident reported that there was a fire in the ground floor kitchenette. An officer arrived on scene and found a resident had accidentally burned a pizza in the oven. The oven was turned off and windows were opened to clear the smoke. The fire alarm was sounded and all residents were evacuated. Livonia Fire Department arrived on scene and checked the area. At 2:25 a.m. The residents were given an "All Clear" to re-enter the building.

October 17, 2012 | 1:30 p.m.

Fire Drill conducted in the residence hall and all occupants evacuated the building in 7 minutes without incident. An "All Clear" was given at 1:45 p.m. Fire Alarm System fully operational.

August 17, 2013 | 7 p.m.

At 7:00p.m. the fire alarm sounded in the residence hall. All residents were evacuated. The cause of the alarm was a power surge that activated the kitchen ansul system. The building was checked and the alarm panel was reset. All residents were given the "all clear" to re-enter the building.

September 20, 2013 | 1:13 p.m.

A fire drill was conducted in the residence hall. All occupants evacuated the building in 6 minutes. The Director of Public Safety advised the residents upon hearing the alarm they must immediately evacuate the building without hesitation by the nearest exit. An "all clear" to re-enter the building was given at 1:32p.m.

September 20, 2013 | 2:45 p.m.

At 2:45 p.m. the fire alarm sounded in the Academic Building. The building was checked and evacuated. The cause of the alarm is unknown at this time. The alarm system was reset and not in trouble. An all clear was given.

January 18, 2014 | 1:00p.m.

A fire drill was conducted in the residence hall. All occupants evacuated the building in 8 minutes. An "All Clear" was given at 1:15p.m. The fire alarm system is fully operational.

September 18, 2014 | 11:00a.m.

A fire drill was conducted in the residence hall. All occupants evacuated the building in 10 minutes. The Director of Public Safety met with the residents and explained the importance of vacating the building by the nearest exit. The fire alarm is system fully operational. An "All Clear" was given at 11:30a.m.

February 15, 2015 | 2:35p.m.

At 2:35p.m. the fire alarm sounded in the Academic Building. The building was checked and evacuated. The cause of the alarm was accidental in the gymnasium. An "All Clear" was given at 2:42p.m. The alarm system was reset.

September 21, 2015 | 1:30p.m.

A fire drill was conducted in the residence hall. All occupants evacuated the building in 10 minutes. The Director of Public Safety met with the residents and explained the importance of vacating the building by the nearest exit. The fire alarm is system fully operational. An "All Clear" was given at 1:50p.m.

General Fire Safety Guidelines for the University

- Do not prop open or obstruct doors.
- Do not lock or close a fire door to prevent exiting.
- Remove all obstruction from emergency exits.
- Report blocked or locked fire exits to Public Safety.
- Do not obstruct fire alarm pull boxes, fire extinguishers, fire sprinkler heads, smoke detectors or any other fire protection device.

Electrical Appliances

- Do not allow electrical appliances to be near common combustible materials.
- Observe good housekeeping practices. Do not allow clutter and/or combustible materials to collect.
- When a fire alarm sounds, exit the building immediately.

Emergency Evacuation Instructions

Emergency Evacuation Instructions are located in every room. Contact the Director of Public Safety at 734-432-5441 for evacuation plan information.

Emergency Situations

If you need emergency fire assistance or medical assistance, call 9-911 from a university phone. You will be connected to the 911 Operator and the Madonna University Public Safety Department.

Fire Reporting Procedures

- If possible contain the fire by closing the door.
- Call 9-911- Report the building, room and your name.
- Exit the building
- Do not attempt to fight the fire – Pull the fire alarm pull box and evacuate the building.

Building Evacuation

Everybody is required to evacuate the building when a fire alarm is activated. Fire drills are conducted periodically to ensure residents know evacuation routes.

Open Flame Burning

Open flame burning of any kind (e.g., candles, burners, incense, etc.) is prohibited. Any exceptions must be approved by the Director of Public Safety. Should the origin of any fire be traced to a resident ignoring this policy, the resident is subject to disciplinary action. Residence Hall rooms may be inspected by university officials to ensure a safe, healthy living environment.

Smoking

Smoking is not permitted in any university building.

Fire Safety Training

Fire extinguisher training is available to the university community. Contact the Director of Public Safety for information.

Emergency Fire Response

The Madonna University Department of Public Safety and the Facilities Department responds to all fire alarms. Livonia Fire Department is contacted if needed.

A hard copy of this report is available by contacting the Director of Public Safety at 734-432-5441.

