

CAMPUS SECURITY

Policy 3.41

A. Report Procedures

When criminal actions, other emergencies or substantial rumors occur on the Glen Oaks campus, contact the Safety and Security Office or designee at 269-467-9945, ext. 233 or 221, 312 or call 269-223-0263.

If additional assistance is needed, Glen Oaks will contact the St. Joseph County Sheriff's Office (269-467-9045).

Glen Oaks will take the necessary action to protect the safety of students and employees and to deal with the occurrence.

B. Access to Campus Facilities

The Glen Oaks building is open Monday through Thursday from 6:30 a.m. to 10:30 p.m.; Fridays (3rd week of August through 1st week in May) from 6:30 a.m. to 4:00 p.m.; and Saturdays 7:30 a.m. to 4:00 p.m. The building is closed on Fridays when the college is operating on "Summer Hours" typically after 1st week in May through the second week in August. When the building is closed and there is an event on campus, Maintenance will provide access to the appropriate area.

Glen Oaks facility, room, or space reservations for an event or a meeting can be made by contacting the President's Office.

C. Authority of Campus Security

Designated Campus Security Personnel have the authority to confront individuals related to an occurrence, require identification, and, when necessary, contact the St. Joseph County Sheriff or Michigan State Police.

When incidents occur on campus, an Incident Report must be completed and forwarded to the Vice President of Finance & Administration.

D. Occurrence Statistics

Upon request, data is available in the Human Resources Office for the following criminal offenses which could be reported on the campus or to the St. Joseph County Sheriff's Office:

Offenses Reported	Arrests
1. Murder	1. Liquor Law Violations
2. Rape	2. Drug Abuse Violations
3. Robbery	3. Weapons Possessions
4. Aggravated Assault	
5. Burglary	
6. Motor Vehicle Theft	

Adopted by Board of Trustees 3/11/92, revised 9/14/05, reviewed 9/17/14, revised 1/20, reviewed 3/9/23