Department of Public Safety Newsletter

Mott Community College

February 2008

CAMPUS EMERGENCY
Dial……...762-5666

NON-EMERGENCY
Dial……762-0222

SCHOOL CLOSING
Dial……232-8989

MCC CAMPUS SAFETY

SAFETY TIPS

The Department of Public Safety offers the following safety tips:

- ✓ Always let someone know where you are and an approximate time when you will be finished.
- ✓ Keep your purse in a locked cabinet or locker. Never place your valuables in a highly visible area.
- ✓ If leaving at night walk in groups and stay in a lighted area or call public safety for an escort.
- ✓ Keep your personal belongings in plain view at all times. Never leave them even for a moment, to use the restroom or get a drink.
- ✓ Do not leave valuables visible in your car, *lock valuables in the trunk.*
- ✓ Secure lap tops, backpacks and purses.
- ✓ Roll up Windows and lock car doors.

OFFICE SAFETY TIPS

- Always keep your purse, wallet, keys, cell phone or other valuable items with you at all times or locked in your desk or file wardrobe cabinet.

Check the identity of any strangers who are in your office, ask if you can help them. If this makes you uncomfortable, inform the Public Safety Department immediately.

- Never leave your reception area unattended or entrance doors propped open. If this area must be unattended, be sure to secure all valuable items, remember to lock your desk and secure doors.

If you witness a crime, suspicious person, or suspicious incident, contact the Public Safety Department at once. Your awareness and input are essential to campus crime prevention. If an incident occurs off campus, the department will assist you in contacting the appropriate agency. The Department prepares written reports for all criminal, medical incidents and vehicle accidents. All reports are strictly confidential. Copies of incident reports may be obtained from the Public Safety Department.

Services provided by Mott Community College's Public Safety Department are:

- → Air up Tires
- → Accident Reports
- → Criminal complaints Jump Starts
- → Gas
- → Lost and Found
- → Medical Assistance
- → Vehicle Unlocks
- → Larceny Reports
- → Emergency Notifications

3P Campaign

Prevent, Protect & Prosecute

MCC is committed to assuring that students are able to complete their studies in a safe environment, whether on campus of off-campus. One of the goals of this program is to develop and implement a campus awareness program and to provide educational resources and assistance to student regarding violence against women. For more information on how you can become involved in this program

Campus Safety
"MAINTAINING A SAFE PLACE TO LEARN"

Mott Community College
Department of Public Safety
Parking Violations

What do I do if I get a parking violation?

The Department of Public Safety issues parking violation notices to vehicles that are parked in violation of City of Flint ordinances and College regulations. Once a parking violation has been issued, the violation is turned over to the City of Flint Police Department as well as the 68th District Court which has complete authority over the final disposition of all violations.

To contest a parking violation

Contact must be made with the 68th District Court within 14 days. The court address and telephone number are printed on the parking violation. An appointment must be made with a 68th District Court magistrate to discuss the parking violation. The Department of Public Safety will be able to explain the violation to you, however is unable to accept a contested parking violation.

To pay the parking violation

The parking violation is written on a pre-addressed envelope. The violation and fine are marked. Payment can be sealed in the envelope and mailed. Do not send cash. If the parking violation is not received within 14 days, a $10.00 judgment fee will be entered.

If you have any questions or concerns please contact the Department of Public Safety at 762-0222.