

# Department of Public Safety Newsletter

Mott Community College

August 2004

Issue 8

## The Department of Public Safety Welcomes Faculty, Staff and Students Back

### Services Provided by the Department of Public Safety

The Mott Community College Department of Public Safety consists of professionally trained Certified Police Officers, Public Safety Officers, and a support staff who provide public safety services to Mott Community College, 24 hours a day, 365 days a year. Mott Community College Police Officers have full police authority on college property under Michigan PA 614 of 1997.

#### Escort Service

Escort service is available 24-hours a day, seven days a week for all faculty, staff and students.

#### Whistle Alert Program

This program provides a high-quality whistle, free of charge, to students or employees. Instructions are given to blow the whistle when one feels threatened or attacked. Others who hear the whistle blown are to blow their whistles and run in the direction of the original whistle blower to provide aid and scare off the attacker. They are also instructed to go to the nearest Security phone and notify Public Safety of the problem.

#### Closed Circuit Television Surveillance

Closed circuit television cameras are located in several areas on the college campus and are continuously monitored by the Department of Public Safety.

#### Security Phones

There are over 100 Security Phones located throughout the campus. Public Safety promotes and encourages the use of these phones. The Security Phone System is monitored by Public Safety Dispatchers and is activated when the button is pushed. If a phone is activated and if the dispatcher does not receive a response, an officer is immediately dispatched to that location. Each phone is checked monthly for any defects or communication problems.

#### Sexual Assault

If you are a victim of sexual assault including date/acquaintance rape, please contact the Public Safety Department for immediate assistance.

- We will meet with you privately at a place of your choice in this area to take a complaint/report.
- We will not release any information concerning this incident to the public or press.
- We will treat your particular case with courtesy, sensitivity, dignity, understanding and professionalism.
- We will fully investigate your case and will keep you up to date on the progress of your case and/or prosecution.

#### Weapons Possession

Mott Community College prohibits the possession and/or use of any weapon/firearm on college property. State law also forbids the carrying, use or possession of any type of firearm on any school property, even if the individual holds a concealed weapons permit. Any individual caught in violation will be prosecuted and the weapon/firearm will be forfeited.

#### Office Watch

Office Watch is a program for Mott Community College. It establishes a formal network of communication between departments, their employees and the Department of Public Safety regarding crime related problems in the office. Office Watch ask everyone in the campus buildings to be the "Eyes and Ears" of the Department of Public Safety.

### Important Phone Numbers

Answer Center for Women	234-7777
YWCA Safe House Crisis Line	238-7233
YWCA Sexual Assault & Services	238-7621
School Closing Information	232-8989

If you have a comment, concern or question regarding the operations of Mott Community College Department of Public Safety, please feel free to call....

Chief Clydell Duncan	762-5681	or
Lt. Colin Perry	762-0274	

### SPECIAL SERVICES PROVIDED CALL 762-0222 FOR ASSISTANCE

Unlocks....Gas....Air up Tires....Jump Starts...  
Criminal Complaints....Larceny Reports.....  
Accident Reports....Lost and Found.....  
Emergency Notifications...Medical Assistance

## Safety While Traveling (Continued)

- If your car is bumped from behind or if someone says there is something wrong with your car, don't stop. Go to a service station or a well-lit area and call for help.
- Don't pull over for flashing headlights. Police vehicles have red or blue lights.
- Travel in groups when possible. Walk only in well-lit areas and fill the gas tank before dark.
- Ask hotel front desk personnel which areas of town to avoid and what, if any special precautions should be taken when driving a rental car.
- Never leave video cameras, car phones or other expensive equipment visible in your car. Lock them in the trunk.

## Lodging Safely

- Make sure the hotel desk clerk does not announce your room number; if so, quietly request a new room assignment.
- Preparation for a safe escape in case of fire in a hotel/motel begins at check-in. As you walk down the hallway, note the location of fire extinguishers and fire alarms. Count the number of doors between your room and the nearest exit, as you may be forced to crawl on the floor in darkness and smoke to your exit.
- Keep your room key close to your bed, where you can easily find it.
- Use room safes or safety deposit boxes provided by the hotel. Store all valuables out of sight, even when you are in the room.
- Use deadbolt and other locks provided by the hotel. Properties which appear in AAA Tour Books must comply with certain room security requirements, including deadbolt locks on all guest room entry and connecting room doors.
- Never open the door to a stranger.

**This newsletter is provided to Mott Community College campus by the Public Safety Department.**

**Director.. Chief Clydell Duncan**  
**Editor..... Lt. Colin Perry**  
**Secretary.. Officer Beverly Davis**

### NEED INFORMATION

Should you have a comment, concern or question regarding the operations of the Mott Community College Department of Public Safety, please feel free to call...

Chief Clydell Duncan at...  
762-5681

Lt. Colin Perry at...  
762-0274

## EMERGENCY PHONE NUMBERS

All pay phone calls are FREE! Please report all crimes!

### CAMPUS EMERGENCY

Dial.....762-5666  
or from any campus pay phone DIAL #1

### NON-EMERGENCY requests for service

Dial.....762-0222

### WEATHER RELATED EMERGENCIES

Follow Evacuation Instructions posted in each classroom and office.

### SCHOOL CLOSING INFORMATION

Dial.....232-8989