

Department of Public Safety Newsletter

Mott Community College

CAMPUS EMERGENCY
Dial.....762-5666

August 2006

NON-EMERGENCY
Dial.....762-0222

MCC CAMPUS SAFETY

The Department of Public Safety is located in the Facilities Building and is open 24 hours a day, seven days a week. The department patrols the entire campus, parking lots, ramps and all other college grounds. Patrols are conducted by officers on foot, in motor vehicles, and on bicycles. The patrols are supplemented by close circuit television cameras located through the campus. Patrols of the campus are conducted 24 hours a day seven days a week.

The Public Safety Department has a staff of certified police officers, safety officers and students officers. All officers assist with the many service functions of the department and the prevention of crime through patrols and camera surveillance. The supervisors are certified police officers and have primary responsibility for arrest and criminal investigations on campus when a situations calls for such action.

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 incidents, vehicle and personal accidents. All reports are strictly confidential. Copies of incident reports may be obtained from the Public Safety Department.

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.
- ✓ Keep your personal belongings in 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.

Services provided by MCC Public Safety Department are:

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

OFFICE SECURITY TIPS

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

Check the identify of any strangers who are in your office, ask whom they are visiting and if you can help them find that person.

If this makes you uncomfortable, inform the Public Safety Department.

Never leave your reception area unattended or entrance doors propped open.

Always let someone know where you'll be, whether it's coming in late, if you are going to the photocopier, the mail room, a meeting or going to lunch.

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 or 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 or need assistance with a domestic violence situation call: **810-232-8216** the office is located at Prah Center , Lower level.