

**WESTERN MICHIGAN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY - OVERSIGHT COMMITTEE
AUTHORITY, CHARGE, COMPOSITION, AND OPERATING PROCEDURES**

AUTHORITY

The Department of Public Safety Oversight Committee (“Committee”) has been established pursuant to Michigan law and the authority granted by the Board of Trustees of Western Michigan University.

CHARGE

The Committee shall receive and address grievances by persons against the public safety officers or the public safety department of the institution. The committee may recommend to the institution that disciplinary measures be taken by the institution against a public safety officer who is found responsible for misconduct in office.

COMPOSITION

Initially, the Committee shall be comprised of the following members, who shall be elected from the bodies of representatives elected by the faculty, students, and staff to represent them, unless or until an alternative election process has been put in place:

- 2 members of the faculty (elected by the Executive Board of the Faculty Senate)
- 2 Students (1 student elected by the Western Student Association (WSA) executive board and 1 graduate student elected by the Graduate Student Advisory Committee board)
- 2 members of the staff: 1 staff member elected by the Administrative Professional Association (APA) executive board and 1 staff member elected by the Professional Support Staff Organization (PSSO) board

Note: The University’s Vice President for Legal Affairs and General Counsel, or her/his designee, will attend meetings for the purpose of providing advice regarding compliance with the law and applicable collective bargaining agreements.

The chair of the Committee shall be elected by the members of the Committee. Membership shall generally be for the length of time designated by those who are electing the members, but if no term is specified, the term shall be one year. Vacancies shall be filled in accordance with applicable law.

OPERATING PROCEDURES

The Committee shall respond to grievances submitted in accordance with the following operating procedures:

- Grievances to the Committee on the Public Safety Oversight Committee Grievance Form shall be submitted on a form available on the Public Safety and Office of Business and Finance web sites or by hard copy in the Public Safety Department or Office of Business and Finance. Grievance forms are to be submitted to the Office of the Vice President for Business and Finance.

- The Committee shall meet on an as-needed basis determined by the chair, Vice President for Business and Finance, or their designees, based on grievances received and when a quorum of the committee can be convened based on the members' schedules and availability. The chair shall generally preside over the meetings of the Committee. In the absence of the chair, the members of the Committee shall elect another member to serve as temporary chair.
- The Committee shall address the grievance by evaluating its merits, and shall determine whether to invite the grievant to address the Committee in person. The Committee has the authority to make recommendations to the University about the grievances through the Vice President of Business and Finance, but does not have authority to make decisions regarding outcomes. Further procedures and additional outcomes, if any, shall be in accordance with applicable collective bargaining agreements and law. Any recommendation shall be based on majority vote of the members of the Committee who are present at the meeting, either in person or by telephonic conference call concurrent participation in the meeting. A recommendation may be that the Committee believes further investigation is needed, in which case the Vice President for Business and Finance shall determine/coordinate next steps. The Committee will provide copies of relevant proceedings and/or recommendations to the Director of Public Safety, as appropriate considering all circumstances.
- If any grievance is about alleged misconduct of the Director of Public Safety, the grievance and any recommendations are to be submitted directly to the Vice President for Business and Finance.
- All Committee members must operate in accordance with all University policies and procedures as well as all collective bargaining agreements, contracts, and all other legal obligations of the University.
- If any Committee member has good faith reason to believe any other Committee member(s) should be removed from the Committee for cause, that Committee member should advise the Vice President for Business and Finance, who shall consult with the Office of the Vice President for Legal Affairs and General Counsel regarding appropriate steps to take in response, if any.

CONFIDENTIALITY

A grievance may be submitted anonymously. However, without sufficient information or a contact who can provide additional needed information, the Committee or University may not be able to be successfully determine appropriate recommendations or actions regarding the grievance. Grievances will be kept confidential except on a need-to-know basis and to investigate and take appropriate action in response to the grievance as determined by the University.

INTERPRETATIONS/ CLARIFICATIONS

The President or Vice President for Business and Finance, or their respective designee(s), is authorized to enact additional procedures the Public Safety Oversight Committee to make interpretations and clarifications regarding the scope of authority and procedures in accordance with applicable law; University collective bargaining agreements; and other policies, rules, and requirements applicable to the University. Nothing herein shall be interpreted to preclude anyone from reporting criminal matters to law enforcement agencies or exercising any reporting rights protected by applicable law.

**WESTERN MICHIGAN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY - OVERSIGHT COMMITTEE
GRIEVANCE FORM**

*NAME: _____

*ADDRESS: _____

*TELEPHONE: _____

*EMAIL: _____

*RELATIONSHIP TO UNIVERSITY: _____

DATE(S) OF EVENT(S) GIVING RISE TO GRIEVANCE:

_____, 20____

PUBLIC SAFETY OFFICERS INVOLVED (IF KNOWN):

PLEASE PROVIDE A NARRATIVE STATEMENT OF YOUR GRIEVANCE:
(ATTACH ADDITIONAL SHEETS IF NEEDED)

MAIL OR EMAIL FORM TO: Office of Business and Finance, Western Michigan University,
Seibert Administration Building, Kalamazoo, MI 49008-5203

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