

**Procedures:**

***Reporting Student Violations of COVID-19 Health-Related Policies***

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The Division of Student Affairs (DSA) and Grand Valley Police Department (GVPD) were asked to create a reporting mechanism for potential or actual student violations of COVID-19 Health-Related Policies. Use of current mechanisms is advantageous where possible: 1) because of pre-existing familiarity, 2) to avoid confusion with other new COVID-19 emails and phone numbers, 3) to centralize and track reports, and 4) because students increasingly indicate overwhelm of new information.

Reporting potential or actual violations may occur in one of three ways:

**1. Before:** Submit to [GVPD Anonymous Reporting System](#)

Students, faculty, and staff may report planned activities in advance of a student violation of health policy via the existing GVSU Anonymous Reporting website hosted by an external compliance and ethics organization which coordinates with the GVSU Division of Legal, Compliance, and Risk Management. If appropriate, Legal will forward the complaint to both Dr. Aaron Haight and Dr. Andy Beachnau who will, subsequently, determine action (e.g. outreach to individuals or businesses, referral to law enforcement) *[Example: student reports rumor of a future event in violation of state limits on gathering sizes in a local apartment complex; GVPD is notified and DSA contacts the apartment complex]*

**2. During:** Call 911

Students, faculty and staff may report student violations of health policy already in progress by calling 911 for immediate response. *[Example: Ottawa County Sheriff is notified via citizen call and requests assistance from GVPD to investigate a party in an apartment complex; party is dispersed, police report is filed, and GVPD refers violations to the Office of Student Conduct and Conflict Resolution]*

**3. After:** Submit to [Office of Student Conduct and Conflict Resolution](#)

Students, faculty and staff may refer student violations which have already occurred directly to the Office of Student Conduct and Conflict Resolution. *[Example: Faculty member submits social media photo evidence of a party occurring the previous night; OSCCR adjudicates per university policy]*

All reports of social gatherings and parties in violation of state or local law will be shared by the Division of Student Affairs with relevant landlords, property owners, township and county health personnel, and law enforcement authorities.

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**4. Local:** Submit to Ottawa County (email) or Kent County (website) tip lines:

Any citizen - including faculty, staff, and students - may report violations of COVID-19 state or local Executive Orders to the Ottawa County Stay Home Stay Safe tip system at [StayHomeStaySafeComplaints@miottawa.org](mailto:StayHomeStaySafeComplaints@miottawa.org), or via the [Kent County website](#) (see link on right side of website).