

# 2019 Annual Security & Fire Safety Report

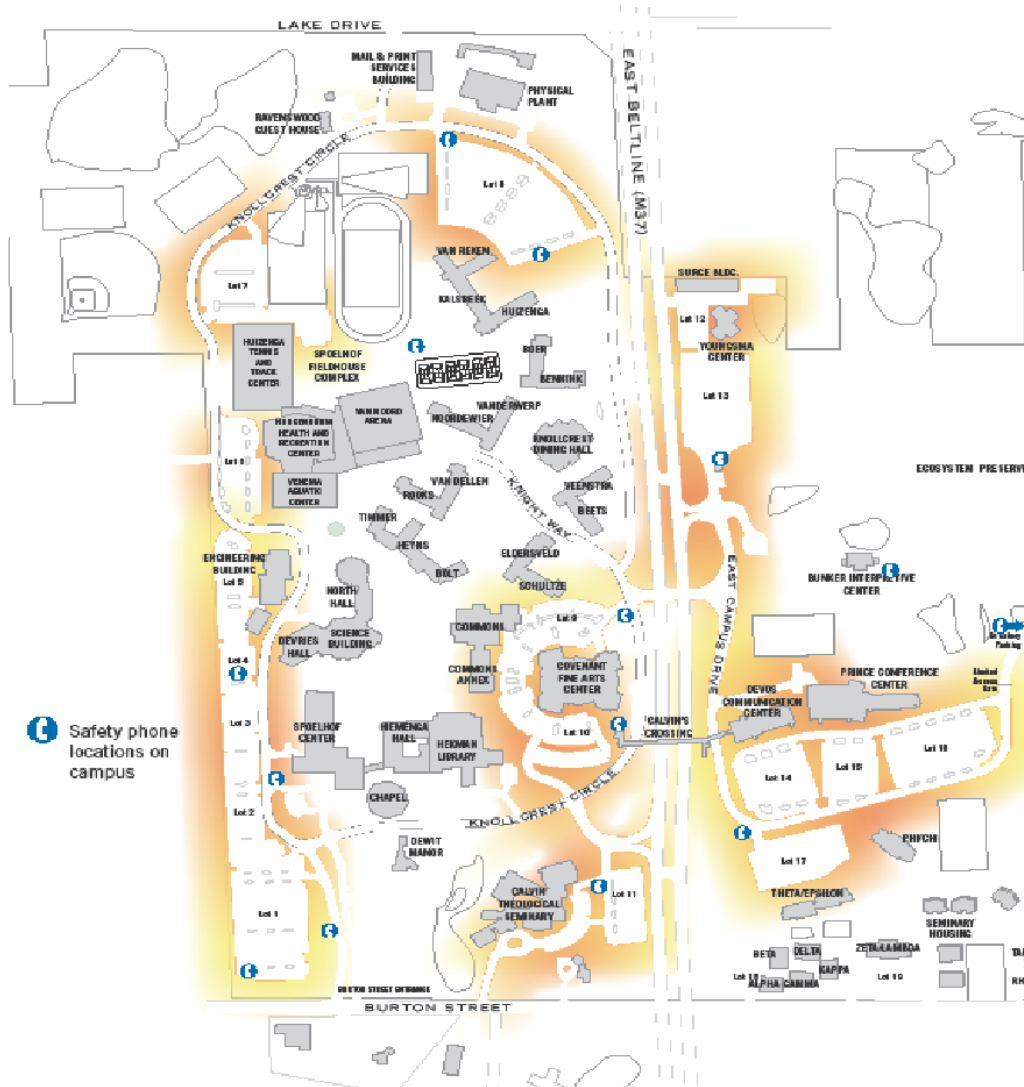
## Calvin Theological Seminary

*Jeanne Clery disclosure of Campus Security Policy and Campus Crime Statistics Act,  
as amended by the Violence Against Women Reauthorization Act of 2013*

<http://www.calvinseminary.edu/community/safety-info/>



# Calvin Campus Safety Phone Map



The map above shows the locations for all blue light safety phones on the Calvin University campus.

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## From the Facilities Manager...

Dear Calvin Seminary Students and Families,

Welcome to Calvin Seminary! Calvin Seminary is a wonderful place to work, study and live. I hope you feel safe and at home on our campus, and in our apartments. Caring for your fellow students and families helps keep this a safe place.



Picture by Deborah Hoag

Like other Seminaries, we take the safety of our students seriously. Calvin University Safety Department assists us through their facilities, educational programs, policies, and officer patrols, they do their best to maintain a campus environment that is safe and law-abiding. Yet they also tell students that the best way to promote the security of their property and themselves is through steps they themselves can take — whether through locking doors or paying attention to their surroundings.

We provide this brochure to familiarize you with some of the services we and the Calvin Safety Department provide to prevent and respond to unexpected or illegal incidents that may take place. We also provide annual crime statistics in this brochure in compliance with the Clery Act. We want students and families to have accurate information about the Grand Rapids area, Calvin Seminary and the University campus so that they can make informed decisions in their daily routines.

Please contact Campus Safety (616-526-6452) or Jim Lakin, Facility Manager, (616-957-7107) if you have questions or concerns about any of this information, and once again, welcome to Calvin Seminary.

Sincerely,  
Jim Lakin, Facility Manager

## Campus Safety Department

### Calvin University Campus Safety Mission Statement:

*We strive for a safe and well-ordered campus, effective communications, relevant education and respectful service of the highest integrity.*

The Campus Safety Department is responsible for policy enforcement, security, and emergency response on the campus. The Department is staffed 24 hours a day/7 days a week and strives to work collaboratively with campus community members towards a safe campus environment. The Campus Safety Department consists of the following employees:

Director  
Assistant Director  
Systems Analyst  
Office Manager  
4 Patrol Supervisors  
12 Patrol Officers (full and part time)  
8 Student Security Officers  
2 Part Time Dispatchers  
13 Student Dispatchers

The patrol supervisors and select patrol officers with prior law enforcement experience are armed employees who are the primary responders for all on campus occurrences, including any criminal incidents. They also enforce all university rules and regulations contained within the student, staff, and faculty handbooks. The patrol supervisors and patrol officers oversee the student security officers and their functions for the department. Student Security Officers are unarmed student employees who conduct building checks to ensure the security of campus buildings after they are closed. They check on the validity of persons in closed buildings and observe buildings for signs of intrusion and mechanical failures. Student security officers will also provide escort services every night from dusk to dawn.

Under ***Michigan State law section 764.16***, Campus Safety arrest powers are limited to the authority given to a private citizen to affect an arrest. Arrests can be made for a felony committed in our presence, or if a person has committed a felony not in our presence (criminal act must be severe and/or present an ongoing threat to an individual or the community), if instructed by a peace officer to assist the officer in making an arrest, or if retail fraud has occurred. Local police are called in to conduct any arrests relating to violations of city or state laws. Jurisdiction of the Campus Safety Department is limited to the main campus property and buildings and does not extend outside the boundaries of the Calvin campus.

The Campus Safety Department maintains a good working relationship with local, county, state and federal law enforcement agencies. Personnel and resources are provided by these law enforcement agencies whenever an incident occurs that exceed the capabilities of the Campus Safety Department.

Campus Safety employees participate in quarterly firearms training with the Grand Rapids Police Department. Campus Safety employees also receive annual training on defensive tactics, legal updates, medical first response (including CPR and AED certification) and mental health responder training. The Campus Safety Department hosts and participates in the Grand Rapids Police Department Leadership Institute, which promotes professional development for law enforcement.

The Campus Safety Department has hosted and participated in emergency exercises with local, county and state police, along with fire, EMS and Kent County Emergency Management office. Select Campus Safety full-time staff are members of the International Association of Campus Law Enforcement Administrators (IACLEA), and the National Association of Clergy Compliance Officers and Professionals (NACCOP). The director is also a member of the International Association of Emergency Managers (IAEM), the Michigan Association of Campus Law Enforcement Administrators (MACLEA), the Kent County Chief of Police, and the Grand Rapids Area Campus Safety Department Consortium.

Campus Safety does not have a written memorandum of understanding with law enforcement agencies regarding any issues, including the investigation of criminal incidents. An informal cooperation allows for the investigation of alleged crimes, emergency response, special event coordination, training, and prevention efforts on campus.

As a practice, local and state police agencies do not inform the university of criminal activity in the vicinity of the university campus. A reasonable attempt is made to be aware of any crimes occurring in the area of the campus that would pose a threat to the university community.

Campus Safety enforces the campus-wide ban on possession and use of alcohol and illegal drugs. Possession of dangerous weapons or firearms anywhere on campus, including the Seminary housing, is a violation of the Student Conduct Code.

## **Services**

### ***A Safe and Secure Campus***

The Seminary and University work to maintain the campus in a manner that reduces the likelihood of crime.

### ***Lighting***

The campus maintained by Calvin University has extensive exterior lighting for the hours of darkness. Problems with exterior lights should be reported immediately to the Campus Safety Dispatch (extension 66452 or 616-526-6452) or Seminary Facility Manager (extension 77107 or 616-957-7107).

### ***Locking Buildings***

- **Locking Apartment Buildings**

Calvin Seminary on campus apartments are unlocked by 8am, 6 days a week and locked after 6pm.

- **Locking Campus Buildings**

The Seminary building is locked and unlocked during the week by the facilities staff. The time for locking and unlocking the buildings is established by the Seminary access policy and coordinated with Campus Safety and the Facility Manager. The policy can be found online at <http://semlink.calvinseminary.edu/wp-content/uploads/Student-Handbook.pdf>

### ***Emergency Lockdown***

In the event of an active threat on the campus, the Campus Safety Department has the ability to automatically secure all campus exterior doors with the push of a button at the Dispatch Center. The dispatch staff are also able to lock select portions of the campus (in the event of an emergency in a specific building. A test of the emergency lock down feature is completed annually.

### ***Maintenance***

Facilities are maintained in a manner designed to minimize the potential for hazardous conditions. Maintenance problems that pose a threat to safety and security (such as broken locks or windows) should be reported to the Seminary maintenance staff at <http://semlink.calvinseminary.edu/housing/request-housing-repairs/>

The Facility Manager issues workplace keys to faculty and staff, and to contractors as needed. Requests for additional keys or lock changes must be sent to the Seminary Facility Manager, Jim Lakin ([jlakin@calvinseminary.edu](mailto:jlakin@calvinseminary.edu)).

## **Crime Prevention**

Calvin Campus Safety Officers patrol the campus buildings and grounds to help ensure a safe environment for students, faculty, staff, and visitors. Additional crime prevention measures include such things as bicycle registration, safety phones, crime prevention programs, escort services, and posting the Clery Public Log.

### ***Video Surveillance***

Calvin University and Calvin Seminary aim to provide a secure environment for members of its community and to protect personal safety and property by using video surveillance systems technology. Such technologies are used only to meet the critical goals of security, and in a manner that is sensitive to interests of privacy.

The Calvin University Campus Safety Department and Calvin Seminary are authorized to oversee and coordinate the installation and use of video equipment for safety and security purposes at Calvin University and Calvin Seminary. Covert (hidden) camera surveillance is used periodically when Calvin University experiences patterns of criminal activity to either persons or property. Information obtained through video recording is used for security and law enforcement purposes and in compliance with Calvin University and Calvin Seminary policy. A digital recording system will record



events temporarily unless retained by Campus Safety as part of a criminal or civil investigation or as otherwise approved. Video security recordings will be accessed only by designated Calvin University and Calvin Seminary employees and will not be used for illegal or improper purposes.

Personnel involved in the use of video equipment are appropriately trained and supervised in the responsible use of this technology, following all rules and regulations governing the use of video security systems. Video monitoring for security purposes is conducted in a professional, ethical, and legal manner, consistent with all existing policies and limited to locations that do not violate the reasonable expectation of privacy as defined by Michigan Criminal Code section 750.539. In addition, cameras are not installed in any area that violates the reasonable expectation of privacy as defined by the law.

## ***Personal Recording Devices***

The Calvin University Campus Safety Department uses the Axon Personal Recording System to equip officers with the technology that is most capable of fulfilling their obligation and securing public trust. The implementation of the Axon Personal Recording System assists the Campus Safety Department in obtaining an ever increasingly, higher degree of enhanced accountability to the community they serve and protect. The personal recording device records select events, providing a visual and audio record to supplement an officer's report. Campus Safety employees assigned a personal recording device comply with the Calvin University Video Surveillance Policy as well as the specific policy regarding the use of these personal recording devices.

## ***Alarm Systems***

Calvin University's Campus Safety Dispatch Center actively monitors several alarms 24 hours a day, 365 days a year, including:

- Fire Alarms – Any alarms pertaining to the fire system, including smoke detection, sprinkler flow, heat detection and others.
- AED Alarms – Any time an AED device (positioned throughout the campus) is removed from its cabinet housing, an alarm is triggered at the Dispatch Center with the location of the alarm
- Door Position Alarms – When a door is either propped open or does not close on its own, an alarm is triggered at the Dispatch Center showing the location (via map) of the door that did not secure in the allotted time.

## ***Bicycle Registration***

To deter bicycle theft and recover stolen bicycles, mandatory bicycle registration is required through the Campus Safety Office. Registration is free and can be done online at our Campus safety website <https://calvin.edu/directory/policies/bicycle-regulations>. Once a bike is registered, students, staff, and faculty must pick up a bike registration permit and display the permit on their bicycle.

## ***Blue Safety Phones***

Calvin University and Seminary have installed safety phones around campus. These exterior phones are marked with a blue light and may be used to report an emergency, crime in progress, or to request assistance. See map of safety phone locations on page 1.

## ***Clery Public Log***

The Clery Public Log which lists incident reports is updated within one business day of an incident being reported to Campus Safety. This log is posted each business day at the Campus Safety website at [www.calvin.edu/campus-safety](http://www.calvin.edu/campus-safety). A paper copy is kept on file at the Campus Safety Office and can be viewed upon request at any time.

## ***Crime Prevention Programs***

Security awareness programs are designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

During Orientation, students are provided with information on how to protect themselves and their personal belongings. Additionally, Campus Safety offers resources on its website that provide information on prevention of crimes against property and person, including but not limited to identity theft, bicycle theft, vehicular theft, and residential theft.

Additionally, Campus Safety offers safety tips on its website. These safety tips cover the following topics:

- Building Awareness
- Bicycle Theft
- Textbook Theft
- Protecting Your Vehicle
- Protecting Your Residence
- Crimes against Your Person
- Protecting Yourself in Your Home
- Protecting Yourself in Your Car
- Protecting Yourself at ATMs
- Protecting Yourself When You Are Out
- Protecting Against Sexual Assault
- Protecting Against Stalking

The website link to these resources can be found at <https://calvin.edu/offices-services/campus-safety/safety-tips.html>

## ***Safety Escort Service***

To aid in the prevention of criminal behavior, Campus Safety offers an Escort Service for students, faculty, and staff that do not feel comfortable walking alone during the evening hours. The Escort Service runs from dusk until dawn and can be reached by calling the Dispatch line at (616)526-6452.

## ***RAD Program***

Calvin University offers RAD self-defense training to all interested female students and employees, which is open to and promoted for all Calvin Seminary students and employees. The objective of the RAD program is to “develop and enhance the options of self-defense, so they may become viable considerations to the woman who is attacked.” The classes are offered during fall and spring semesters of the academic year and are led by certified Calvin RAD instructors.

## **Emergency Preparedness**

Calvin Seminary is committed to the welfare of all of its community members--students, faculty, staff, neighbors and campus visitors. Adequate emergency planning and preparedness is one way Calvin Seminary meets this commitment. Emergency incidents beyond the most routine Level follow protocols of the Incident Command System (ICS), developed under the Federal Emergency Management Agency of the U.S. Department of Homeland Security. The university's comprehensive emergency operation plan details immediate response and evacuation procedures, including the use of electronic and cellular communication (if appropriate). The Campus Safety Department has the responsibility of responding to and summoning the necessary resources to mitigate, investigate and document any situation that may constitute an emergency or dangerous situation.

The primary goal of emergency preparedness is to maximize life safety in the event of an emergency. Other goals include minimizing danger, preserving property, restoring normal working conditions and communicating well with all members of the university community, surrounding neighborhoods and local and state officials.

Calvin University's Emergency Preparedness Plan is publicly available on the Calvin University Campus Safety Department's web site. The public version of the plan can be viewed at: <https://calvin.edu/directory/policies/emergency-response-plan>

The University's Emergency Preparedness Plan is maintained and reviewed annually by the Executive Safety Committee. The Executive Safety Committee reports to the President and is the governing body and steward of the Emergency Preparedness Plan. The committee has no active role during an emergency or incident, but reviews policy, resources, procedures, training and performance of the university and its partner institutions during emergency events.

The six permanent members of the Executive Safety Committee include the Vice President for Administration and Finance (ESC chair), Vice President of People, Strategy and Technology, Provost (or her/his designee), Vice President for Student Life (or his/her designee), Associate Vice President of Information Technology, and the Chief Operating Officer of Calvin Theological Seminary. The Executive Safety Committee may also call on other individual employees of the university to serve as ESC members for specified periods of time on an as-needed basis, based on their expertise and the agenda of the ESC. Cabinet members permitted to appoint designees to ESC must first serve on the committee for two years before appointing a designee. In the event of the appointment of a designee, the Vice President for Student Life and the Provost are responsible for reviewing minutes and receiving regular updates from the committee and his/her designee.

The committee meets three times a year, or as needed (but at least two times a year) to review high-risk incidents. It is the responsibility of the Executive Safety Committee to review all such incidents, receiving input from all key stakeholders about the effectiveness of campus policies, procedures, and performance. The ESC cooperates with all divisions of the university, and all other related committees to ensure any recommended changes are implemented. It is the responsibility of Executive Safety Committee to review the university's emergency preparedness plans on a regular basis and provide an annual update each year on the plan along with recommendations and actions for improvement, to the President's Cabinet and the Planning and Priorities Committee.

The Emergency Management Planning Team reports to the Executive Safety Committee and is responsible for development of operational plans relative to the specified objectives outlined by the Executive Safety Committee in the Emergency Preparedness Plan. The eleven permanent members of the Emergency Management Planning Team (EMPT) are the Director of Campus Safety (Chair), Director of Facilities, Environmental Health and Safety Officer, Director of Health Services, Dean of Students, Director of Human Resources, Director of Communications and Marketing, Information Security Officer for Information Technology, Director of Financial Services, Dean of Academic Affairs, and Dean of Students for Calvin Theological Seminary.

The EMPT meets monthly September through May. Additional responsibilities of the EMPT include development of campus emergency exercises to test the Emergency Preparedness Plan of the university, assess gaps in the Plan, and present recommendations to the ESC to revise the Plan.

## ***Immediate Notifications and Response***

In times of crisis, Calvin University utilizes the Rave Immediate Notification System (RAVE), which has been made available to all faculty, staff and students. RAVE utilizes e-mail, voice and text messaging to send out an immediate notification. Calvin Seminary students, staff, and faculty are automatically set up to receive RAVE to their seminary email and any device on record in the Populi database system. Faculty, staff, and students are responsible for providing all necessary information to insure a successful message delivery. It is up to individual faculty, staff and students to provide additional contact information and/or a different email address if they prefer not to use their seminary email address. Calvin University and Calvin Seminary cannot provide communication to those who fail to provide a correct and current phone number and/or email address information.

After responsible personnel have been made aware of and have made confirmation that a legitimate emergency or dangerous situation exists involving an immediate threat to the health and/or safety of faculty, staff and students on all or part of the Calvin University campus, RAVE will be activated without delay at the direction of the Director of Campus Safety or their designee. The Director or their designee will take into account the safety of the community, determine the content of the notification and initiate the notification system unless notification will in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Initial confirmation for activating the emergency notification system may occur based upon the direction of local, state or federal emergency management officials, observations of a Campus Safety officer, notification from an emergency liaison, multiple witness telephone calls or an alarm system notification received at dispatch. The

goal of the notification is to alert as many people as possible, as rapidly as possible with adequate follow up information as needed.

Localized incidents within a building, such as a small fire or hazardous material spill in a lab most likely will not require a mass notification. The method of communication will depend on such factors as extent of the threat (is it serious or continuing), and time of day threat is occurring. The University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of a localized incident on campus. These methods of communication include the use of RAVE to notify faculty, staff and students. RAVE activation can make notifications in the following manner:

- Vocal telephone message
- E-mail
- SMS text message
- Facebook
- Emergency Liaisons

In the event a serious incident or crime is reported that poses an immediate threat to members of the Calvin community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the Calvin University community. These methods of communication include the use of RAVE to notify faculty, staff and students. RAVE activation can make notifications in the following manner:

- Vocal telephone message
- E-mail
- SMS text message
- Facebook
- Emergency Liaisons

The message content will contain either pre-scripted brief messages or tailored content developed by the Director of Campus Safety or their designee. The information will be shared to help the public take action for their safety. An “all clear” message or follow up information will be disseminated as appropriate to the Calvin community through vocal telephone messages, emails, or SMS text messages using RAVE. In addition to sending updates to the University and seminary community on RAVE during a critical incident, the University will post information on the Calvin University website at <http://www.calvin.edu>. The larger community, including parents, neighbors, and other interested parties can access emergency information through the Calvin website (<http://www.calvin.edu>) and/or via the media.

In the event of a major catastrophe that requires the evacuation of the campus, students, faculty and staff will be alerted by the Campus Safety Department verbally, through RAVE via phone, email, text message or when contact is made by departmental Emergency Liaisons. The fire alarm may be activated to clear each individual building. Members of the community should follow the posted evacuation routes and exits for a specific area and building. If people are instructed to evacuate campus, they will be asked to follow these instructions:

- Walk to the nearest exit of the building.
- Do not use elevators.
- Assist people with disabilities to the closest area of refuge. Emergency personnel should be notified of the location of the person with the disability so that they can take appropriate action to evacuate the person.
- Gather outside of individual buildings at designated gathering place and attempt to make certain all persons are accounted for. Stay at least 300 feet from the building.
- Campus Safety or emergency personnel should be made aware of people who are still in the building.
- Campus Safety, emergency personnel or an Emergency Liaison will provide information on the nature of the emergency that requires evacuation of the campus. This may include the distance and direction evacuees must travel from the campus, the possible duration of the evacuation, and the time by which the campus must be evacuated.

- People might be instructed to go home. For students who do not live in close proximity to the seminary and do not have their own transportation, other people with vehicles may be asked to transport those without transportation to off-campus locations - this may be to their residence or someone else's residence if this location is outside the established area of evacuation.

- Those who require transport to a location outside the established area of evacuation will be provided transportation as arranged by the University, through Dean Transportation (Grand Rapids Public Schools transportation vendor) or through The Rapid public transportation system. They will be transported to designated locations outside of the established area of evacuation, and emergency services will be contacted to assist with comfort needs.

- Once an evacuation of campus is ordered, no one should return until emergency personnel advise the Campus Safety that the area can be reoccupied. Updated information will be disseminated via the Calvin website, RAVE which uses phone, e-mail and text, or by an emergency hotline number, and through local media outlets.

The following Calvin University officials shall have authority to activate RAVE:

- President
- Vice President for Administration & Finance
- Vice President for Student Life
- Provost
- Campus Safety Director
- Campus Safety Assistant Director
- Campus Safety Operations Analyst
- Campus Safety Patrol Supervisors
- Dean of Residence Life
- Director of Communications & Marketing
- Assistant Director of Media Relations

RAVE may be used to transmit brief urgent messages as quickly as possible. Immediate notifications may include, but are not limited to:

- Campus Closures
- Weather Warnings (Severe Thunderstorm Warnings & Tornado Watches & Warnings)
- Fire
- Natural gas leaks or hazardous material spills
- Natural disasters affecting the campus
- Campus wide power outages and/or utility failures
- Violent criminal behavior
- Bomb threats or other imminent violent threats
- Explosions on campus
- Terrorism incidents

Dependent upon the contact information supplied by faculty, staff, and students, notification may be made in the following manners:

- Cell phone
- Home phone
- Business phone
- Calvin University e-mail
- Personal e-mail
- SMS text to cell phone

RAVE will be tested on the 1<sup>st</sup> Friday of each month as close to 11:30 am as possible. Emergency liaisons in addition to select staff will receive the monthly test notifications. In the event that adverse weather conditions exist on the test day, the test will be delayed until the adverse conditions clear the area to prevent any misinterpretation of the test activation and also keep RAVE available in case of a true emergency condition.

The following standard test messages will be sent:

Voice: Monthly Emergency Test

This is a monthly test of the Calvin University Emergency Notification System. This is only a test. If this were an actual emergency, information and instructions would be included. This test is normally sent on the first Friday of each month.

E-mail: Monthly Emergency Test

This is a monthly test of the Calvin University Emergency Notification System. This is only a test. If this were an actual emergency, information and instructions would be included. This test is normally sent on the first Friday of each month

SMS text message:

This is the monthly test of the Calvin University Emergency Notification System. THIS IS ONLY A TEST!

## ***Timely Warnings***

When a Clery crime is reported to the Calvin University Campus Safety Department, local law enforcement or a Campus Security Authority, either on or off campus that in the judgement of the Director of Campus Safety or their designee represents a serious or continuing threat to faculty, staff and students, the Campus Safety Department will issue a campus-wide "Crime Alert" to serve as a timely warning and to aid in the prevention of similar crimes. The Campus Safety Director or their designee develops the content of the warning and the Director approves its dissemination. Timely warnings may be issued as soon as pertinent information is available for the following crime classifications: aggravated assault, arson, burglary, criminal homicide, dating violence, domestic violence, motor vehicle theft, robbery, sex offense, and stalking when the crime is deemed to pose a serious and/or ongoing threat to the Calvin community. Crime Alerts for incidents of aggravated assault, sex offenses, dating violence, domestic violence and stalking will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Campus Safety Department. Alerts will include information about the incident (including date, time and location), any suspect information (if known) and recommended safety advice. For confidentiality reasons victim's names will never be disclosed in a crime alert.

**Crime alerts will be issued by the Campus Safety Department using some or all of the following methods:**

- Flyers
- E-mail
- Campus Safety Department Website
- Campus Safety Facebook page
- Emergency Liaisons

Copies of active crime alerts can be found on the Campus Safety Department website at (<http://www.calvin.edu/offices-services/campus-safety/clery-act/alert-bulletin.html>) and is accessible to all faculty, staff and students as well as the public. Information will also be placed by the Calvin Seminary Dean of Students on the Seminary's E-News. Campus Safety officers and designated University emergency liaisons are responsible for posting flyers in campus buildings. Crime alerts will remain in effect for a period of one week (**7 days**), and then they will be removed unless it is determined there is a continued threat to the safety of the community.

Anyone with information about a crime that warrants the issuance of a crime alert should contact the Campus Safety Department immediately. Reporting a crime can be done by telephone (616)526-6452 or in person at the Campus Safety Department on the second floor of the Mail and Print Services Building at 3230 Lake Drive SE.

## ***Public Safety Advisories***

For incidents that are not Clery reportable crimes but may pose a risk or present a safety concern to the community, public safety advisories will be issued. Incidents such as a series of bicycle larcenies, vehicle burglaries or persons engaged in suspicious behavior are examples of the types of incidents that would be considered a public safety advisory.

The Campus Safety Department will issue public safety advisories with the intent of providing information that will allow the campus community to be vigilant and to reduce the possibility of similar incidents occurring on campus.

Public safety advisories will be issued by the Campus Safety Department using some or all of the following methods:

- Flyers
- Campus Safety Department website
- Campus Safety Facebook page
- Emergency Liaisons

Copies of active public safety advisories can be found on the Campus Safety Department website at (<http://www.calvin.edu/offices-services/campus-safety/clery-act/alert-bulletin.html>) and is accessible to all faculty, staff and students as well as the public. Information will also be placed by the Calvin Seminary Dean of Students on the Seminary's E-News. Campus Safety officers and designated University emergency liaisons are responsible for posting flyers in campus buildings. Public safety advisories will remain in effect for a period of one week (7 days), and then they will be removed unless it is determined there is a continued threat to the safety of the community.

Anyone with information about a crime that warrants the issuance of a public safety advisory should contact the Campus Safety Department. Reporting a crime can be done by telephone (616)526-6452 or in person at the Campus Safety Department on the second floor of the Mail and Print Services Building at 3230 Lake Drive SE.

## ***Factors for Determining Method of Communication***

Communication methods will be employed based on a number of factors that will be evaluated for each individual incident. These factors include the nature and extent of the threat, the technology available in the building or area, the time of day the incident has occurred, etc. Other communication methods besides the methods previously mentioned may include door to door notification, social networking sites, portable radios, city's outdoor warning sirens, handheld bullhorns, and mass media.

## ***Emergency Response Plan and Drills***

Calvin Seminary's Emergency Response Plan can be viewed on the Seminary website or by accessing the following link: <https://www.calvinseminary.edu/safety> . Building specific evacuation maps are posted in strategic locations in campus buildings.

Emergency preparedness plans are exercised on an annual basis. Tests for emergency response and evacuation procedures may be announced or unannounced. These exercises may include tabletop exercises, scenario responses and fire drills. The tests allow the university to assess and evaluate its emergency plans and capabilities. Recommendations for improvements can be submitted to the appropriate departments when necessary.

A minimum of one fire drill per academic year is conducted in the academic buildings.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants 'practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition, the process provides the university an opportunity to test the operation of fire alarm system components.

## ***Missing Student Policy***

Students are asked to provide emergency contact information when beginning the school year through email correspondence and through their student orientation. At the same time, students are also given the opportunity to provide a confidential contact that the seminary can use if the student is believed to be missing. These contacts may be registered any time on SemLink. The confidential contact information will be accessible only by the Dean of Students,

Associate Dean of Students, and Administrative Assistant to the Dean of Students, and will not be disclosed outside of a missing person investigation.

If a member of the Calvin Seminary community has reason to believe that a student is missing, whether or not the student resides on campus, they should make a report to the Campus Safety Department (616-526-6452) or to the Seminary Dean of Students (616-957-6042) or Associate Dean of Students (616-957-6015). If one of the Deans of Students are contacted, they will immediately inform the Campus Safety Department of the report. If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction.

Upon being made aware that a student is missing, the Campus Safety Department will notify the law enforcement agency with jurisdiction within 24 hours. The Campus Safety Department will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. All pertinent law enforcement agencies will be notified and requested to render assistance through direct telephone contact or visit by an employee of the Campus Safety Department.

All possible efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of the Campus Safety Department and the Dean of Students Office. If the student is an on-campus resident, the Campus Safety Department will secure authorization from the Housing Director to make a welfare entry into the student's apartment. If the student is an off-campus student resident, the Campus Safety Department will inform and enlist the aid of the Dean of Students, Associate Dean of Students, or Housing Director, in addition to the law enforcement agency having jurisdiction.

Concurrently, Campus Safety officers, in collaboration with the Dean of Students Office, will endeavor to determine the student's location and well-being through contact with family, friends, associates, and/or employers of the student. Within 24 hours of receiving the initial report, attempts will be made to contact the confidential contact (if provided by the student) by the Campus Safety Department or a Dean of Students to determine if they know of the location of the student. [Though it would be unlikely since Calvin Seminary is a graduate level school, if the student is under 18 years of age, and not an emancipated individual, Calvin Seminary is required by law to notify a custodial parent or guardian immediately.] In addition to notifying a parent or guardian, confidential contacts will also be notified if an alternate contact name was provided. We will also seek to determine whether or not the student has been attending classes, scheduled organizational, church, or academic meetings, or has been appearing at scheduled work shifts.

If located, verification of the student's state of health and intention of returning to the campus is made. When and where appropriate a referral will be made to other seminary officials or other institutions for counseling or other care.

## **Calvin Seminary Student Drug and Alcohol Policy**

### ***Calvin Seminary Student Drug and Alcohol Policy Statement***

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities-Act Amendments of 1989, the seminary's policy on illegal drugs and alcohol is as follows:

### **Student Substance Abuse Policy**

Calvin Seminary observes and strictly enforces all local, state, and federal laws related to possession, use, sale or distribution of a controlled substance (including marijuana), and of designer drugs. Students who are found responsible for violations of the Seminary drug policies are subject to serious disciplinary action from the Seminary, up to or including disciplinary expulsion from the Seminary. Calvin Seminary does not recognize medical marijuana as an exception to its drug policies. Students are expected to contact the Dean of Students to discuss possible exceptions in medical situations in advance of any marijuana use.

Individuals who are involved in any drug-related violation may be subject to criminal action, as the Seminary may report these individuals to the legal authorities. Students who are convicted of any criminal offense involving the possession or



sale of a controlled substance risk losing their eligibility to receive Financial Aid. Students are accountable for upholding Calvin Seminary drug policies even when traveling to states or countries in which certain drugs have been decriminalized. Though some impairing substances may be legal to purchase in some states, Calvin Seminary prohibits the possession and/or use of these substances by its students. Students are responsible for knowing, understanding and observing Calvin Seminary's drug policies.

The following statements from the Student Conduct Code address conduct related to illicit drugs and alcohol by the prohibition of:

- Unlawful use, possession, purchase, distribution, sale, or manufacture of a controlled substance (including marijuana), designer drug, or drug paraphernalia.
- Unlawful possession, use, or distribution of alcohol on seminary property or as any part of seminary activities, and any type of intoxication on or off college or seminary property.
- Violation of any published seminary policy, rule, or regulation or of any federal, state, or local law.

In the case of a violation of the Student Conduct Code, disciplinary action will be taken in one or more of the following manners:

- a. *Admonition*- an oral statement to the student that she or he has violated or is violating institutional rules. Such admonition may come from the Dean of Students Office, the Academic Affairs Office, the Director of Student Housing, a professor, or a staff person.
- b. *Warning*- a notice in writing to the student from the Dean of Students Office, the Academic Office, or the Director of Student Housing that the student has violated or is violating institutional regulations.
- c. *Personal Probation*- a written reprimand from the Dean of Students Office, the Academic Office, or the Director of Student Housing for the violation of specified regulations, stating the reason for the probation. Probation will be for a designated period of time, with the warning that more severe disciplinary actions will be taken if the student violates any institutional regulations during the probationary period.
- d. *Loss of Privileges*- when more severe disciplinary action is needed, certain privileges may be withdrawn from the student by the Dean of Students Office, the Academic Office, or the Director of Student Housing for a designated period of time.
- e. *Suspension*- an action by the Chief Financial and Operating Officer or the Academic Dean with the concurring advice of the Dean of Students Office and/or Student Appeals Committee, if sought, whereby a student is separated from the seminary for a definite period of time. Conditions for readmission will be specified by Chief Financial and Operating Officer or the Academic Dean with the concurring advice of the Dean of Students Office and/or Student Appeals Committee, if sought.
- f. *Expulsion*- permanent separation of the student from the seminary by action of the seminary Board of Trustees based upon the recommendation of the Chief Financial and Operating Officer or the Academic Dean.

## Employee Substance Abuse Policy

The Seminary has a vital interest in maintaining a safe, healthful and efficient workplace for its employees. The unauthorized possession or use of any illegal drug or alcohol, or abuse of a legal drug, may pose serious safety and health risks not only to the user but to all those who work with the user. It may also threaten the Seminary's reputation, property, equipment and operations. Compliance with this policy is a condition of employment.

The following activity will result in serious discipline, up to and including discharge:

- (1) while on campus or engaged in Seminary business, being under the influence of alcohol or a controlled substance, having a detectable level of alcohol or a controlled substance in one's system, or having the odor of alcohol or a controlled substance on one's breath or body;
- (2) using, possessing, distributing, storing or selling alcohol or a controlled substance on campus or while engaged in Seminary business; and/or

(3) being convicted of using, selling, or possessing controlled substances or any other violation of federal or state drug and alcohol laws, or failing to report such a conviction or violation within five calendar days.

Note: This policy does not apply to events sponsored or officially supported by the Seminary at which alcohol is authorized for consumption.

Staff members may be asked to submit samples for alcohol or controlled substance testing under the following circumstances: (1) as a consideration for employment; (2) if the Seminary has reasonable suspicion to believe that the employee has used or is under the influence of alcohol or a controlled substance; (3) following an on-the-job accident, or an incident in which safety precautions may have been violated or careless acts may have occurred; or (4) following a return to work after a layoff in excess of two weeks.

Failure or refusal of an employee to cooperate fully, sign a consent/release form or any other required document for testing, or submit in full to any inspection or drug test as provided will be grounds for discharge. Substituting or adulterating any body substance or specimen submitted for testing, or falsely representing that the body substance or specimen is the employee's own sample likewise will be grounds for discharge.

Calvin Seminary may, in its discretion and without precedent, offer individual employees alternatives to discharge under certain circumstances. Such alternatives might include Last Chance Agreements, rehabilitation programs, or other measures.

(Note: Free, confidential counseling is available to all employees through the Pine Rest Employee Assistance Program.)

### **Prescription Medication**

No prescription medication may be brought upon Calvin Seminary property by any person other than the person for whom the drug is prescribed by a licensed medical practitioner, and such drug shall be used only in the manner and quantity prescribed. Employees using prescription or over-the-counter medication that may affect their ability to safely and effectively perform their job must report this to their supervisor. Such reports will be treated as confidential.

### **Workplace Searches**

For the safety and security of our employees, volunteers, visitors, and property, Calvin Seminary (and/or its representatives) reserves the right to inspect any Seminary-owned object on its premises, as well as the contents of all vehicles, packages, containers and other items brought onto Seminary premises or used/possessed while engaged in Seminary business with or without warning. Under certain circumstances involving reasonable suspicion of improper conduct (e.g., violation of the Workplace Violence and Weapons Policy, violation of the Substance Abuse Policy, suspicion of theft, etc.), the Seminary may request employees to submit to a search of their personal effects. Refusal to consent to any search may result in disciplinary action up to and including discharge. All searches will be conducted with due regard for the privacy of the persons involved.

## **Health Risks Associated with Alcohol Use**

### **Short-Term Health Risks**

Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions. These are most often the result of binge drinking and include the following:

- Injuries, such as motor vehicle crashes, falls, drownings, and burns.
- Violence, including homicide, suicide, sexual assault, and intimate partner violence.
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels.
- Risky sexual behaviors, including unprotected sex or sex with multiple partners. These behaviors can result in unintended pregnancy or sexually transmitted diseases, including HIV.
- Miscarriage and stillbirth or [fetal alcohol spectrum disorders \(FASDs\)](#) among pregnant women.

## Long-Term Health Risks

Over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems including:

- High blood pressure, heart disease, stroke, liver disease, and digestive problems.
- Cancer of the breast, mouth, throat, esophagus, liver, and colon.
- Learning and memory problems, including dementia and poor school performance.
- Mental health problems, including depression and anxiety.
- Social problems, including lost productivity, family problems, and unemployment.
- Alcohol dependence, or alcoholism

By not drinking too much, one can reduce the risk of these short- and long-term health risks.

## Health Risks Associated with Drug Use

- Nicotine is an addictive stimulant found in cigarettes and other forms of tobacco. Tobacco smoke increases a user's risk of cancer, emphysema, bronchial disorders, and cardiovascular disease. The mortality rate associated with tobacco addiction is staggering. Tobacco use killed approximately 100 million people during the 20th century, and, if current smoking trends continue, the cumulative death toll for this century has been projected to reach 1 billion.
- Marijuana is the most commonly abused illegal substance. This drug impairs short-term memory and learning, the ability to focus attention, and coordination. It also increases heart rate, can harm the lungs, and can increase the risk of psychosis in those with an underlying vulnerability.
- Prescription medications, including opioid pain relievers (such as OxyContin® and Vicodin®), anti-anxiety sedatives (such as Valium® and Xanax®), and ADHD stimulants (such as Adderall® and Ritalin®), are commonly misused to self-treat for medical problems or abused for purposes of getting high or (especially with stimulants) improving performance. However, misuse or abuse of these drugs (that is, taking them other than exactly as instructed by a doctor and for the purposes prescribed) can lead to addiction and even, in some cases, death. Opioid pain relievers, for instance, are frequently abused by being crushed and injected or snorted, greatly raising the risk of addiction and overdose. Unfortunately, there is a common misperception that because medications are prescribed by physicians, they are safe even when used illegally or by another person than they were prescribed for.
- Inhalants are volatile substances found in many household products, such as oven cleaners, gasoline, spray paints, and other aerosols, that induce mind-altering effects; they are frequently the first drugs tried by children or young teens. Inhalants are extremely toxic and can damage the heart, kidneys, lungs, and brain. Even a healthy person can suffer heart failure and death within minutes of a single session of prolonged sniffing of an inhalant.
- Cocaine is a short-acting stimulant, which can lead users to take the drug many times in a single session (known as a "binge"). Cocaine use can lead to severe medical consequences related to the heart and the respiratory, nervous, and digestive systems.
- Amphetamines, including methamphetamine, are powerful stimulants that can produce feelings of euphoria and alertness. Methamphetamine's effects are particularly long-lasting and harmful to the brain. Amphetamines can cause high body temperature and can lead to serious heart problems and seizures.
- MDMA (Ecstasy or "Molly") produces both stimulant and mind-altering effects. It can increase body temperature, heart rate, blood pressure, and heart-wall stress. MDMA may also be toxic to nerve cells.

- LSD is one of the most potent hallucinogenic, or perception-altering, drugs. Its effects are unpredictable, and abusers may see vivid colors and images, hear sounds, and feel sensations that seem real but do not exist. Users also may have traumatic experiences and emotions that can last for many hours.
- Heroin is a powerful opioid drug that produces euphoria and feelings of relaxation. It slows respiration, and its use is linked to an increased risk of serious infectious diseases, especially when taken intravenously. People who become addicted to opioid pain relievers sometimes switch to heroin instead, because it produces similar effects and may be cheaper or easier to obtain.
- Steroids, which can also be prescribed for certain medical conditions, are abused to increase muscle mass and to improve athletic performance or physical appearance. Serious consequences of abuse can include severe acne, heart disease, liver problems, stroke, infectious diseases, depression, and suicide.
- Drug combinations. A particularly dangerous and common practice is the combining of two or more drugs. The practice ranges from the co-administration of legal drugs, like alcohol and nicotine, to the dangerous mixing of prescription drugs, to the deadly combination of heroin or cocaine with fentanyl (an opioid pain medication). Whatever the context, it is critical to realize that because of drug–drug interactions, such practices often pose significantly higher risks than the already harmful individual drugs.
- Bath Salts/Designer Cathinones. Bath Salts/Designer Cathinones are substances abused for their desired effects, such as euphoria and alertness. Other effects that have been reported from the use of these drugs include psychological effects such as confusion, acute psychosis, agitation, combativeness, aggressive, violent, and self-destructive behavior. Adverse or toxic effects associated with the abuse of cathinones, including synthetic cathinones, include rapid heartbeat; hypertension; hyperthermia; prolonged dilation of the pupil of the eye; breakdown of muscle fibers that leads to release of muscle fiber contents into bloodstream; teeth grinding; sweating; headaches; palpitations; seizures; as well as paranoia, hallucinations, and delusions. Fatal reactions have occurred to those that are ingesting these products.
- Depressants. Depressants (controlled substances that range from Schedule I–Schedule IV) are known to put you to sleep, relieve anxiety and muscle spasms, and prevent seizures. They are abused to experience euphoria. Depressants like GHB and Rohypnol are also misused to facilitate sexual assault. Some of the effects include amnesia, leaving no memory of events that occur while under the influence; reduced reaction time; impaired mental function and judgment; and confusion. Long-term use will produce psychological dependence. Physical effects include slurred speech, loss of motor coordination, weakness, headache, lightheadedness, blurred vision, dizziness, nausea, vomiting, low blood pressure, and slowed breathing. Large doses combined with other drugs or alcohol can be fatal. Examples of depressants are barbiturates, benzodiazepines, GHB, and Rohypnol.

## Local Resources for Substance Abuse Treatment

Westbrook Recovery Center  
 3210 Eagle Run Drive NE #200  
 Grand Rapids, MI 49525  
 (616)957-1200  
 Toll Free: (866)964-7280  
 Call: 24 Hours a Day 7 Days a Week  
 Office Hours: Monday–Friday 8 a.m.–5 p.m.  
[www.westbrookrecovery.com/](http://www.westbrookrecovery.com/)

Pine Rest Christian Mental Health Services  
 300 68th Street SE  
 Grand Rapids, MI 49512

(866)852-4001  
[www.pinterest.org/drug-addiction-treatment-center](http://www.pinterest.org/drug-addiction-treatment-center)

Wedgewood Christian Services  
3300 36th Street SE  
Grand Rapids, MI, 49512  
(616)942-2110  
<http://www.wedgewood.org/>

Network180  
790 Fuller Ave. NE Grand Rapids, MI 49403  
(616) 336-3909 or (800) 749-7720  
Routine business hours: Monday – Friday 8am –5pm Access Center open 24 hours  
<https://www.network180.org/en/>

Arbor Circle  
1115 Ball Ave NE Grand Rapids, MI 49505  
(616) 456-6571  
<https://arborcircle.org/>

## Alcohol Screening Assessment

<http://www.rehabs.com/assessments/alcohol-addiction-quiz/>

## Additional Resources

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|--|--------------------------------|
| Addiction Center <a href="https://www.addictioncenter.com/">https://www.addictioncenter.com/</a> | 1-844-359-5766                 |
| Al-Anon Family Group Headquarters <a href="https://al-anon.org/">https://al-anon.org/</a>        | 1-757-563-1600                 |
| Self-Assessment Quizzes are available on their website   |                                |
| Substance Abuse and Mental Health Services Administration  | 1-877-726-4727                 |
| National Council on Alcoholism and Drug Dependence   | 1-800-NCA-CALL                 |
| National Clearinghouse for Alcohol and Drug Information  | 1-800-729-6686                 |
| National Center on Drug Abuse Hotline  | 1-800-662-HELP                 |
| Help Crisis Line   | 616-459-2255                   |
| Alcoholics Anonymous   | 616-913-9216                   |
| National Institute on Alcohol Abuse and Alcoholism   |                                |
| <i>Provides general information about Alcoholism</i>   |                                |
| <a href="https://www.niaaa.nih.gov/">https://www.niaaa.nih.gov/</a>                              |                                |
| The Pine Rest Employee Assistance Program  | 616-455-6210 or 1-800-442-0809 |

## Legal Risks Associated with Alcohol Use

| VIOLATION           | SUMMARY OF VIOLATION   | POSSIBLE PENALTIES  |
|---------------------|--|---|
| OWI (drunk driving) | A person licensed or not, under the influence of alcohol, drugs, or both, driving in a public place. | First offense: misdemeanor, not more than 93 days in jail, and/or fine of \$100-\$500, and/or community service not more than 360 hours. As part of sentence, court may order suspension and/or restrictions of |

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|  |  | operator's license. Vehicle forfeiture or immobilization may also be required. Up to six points may be added to driver record. If the person has a blood alcohol content of 0.17 grams or more, the person is guilty of a felony punishable by not more than 20 years in prison and/or a fine of \$2,500-\$10,000. |
| Permitting person under the influence to drive.            | Allowing intoxicated person to drive in area open to the public  | Misdemeanor: not more than 93 days in jail, or fine not less than \$100 or more than \$500, or both; vehicle can be impounded.   |
| Minor possessing or transporting alcohol in motor vehicle. | Person under 21 years of age may not possess or transport alcohol in a vehicle. (Does not apply to transport of alcohol by a minor if a person of at least 21 years of age is present inside the motor vehicle.) | Misdemeanor: fine of not more than \$100, and may be ordered to perform community service and undergo substance abuse screening and assessment at own expense; vehicle can be impounded for up to 30 days. License sanctions may also be imposed.  |
| Operating while visibly impaired (OWVI)                    | A person driving in areas open to public while impaired from alcohol, drugs, or both.  | First offense: community service for not more than 360 hours; and/or imprisonment for not more than 93 days; and/or a fine of not more than \$300. May be required to immobilize vehicle. Restrictions on driver license may also be imposed.  |
| Operating with any presence of a Schedule I drug (OWPD)    | A person driving in areas open to the public with any amount of a schedule I or other designated controlled substance in the body.   | One or more of the following: community service for not more than 360 hours; imprisonment for not more than 93 days; or a fine of not less than \$100 or more than \$500. The vehicle may be ordered immobilized.  |
| OWI causing death of another person                        | A person driving under the influence of alcohol or a controlled substance causes the death of another person.  | Felony: Imprisonment of not more than 15 years, a fine of \$2,500-\$10,000, or both. Vehicle may be forfeited or immobilized   |
| OWI causing serious impairment                             | A person driving under the influence of alcohol or a controlled substance causes a serious impairment of a   | Felony: Imprisonment for not more than 5 years, a fine of \$1,000-\$5,000, or both. Vehicle may be forfeited or immobilized.   |

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|   | body function of another person.  |  |
| Purchase/possession/consumption or attempt to purchase/possess/consume by minor (MIP) | Person under 21 years of age may not purchase, possess, or consume alcohol.   | Misdemeanor: first arrest, a fine of not more than \$100, or court-ordered diversion; second arrest, not more than \$200, and/or up to 30 days imprisonment if in violation of probation due to preceding violation or for failure to follow court orders regarding preceding violation; third or subsequent violation, fine of not more than \$500, and/or up to 60 days imprisonment if in violation of probation due to preceding violation or for failure to follow court orders regarding preceding violation. May be ordered to participate in substance abuse prevention or substance abuse treatment and rehabilitation services. May be ordered to perform community service and undergo substance abuse screening and assessment at own expense. Licensing sanctions may also be imposed. Refusal to take a breathalyzer test is a civil infraction with a \$100 fine. |
| Using false ID to purchase alcohol  | A minor shall not use fraudulent identification to purchase alcohol, nor shall another individual furnish fraudulent identification to a minor. | Imprisonment for not more than 93 days, a fine of not more than \$100, or both.  |
| Selling or furnishing alcohol to a minor  | Alcohol shall not be sold or furnished to a minor.  | First offense: a fine of not more than \$1,000 and imprisonment for not more than 60 days. Second or subsequent offense: a fine of not more than \$2,500 and imprisonment for not more than 90 days. Operator's or chauffeur's license may also be suspended. May be ordered to perform community service for any violation.   |

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| Consumption on public high-way/open alcohol in vehicle | No alcoholic beverage can be consumed on public highways; no alcohol item can be open, un-capped, or seal broken in passenger area of vehicle. | Misdemeanor: not more than 90 days in jail, a fine of not more than \$500, or both. May be ordered to perform community service and undergo substance abuse screening and assessment at own expense. Licensing sanctions may also be imposed. |
| Disorderly person (intoxicated)                        | Intoxicated in public place and endangering the safety of another person or of property, or causing a disturbance.                             | Misdemeanor: not more than 90 days in jail, a fine of not more than \$500, or both.   |

Michigan Legislature, Michigan Compiled Laws Complete Through PA 2 of 2019. Retrieved from <http://legislature.mi.gov> and West's Michigan Criminal and Motor Vehicle Law 2018

### Local Ordinances

The City of Grand Rapids ordinances include but are not limited to consumption in public places, possession and use of alcohol by minors, uncapped liquor in passenger compartments of vehicles, and all substance abuse ordinances. Sanctions could range from a civil infraction with attached fines to probation, rehabilitation, or even imprisonment. A full version of the city ordinances can be found at [https://www.municode.com/library/mi/grand\\_rapids/codes/code\\_of\\_ordinances](https://www.municode.com/library/mi/grand_rapids/codes/code_of_ordinances)

## Federal and State Penalties for Drug Sale and Possession

The federal government decides if and how a drug should be controlled. Psychoactive (mind-altering) chemicals are categorized according to Schedule I to V. This schedule designates if the drug must be prescribed by a physician and under what conditions. Factors considered in this categorization include a drug's known and potential medical value, its potential for physical or psychological dependence, and risk, if any, to public health. Penalties for the illegal sale or distribution of a drug are established using the designation of Schedule I to V. The State of Michigan designates controlled substances as Schedule I through V, using similar definitions to those employed by the federal government. The State of Michigan's schedule designations of individual drugs are similar, but not identical to those of the federal government.

**Schedule I** drugs have a high potential for abuse, have no currently accepted medical use in the United States, and lack acceptable safety for use under medical supervision. Examples of substances listed in Schedule I include heroin, lysergic acid diethylamide (LSD), marijuana (cannabis), peyote, methaqualone, and 3,4-methylenedioxy-methamphetamine (ecstasy). GHB (gamma-hydroxybutyrate) can be a Schedule I or III drug, depending on its form.

**Schedule II** drugs have a currently accepted medical use in the United States, despite a high potential for abuse that may lead to severe psychological or physical dependence. Examples include opium, morphine, methadone, oxycodone, hydrocodone, codeine, some barbiturates, cocaine, amphetamines, and phencyclidine (PCP).

Federal and State of Michigan penalties for selling Schedule I and II drugs vary with the type and quantity of the drug. Additionally, if death, rape, or serious injury is associated with the use of the drug and/or if it is a second offense, penalties are more severe.

Unless otherwise specified by federal law, the federal penalty for the first offense involving a Schedule I or II controlled substance, GHB, or 1 gram of flunitrazepam (Schedule IV) is imprisonment for not more than 20 years. If death or serious bodily injury results from the use of such substances, the penalty is imprisonment for not less than 20 years or more than life, a fine not to exceed \$1 million for an individual, or both. The penalty for other Schedule I or II controlled substances is imprisonment for not more than seven years, a fine of not more than \$10,000, or both.



The State of Michigan's penalty for unlawful manufacture, delivery, or possession with intent to deliver less than 50 grams of a Schedule I or II controlled substance is imprisonment for up to 20 years, and/or a fine of up to \$25,000. Use of a Schedule I or II controlled substance is a misdemeanor that has a penalty of imprisonment for up to one year, a fine of up to \$2,000, or both. Michigan law also provides for up to seven years' imprisonment and/or a fine of not more than \$5,000 for individuals who manufacture, deliver, or possess with intent to manufacture or deliver gamma-butyrolactone (GBL), a compound related to GHB.

For less than 50 kilograms of marijuana, except in the case of 50 or more marijuana plants regardless of weight, 10 kilograms of hashish, or one kilogram of hashish oil, the federal penalty is imprisonment for not more than 5 years, a fine not to exceed \$250,000 for an individual, or both.

Marijuana: On November 6, 2018, Michigan voters passed proposal 18-1, the *Michigan Regulation and Taxation of Marihuana Act* ([https://www.legislature.mi.gov/\(S\(rzzqvpcp54ovl4wkfuumnqwk\)\)/documents/mcl/pdf/mcl-Initiated-Law-1-of-2018.pdf](https://www.legislature.mi.gov/(S(rzzqvpcp54ovl4wkfuumnqwk))/documents/mcl/pdf/mcl-Initiated-Law-1-of-2018.pdf)) which legalizes possession and use of limited amounts of recreational marijuana by individuals 21 years and older. Neither this new state law, nor the Michigan Medical Marihuana Act, authorize the use or possession of marijuana on any on any Calvin Seminary or University property or during off-campus Calvin Seminary business or events.

Marijuana possession and use remains illegal under federal law and is categorized as an illicit substance under the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. In addition, pursuant to Calvin Seminary's Alcohol and Drug Policy, employees, students and visitors may not manufacture, consume, possess, sell, distribute, transfer or be under the influence of alcohol, illicit drugs or controlled substances on Seminary or University property or at any site where Seminary work is performed.

Calvin Seminary receives federal funding for various uses, including student financial aid. As such, Calvin Seminary must comply with federal law, including all current federal drug laws. Therefore, even though the State of Michigan has legalized limited amounts of marijuana for recreational use for some individuals, the possession, use, storage and cultivation of marijuana remains prohibited for all faculty, staff and students under Calvin Seminary policy.

**Schedule III** drugs have a potential for abuse that is less than Schedule I and II substances, and abuse may lead to moderate or lower physical dependence or high psychological dependence. Examples include certain combination narcotic products such as Vicodin® and Tylenol with codeine, buprenorphine, ketamine, and anabolic steroids such as oxandrolone.

**Schedule IV** drugs have a low potential for abuse relative to substances in Schedule III. Examples include propoxyphene (Darvon® and Darvocet-N 100®), alprazolam (Xanax®), clonazepam (Klonopin®), diazepam (Valium®), lorazepam (Ativan®), and midazolam (Versed®).

**Schedule V** drugs have a low potential for abuse relative to substances listed in Schedule IV and consist primarily of preparations containing limited quantities of certain narcotics that are used for antitussive, antidiarrheal, and analgesic purposes, such as Robitussin AC® and Phenergan with codeine.

Except as otherwise provided by federal law, the penalty for first offense sale of a Schedule III drug is imprisonment for not more than ten years, a fine of not more than \$500,000 for an individual, or both. The federal penalty for first offense sale of Schedule IV drugs is imprisonment for not more than five years, a fine of not more than \$250,000 for an individual, or both. The federal penalty for first offense sale of Schedule V drugs is imprisonment for not more than one year, a fine of not more than \$100,000 for an individual, or both.

The State of Michigan's penalty for unlawful manufacture, delivery, or possession of Schedule III controlled substances is imprisonment for not more than seven years, a fine of not more than \$10,000, or both. The penalty for Schedule IV controlled substances is imprisonment for not more than four years, a fine of not more than \$2,000, or both. The penalty for Schedule V controlled substances is imprisonment for not more than two years, a fine of not more than \$2,000, or both. The penalty for use of lysergic acid diethylamide, peyote, mescaline, dimethyltryptamine, psilocin, psilocybin, or a controlled substance classified in Schedule V is imprisonment for not more than six months, a fine of not more than \$500, or both. Use of all other Schedule I, II, III, and IV controlled substances is punishable by imprisonment for not more than one year, a fine of not more than \$1,000, or both.

## Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

| Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)     |   |  |   |   |
|--|---|--|---|---|
| Schedule   | Substance/Quantity  | Penalty  | Substance/Quantity  | Penalty   |
| II   | Cocaine<br>500-4999 grams mixture                             | <b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.<br><br><b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual. | Cocaine<br>5 kilograms or more mixture  | <b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.<br><br><b>Second Offense:</b> Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. |
| II   | Cocaine Base<br>28-279 grams mixture                          |  | Cocaine Base<br>280 grams or more mixture   |   |
| II   | Fentanyl<br>40-399 grams mixture                              |  | Fentanyl<br>400 grams or more mixture   |   |
| I  | Fentanyl Analogue<br>10-99 grams mixture                      |  | Fentanyl Analogue<br>100 grams or more mixture  |   |
| I  | Heroin<br>100-999 grams mixture                               |  | Heroin<br>1 kilogram or more mixture  |   |
| I  | LSD<br>1-9 grams mixture                                      |  | LSD<br>10 grams or more mixture   |   |
| II   | Methamphetamine<br>5-49 grams pure or<br>50-499 grams mixture |  | Methamphetamine<br>50 grams or more pure or 500 grams or more mixture   |   |
| II   | PCP<br>10-99 grams pure or<br>100-999 grams mixture           | PCP<br>100 grams or more pure or 1 kilogram or more mixture  | <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. |   |
|  |   |  |   |   |
| Substance/Quantity   |   | Penalty  |   |   |
| Any Amount Of Other Schedule I & II Substances   |   | <b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.   |   |   |
| Any Drug Product Containing Gamma Hydroxybutyric Acid                                    |   | <b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.   |   |   |
| Flunitrazepam (Schedule IV)<br>1 Gram or less  |   |  |   |   |
| Any Amount Of Other Schedule III Drugs   |   | <b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.<br><br><b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.   |   |   |
| Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam) |   | <b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.<br><br><b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.  |   |   |

|                                    |   |
|------------------------------------|---|
| Any Amount Of All Schedule V Drugs | <p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p> |
|------------------------------------|---|

## Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances

| Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances   |   |
|---|---|
| <p>Marijuana<br/>1,000 kilograms or more marijuana mixture or<br/>1,000 or more marijuana plants</p>  | <p><b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p> |
| <p>Marijuana<br/>100 to 999 kilograms marijuana mixture or<br/>100 to 999 marijuana plants</p>  | <p><b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>    |
| <p>Marijuana<br/>50 to 99 kilograms marijuana mixture,<br/>50 to 99 marijuana plants</p>  | <p><b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>   |
| <p>Hashish<br/>More than 10 kilograms</p>   |   |
| <p>Hashish Oil<br/>More than 1 kilogram</p>   |   |
| <p>Marijuana<br/>less than 50 kilograms marijuana (but does not<br/>include 50 or more marijuana plants regardless<br/>of weight)</p> <p>1 to 49 marijuana plants</p> | <p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>   |
| <p>Hashish<br/>10 kilograms or less</p>   |   |
| <p>Hashish Oil<br/>1 kilogram or less</p>   |   |

## Michigan Drug Possession Crimes and Offenses

The State of Michigan has numerous laws regulating the possession and use of controlled substances and alcohol. It is illegal for any person to possess or have under his or her control any narcotic, hallucinogenic, or other controlled substances unless otherwise authorized by law (e.g. controlled substances obtained pursuant to a prescription). If an individual is found guilty of a violation of the state law, they may be subject to large fines and imprisonment. The penalty is based on many different factors, including the amount and type of drug, where the criminal act took place, and whether the criminal act was a first or repeat offense.

For drug possession offenses, the statutorily authorized penalties range from (1) a \$100 fine for a person under 21 years of age who possesses not more than 2.5 ounces of marijuana to (2) up to 20 years imprisonment and/or \$250,000 fine for possession of narcotics (Cocaine, heroin or another narcotic). The table below shows drug possession offenses and the State of Michigan penalties. The law generally prohibits prosecuting a person for possessing drugs solely on the discovery of evidence arising from efforts to seek medical assistance for a drug overdose (MCL 333.7404(3)(a)).

The possession of less than 2.5 ounces of marijuana is not a crime, but is punishable by fines (and other penalties in certain circumstances). Also, under specified conditions, the law provides protections from prosecution or other penalties related to marijuana for medical marijuana patients, their primary caregivers, and their doctors. For more information on Michigan's medical marijuana program (Patients/Caregivers) see the Licensing and Regulatory Affairs website: <https://www.michigan.gov/lara>.

**TABLE 1 – DRUG POSSESSION**

| Offense Descriptions   | Penalties                      |
|--|--------------------------------|
| Possession of 1,000 or more grams of certain schedule 1 or 2 controlled substances<br>333.7403(2)(a)(i)                      | Felony<br>Max fine \$1,000,000 |
| Possession of 450 or more but less than 1,000 grams of certain schedule 1 or 2 controlled substances<br>333.7403(2)(a)(ii)   | Felony<br>Max fine \$500,000   |
| Possession of 50 or more but less than 450 grams of certain schedule 1 or 2 controlled substances<br>MCL 333.7403(2)(a)(iii) | Felony<br>Max fine \$250,000   |
| Possession of 25 or more but less than 50 grams of certain schedule 1 or 2 controlled substances<br>MCL 333.7403(2)(a)(iv)   | Felony<br>Max fine \$25,000    |
| Possession of less than 25 grams of certain schedule 1 or 2 controlled substances<br>333.7403(2)(a)(v)                       | Felony<br>Max fine \$25,000    |
| Possession of methamphetamine or 3, 4-methylenedioxymethamphetamine<br>333.7403(2)(b)(i)                                     | Felony<br>Max fine \$15,000    |
| Possession of certain schedule 1, 2, 3, or 4 controlled substances or controlled substances analogue<br>333.7403(2)(b)(ii)   | Felony<br>Max fine \$2,000     |

|   |                                 |
|---|---------------------------------|
| Possession of LSD, peyote, mescaline, dimethyltryptamine, psilocyn, psilocybin, or schedule 5 drug<br>MCL 333.7403(1)<br>MCL 333.7403(2)(c) | Misdemeanor<br>Max fine \$2,000 |
| Possession of marijuana<br>MCL 333.7403(1)<br>MCL 333.7403(2)(d)  | Misdemeanor<br>Max fine \$2,000 |
| Possession — more than 12 grams of ephedrine or pseudoephedrine<br>MCL 333.17766c(1)(c)<br>MCL 333.17766c(2)(b)                             | Felony<br>Max fine \$2,000      |

## Michigan Drug Delivery/Manufacture Crimes

A person shall not manufacture, create, deliver, or possess with intent to manufacture, create, or deliver controlled substance, prescription form, or counterfeit prescription form. As with possession, the penalty for these actions depends on a number of different factors. These include the amount and type of drug, where the criminal act took place, and whether or not the illegal act was a first or repeat offense.

There are mandatory minimum prison terms for several crimes involving delivery and manufacturing or related actions. Table 2 shows the drug manufacturing and delivery crimes and penalties for each.

**TABLE 2 – OFFENSE DESCRIPTIONS**

| Offense Descriptions  | Penalties   |
|---|---|
| Deliver/manufacture — 1,000 grams/more of certain schedule 1 or 2 substances<br>MCL 333.7401(1) MCL 333.7401(2)(a)(i)                 | Felony<br>Up to life in prison Max fine \$1,000,000   |
| Deliver/manufacture — 450+ grams/less than 1,000 grams of certain schedule 1 or 2 substance<br>MCL 333.7401(1) MCL 333.7401(2)(a)(ii) | Felony<br>Up to 30 years in prison Max fine \$500,000 |
| Deliver/manufacture — 50+ grams/less than 450 grams of certain schedule 1 or 2 substances<br>MCL 333.7401(1); MCL 333.7401(2)(a)(iii) | Felony<br>Up to 20 years in prison Max fine \$250,000 |
| Deliver/manufacture — less than 50 grams of certain schedule 1 or 2 substances<br>MCL 333.7401(1); MCL 333.7401(2)(a)(iv)             | Felony<br>Up to 20 years in prison Max fine \$25,000  |
| Deliver/manufacture — methamphetamine or 3, 4- methylenedioxymethamphetamine<br>MCL 333.7401(1); MCL 333.7401(2)(b)(i)                | Felony<br>Up to 20 years in prison Max fine \$25,000  |
| Deliver/manufacture — certain schedule 1, 2, or 3 controlled substances<br>MCL 333.7401(1); MCL 333.7401(2)(b)(ii)                    | Felony<br>Up to 7 years in prison Max fine \$500,000  |
| Deliver/manufacture — schedule 4 controlled substance MCL 333.7401(1); MCL 333.7401(2)(c)   | Felony<br>Up to 4 years in prison Max fine \$2,000    |
| Deliver/manufacture — schedule 5 controlled substance MCL 333.7401(1); MCL 333.7401(2)(e)   | Felony<br>Up to 2 years in prison Max fine \$2,000    |

## Suspension of Financial Aid Eligibility for Drug Related Offenses

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table:

| If convicted of an offense involving:       | Ineligibility Period |
|---|----------------------|
| <b>POSSESSION OF A CONTROLLED SUBSTANCE</b> |                      |
| First Offense                               | One Year             |
| Second Offense                              | Two Years            |
| Third Offense                               | Indefinite           |
| <b>SALE OF A CONTROLLED SUBSTANCE</b>       |                      |
| First Offense                               | Two Years            |
| Second Offense                              | Indefinite           |

A student whose eligibility has been suspended based on a conviction for possession or sale of a controlled substance may resume eligibility before the end of the ineligibility period if:

- a. the student satisfactorily completes a drug rehabilitation program that –
  - i. complies with the criteria prescribed in the federal regulations; and
  - ii. includes two unannounced drug tests; or
- b. the conviction is reversed, set aside, or otherwise rendered nugatory.

## Use of Weapons

No weapons of any kind are allowed on Calvin Seminary and Calvin University campus, except as authorized by the Board of Trustees of Calvin University. Weapons include but are not limited to firearms, ammunition, explosives, switchblades, paint-ball guns, "Air-soft" guns, BB guns, potato launchers, bows and arrows, slingshots and similar devices. Exceptions for authorized Campus Safety employees are governed by the university's Use of Force Policy. Calvin Seminary and Calvin University also prohibits the use of fireworks on campus.

## Reporting a Crime

### *Suspicious Behavior on Campus*

Calvin Seminary and Calvin University community members, students, faculty, staff and guests are encouraged to report all crimes in a timely manner. The Campus Safety Department can be contacted by telephone, emergency phones, in person and by e-mail. Potential criminal actions and other campus emergencies can be reported directly to Campus Safety by calling Campus Safety Dispatch. Upon receipt of a call, a Campus Safety officer is dispatched to the site of the complaint and makes a formal report, contacting the local police if necessary. Campus Safety promptly notifies the university community of reported crimes that are considered a potential threat to the community, allowing the community to take steps to prevent a similar occurrence. Calvin Seminary and Calvin University also uses Silent Observer for those who wish to report a crime and remain anonymous. One may report a crime by calling 774-2345 or online at [www.silentobserver.org](http://www.silentobserver.org).

One can also report cases of harassment or abuse of power. If you have experienced harassment or abuse of power at Calvin Seminary and Calvin University, or suspect that someone you know might be involved in a situation of harassment or abuse, call the I Will Report It designated message line at 616-526-IWRI (616-526-4974). Students, faculty, and staff may call this line 24 hours a day, seven days a week, 365 days a year, and leave a recorded message. The Calvin Seminary and Calvin University encourages the reporting of all perceived incidents of discrimination, harassment or retaliation regardless of the offender's identity or position.

Persons who are victims of crime and are hesitant to report the crime to the Campus Safety Department are encouraged to meet persons identified by their role and not their title as Campus Security Authorities (Residence Life staff, coaches, club leaders, and off campus program directors are all considered Campus Security Authorities). As a third party, the Campus Security Authority can file a report when a victim is unable or unwilling to report a crime.

Calvin Seminary and Calvin University has specific procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. The specific procedures are listed beginning on page 35 of this Annual Security Report.

## ***Confidential Reporting***

Persons who decide not to pursue action with the criminal justice system or through the Seminary's Conduct Code may want to consider making a confidential report. The Director of Campus Safety can file a report on the details of the incident without revealing a victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of others. With such information, the Seminary can keep accurate records of the number of incidents involving students, determine whether there is a pattern of crime, and alert the campus community to potential danger. The definition of a Campus Security Authority, according to the Clery Act is as follows: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings." Campus Security Authorities file a confidential electronic report, which is received by the Campus Safety Department. A copy of the reporting form is located in the Clery Act section of the Campus Safety Department's website. The confidential reports can be given to any Campus Security Authority. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution; however identifying information remains anonymous.

The Seminary will take reasonable steps to investigate and to respond to the complaint. With confidential reports, the seminary will make attempts to address the concerns of the complainant, including concerns of retaliation. However, the request for a confidential report may limit the seminary's ability to fully address a situation.

Ordained faculty and staff when acting as Pastoral Counselors, and Professional Counselors, when acting as such, are not considered to be Campus Security Authorities and are not required to report crimes for inclusion into the Annual Security Report. These positions are defined as follows:

- Pastoral Counselor – A person who is associated with a religious order or denomination, is recognized by that religious order of denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- Professional Counselor – A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Ordained faculty and staff and professional counselors, if and when they deem it appropriate, are encouraged to inform the persons they are counseling of the procedures to report a crime on a voluntary basis to Calvin Campus Safety Department for inclusion in the annual disclosure of crime statistics.

## ***Reporting Crimes at Non-Campus Locations***

Criminal activity off campus should be reported to the local police department. The close working relationship between Campus Safety and the local police allows Campus Safety to record and publish criminal activity near the campus and at locations owned by the University and Seminary. The Calvin University Safety Department does not provide law enforcement service to off campus residences or off campus properties owned by the University or Seminary. Calvin Seminary and Calvin University do not have any non-campus student organizations.

## ***Help for Crime Victims***

Calvin Seminary will assist victims of crime with resources available through the university and seminary. The Dean of Students at the Seminary, as well as Campus Safety have contact information for a number of resources both on and off campus. This information is available at the Campus Safety Office, on the Campus Safety website, or in the Dean of Students office.



Calvin Seminary and Calvin University assists victims by arranging transportation for medical attention, helping victims file police reports, and working with the county prosecutor and the Kent County Courts. Campus Safety forwards reports on behalf of the victims to the appropriate officials and agencies.

Calvin Seminary and Calvin University offers free counseling through the Pine Rest Christian Mental Health Services to students who are victims of violent crimes. Information provided by the victim will be held confidential unless the victim authorizes otherwise. Campus Safety also has contact information for a number of additional resources both on and off campus.

## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, As Amended by the Violence Against Women Reauthorization Act of 2013**

Calvin Seminary does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Calvin Seminary issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a Seminary official. In this context, Calvin Seminary prohibits the offenses of domestic violence, dating violence, sexual assault and stalking as defined by the Violence Against Women Reauthorization Act and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the Seminary community.

Calvin Seminary's policy governing sexual misconduct can be found online on [the Calvin Theological Seminary Safety webpage](#).

### ***Definitions***

There are numerous terms used by Calvin Seminary in our policy and procedures.

**Consent:** The Department of Education states the following definition of consent: The affirmative, unambiguous, and voluntary agreement to engage in a specific activity during a sexual encounter. Calvin Seminary policy defines consent for sexual contact or sexual intimacy as a clear, freely given, verbalized "yes" or clearly communicated actions to every step of any sexual intimacy or sexual contact. The absence of "no" is not consent. Furthermore, a verbalized "yes" which has been coerced, does not constitute a freely given "yes". Use of force does not constitute consent. In such cases, consent has not been given, and one who continues to have sexual contact without full clear consent potentially could be charged with a serious violation of Seminary policy and/or face criminal prosecution.

- The burden of obtaining consent will be on the party seeking to initiate sexual activity
- Silence, in and of itself, is a "no", not a "yes".
- Consent cannot be assumed from the lack of resistance or as a result of ambiguous communication.
- Consent to one form of sexual activity cannot be construed as consent to any other form of sexual activity.
- To be valid, consent must be given prior to or contemporaneously with the sexual activity.
- Consent can be withdrawn at any time as long as that withdrawal is clearly communicated by the person withdrawing it.

**Sexual Assault:** The definition for "Sexual assault" according to the Violence Against Women Act is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape:** is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.



**Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** is defined a sexual intercourse with a person who is under the statutory age of consent.

## Michigan Criminal Law section 750.520a provides the following definitions for incidents of sexual assault.

- (A) **"Actor"** means a person accused of criminal sexual conduct.
- (B) **"Developmental disability"** means an impairment of general intellectual functioning or adaptive behavior that meets all of the following criteria:
  - i. It originated before the person became 18 years of age.
  - ii. It has continued since its origination or can be expected to continue indefinitely.
  - iii. It constitutes a substantial burden to the impaired person's ability to perform in society.
  - iv. It is attributable to 1 or more of the following:
    - a. Intellectual disability, cerebral palsy, epilepsy, or autism.
    - b. Any other condition of a person that produces a similar impairment or requires treatment and services similar to those required for a person described in this subdivision.
- (C) **"Electronic monitoring"** means that term as defined in section 85 of the corrections code of 1953, 1953 PA 232, MCL 791.285.
- (D) **"Intellectual disability"** means that term as defined in section 100b of the mental health code, 1974 PA 258, MCL 330.1100b.
- (E) **"Intermediate school district"** means a corporate body established under part 7 of the revised school code, 1976 PA 451, MCL 380.601 to 380.705.
- (F) **"Intimate parts"** includes the primary genital area, groin, inner thigh, buttock, or breast of a human being.
- (G) **"Mental health professional"** means that term as defined in section 100b of the mental health code, 1974 PA 258, MCL 330.1100b.
- (H) **"Mental illness"** means a substantial disorder of thought or mood that significantly impairs judgment, behavior, capacity to recognize reality, or ability to cope with the ordinary demands of life.
- (I) **"Mentally disabled"** means that a person has a mental illness, is intellectually disabled, or has a developmental disability.
- (J) **"Mentally incapable"** means that a person suffers from a mental disease or defect that renders that person temporarily or permanently incapable of appraising the nature of his or her conduct.
- (K) **"Mentally incapacitated"** means that a person is rendered temporarily incapable of appraising or controlling his or her conduct due to the influence of a narcotic, anesthetic, or other substance administered to that person without his or her consent, or due to any other act committed upon that person without his or her consent.
- (L) **"Nonpublic school"** means a private, denominational, or parochial elementary or secondary school.
- (M) **"Physically helpless"** means that a person is unconscious, asleep, or for any other reason is physically unable to communicate unwillingness to an act.
- (N) **"Personal injury"** means bodily injury, disfigurement, mental anguish, chronic pain, pregnancy, disease, or loss or impairment of a sexual or reproductive organ.
- (O) **"Public school"** means a public elementary or secondary educational entity or agency that is established under the revised school code, 1976 PA 451, MCL 380.1 to 380.1852.
- (P) **"School district"** means a general powers school district organized under the revised school code, 1976 PA 451, MCL 380.1 to 380.1852.
- (Q) **"Sexual contact"** includes the intentional touching of the victim's or actor's intimate parts or the intentional touching of the clothing covering the immediate area of the victim's or actor's intimate parts, if that intentional touching can reasonably be construed as being for the purpose of sexual arousal or gratification, done for a sexual purpose, or in a sexual manner for:

- i. Revenge.
  - ii. To inflict humiliation.
  - iii. Out of anger.
- (R) "Sexual penetration" means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, but emission of semen is not required.
- (S) "Victim" means the person alleging to have been subjected to criminal sexual conduct.

## Michigan Criminal Law section 750.520b: Criminal sexual conduct in the first degree; circumstances; felony;

- (1) A person is guilty of criminal sexual conduct in the first degree if he or she engages in sexual penetration with another person and if any of the following circumstances exists:
- (a) That other person is under 13 years of age.
  - (b) That other person is at least 13 but less than 16 years of age and any of the following:
    - i. The actor is a member of the same household as the victim.
    - ii. The actor is related to the victim by blood or affinity to the fourth degree.
    - iii. The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.
    - iv. The actor is a teacher, substitute teacher, or administrator of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled.
    - v. The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
    - vi. The actor is an employee, contractual service provider, or volunteer of a child care organization, or a person licensed to operate a foster family home or a foster family group home in which that other person is a resident, and the sexual penetration occurs during the period of that other person's residency. As used in this subparagraph, "child care organization", "foster family home", and "foster family group home" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.
  - (c) Sexual penetration occurs under circumstances involving the commission of any other felony.
  - (d) The actor is aided or abetted by 1 or more other persons and either of the following circumstances exists:
    - i. The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
    - ii. The actor uses force or coercion to accomplish the sexual penetration. Force or coercion includes, but is not limited to, any of the circumstances listed in subdivision (f).
  - (e) The actor is armed with a weapon or any article used or fashioned in a manner to lead the victim to reasonably believe it to be a weapon.
  - (f) The actor causes personal injury to the victim and force or coercion is used to accomplish sexual penetration. Force or coercion includes, but is not limited to, any of the following circumstances:
    - i. When the actor overcomes the victim through the actual application of physical force or physical violence.
    - ii. When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute these threats.
    - iii. When the actor coerces the victim to submit by threatening to retaliate in the future against the victim, or any other person, and the victim believes that the actor has the ability to execute this threat. As used in this subdivision, "to retaliate" includes threats of physical punishment, kidnapping, or extortion.
    - iv. When the actor engages in the medical treatment or examination of the victim in a manner

- or for purposes that are medically recognized as unethical or unacceptable.
    - v. When the actor, through concealment or by the element of surprise, is able to overcome the victim.
  - (g) The actor causes personal injury to the victim, and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
  - (h) That other person is mentally incapable, mentally disabled, mentally incapacitated, or physically helpless, and any of the following:
    - i. The actor is related to the victim by blood or affinity to the fourth degree.
    - ii. The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.
- (2) Criminal sexual conduct in the first degree is a felony punishable as follows:
- (a) Except as provided in subdivisions (b) and (c), by imprisonment for life or for any term of years.
  - (b) For a violation that is committed by an individual 17 years of age or older against an individual less than 13 years of age by imprisonment for life or any term of years, but not less than 25 years.
  - (c) For a violation that is committed by an individual 18 years of age or older against an individual less than 13 years of age, by imprisonment for life without the possibility of parole if the person was previously convicted of a violation of this section or section 520c, 520d, 520e, or 520g committed against an individual less than 13 years of age or a violation of law of the United States, another state or political subdivision substantially corresponding to a violation of this section or section 520c, 520d, 520e, or 520g committed against an individual less than 13 years of age.
  - (d) In addition to any other penalty imposed under subdivision (a) or (b), the court shall sentence the defendant to lifetime electronic monitoring under section 520n.
- (3) The court may order a term of imprisonment imposed under this section to be served consecutively to any term of imprisonment imposed for any other criminal offense arising from the same transaction.

### **Michigan Criminal Law section 750.520c: Criminal sexual conduct in the second degree; felony.**

- (1) A person is guilty of criminal sexual conduct in the second degree if the person engages in sexual contact with another person and if any of the following circumstances exists:
- (a) That other person is under 13 years of age.
  - (b) That other person is at least 13 but less than 16 years of age and any of the following:
    - i. The actor is a member of the same household as the victim.
    - ii. The actor is related by blood or affinity to the fourth degree to the victim.
    - iii. The actor is in a position of authority over the victim and the actor used this authority to coerce the victim to submit.
    - iv. The actor is a teacher, substitute teacher, or administrator of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled.
    - v. The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
    - vi. The actor is an employee, contractual service provider, or volunteer of a child care organization, or a person licensed to operate a foster family home or a foster family group home in which that other person is a resident and the sexual contact occurs during the period of that other person's residency. As used in this subdivision, "child care organization", "foster family home", and "foster family group home" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.
  - (c) Sexual contact occurs under circumstances involving the commission of any other felony.
  - (d) The actor is aided or abetted by 1 or more other persons and either of the following circumstances

exists:

- i. The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
    - ii. The actor uses force or coercion to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the circumstances listed in section 520b(1) (f).
  - (e) The actor is armed with a weapon, or any article used or fashioned in a manner to lead a person to reasonably believe it to be a weapon.
  - (f) The actor causes personal injury to the victim and force or coercion is used to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the circumstances listed in section 520b (1) (f).
  - (g) The actor causes personal injury to the victim and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
  - (h) That other person is mentally incapable, mentally disabled, mentally incapacitated, or physically helpless, and any of the following:
    - i. The actor is related to the victim by blood or affinity to the fourth degree.
    - ii. The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.
  - (i) That other person is under the jurisdiction of the department of corrections and the actor is an employee or a contractual employee of, or a volunteer with, the department of corrections who knows that the other person is under the jurisdiction of the department of corrections.
  - (j) That other person is under the jurisdiction of the department of corrections and the actor is an employee or a contractual employee of, or a volunteer with, a private vendor that operates a youth correctional facility under section 20g of the corrections code of 1953, 1953 PA 232, MCL 791.220g, who knows that the other person is under the jurisdiction of the department of corrections.
  - (k) That other person is a prisoner or probationer under the jurisdiction of a county for purposes of imprisonment or a work program or other probationary program and the actor is an employee or a contractual employee of or a volunteer with the county or the department of corrections who knows that the other person is under the county's jurisdiction.
  - (l) The actor knows or has reason to know that a court has detained the victim in a facility while the victim is awaiting a trial or hearing, or committed the victim to a facility as a result of the victim having been found responsible for committing an act that would be a crime if committed by an adult, and the actor is an employee or contractual employee of, or a volunteer with, the facility in which the victim is detained or to which the victim was committed.
- (2) Criminal sexual conduct in the second degree is a felony punishable as follows:
- (a) By imprisonment for not more than 15 years.
  - (b) In addition to the penalty specified in subdivision (a), the court shall sentence the defendant to lifetime electronic monitoring under section 520n if the violation involved sexual contact committed by an individual 17 years of age or older against an individual less than 13 years of age.

### **Michigan Criminal Law section 750.520d: Criminal sexual conduct in the third degree; felony.**

- (1) A person is guilty of criminal sexual conduct in the third degree if the person engages in sexual penetration with another person and if any of the following circumstances exist:
- (a) That other person is at least 13 years of age and under 16 years of age.
  - (b) Force or coercion is used to accomplish the sexual penetration. Force or coercion includes but is not limited to any of the circumstances listed in section 520b (1) (f) (i) to (v).
  - (c) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
  - (d) That other person is related to the actor by blood or affinity to the third degree and the sexual penetration occurs under circumstances not otherwise prohibited by this chapter. It is an affirmative defense to a prosecution under this subdivision that the other person was in a position of authority over the defendant and used this authority to coerce the defendant to violate this subdivision. The

defendant has the burden of proving this defense by a preponderance of the evidence. This subdivision does not apply if both persons are lawfully married to each other at the time of the alleged violation.

- (e) That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school, and either of the following applies:
  - i. The actor is a teacher, substitute teacher, or administrator of that public school, nonpublic school, school district, or intermediate school district. This subparagraph does not apply if the other person is emancipated or if both persons are lawfully married to each other at the time of the alleged violation.
  - ii. The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
- (f) That other person is at least 16 years old but less than 26 years of age and is receiving special education services, and either of the following applies:
  - i. The actor is a teacher, substitute teacher, administrator, employee, or contractual service provider of the public school, nonpublic school, school district, or intermediate school district from which that other person receives the special education services. This subparagraph does not apply if both persons are lawfully married to each other at the time of the alleged violation.
  - ii. The actor is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
- (g) The actor is an employee, contractual service provider, or volunteer of a child care organization, or a person licensed to operate a foster family home or a foster family group home, in which that other person is a resident, that other person is at least 16 years of age, and the sexual penetration occurs during that other person's residency. As used in this subdivision, "child care organization", "foster family home", and "foster family group home" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.

- (2) Criminal sexual conduct in the third degree is a felony punishable by imprisonment for not more than 15 years.

### **Michigan Criminal Law section 750.520e: Criminal sexual conduct in the fourth degree; misdemeanor.**

- (1) A person is guilty of criminal sexual conduct in the fourth degree if he or she engages in sexual contact with another person and if any of the following circumstances exist:
  - i. That other person is at least 13 years of age but less than 16 years of age, and the actor is 5 or more years older than that other person.
  - ii. Force or coercion is used to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the following circumstances:
    - i. When the actor overcomes the victim through the actual application of physical force or physical violence.
    - ii. When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute that threat.
    - iii. When the actor coerces the victim to submit by threatening to retaliate in the future against the victim, or any other person, and the victim believes that the actor has the ability to execute that threat. As used in this subparagraph, "to retaliate" includes threats of physical punishment, kidnapping, or extortion.
    - iv. When the actor engages in the medical treatment or examination of the victim in a manner or for purposes which are medically recognized as unethical or unacceptable.

- v. When the actor achieves the sexual contact through concealment or by the element of surprise.
  - iii. The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
  - iv. That other person is related to the actor by blood or affinity to the third degree and the sexual contact occurs under circumstances not otherwise prohibited by this chapter. It is an affirmative defense to a prosecution under this subdivision that the other person was in a position of authority over the defendant and used this authority to coerce the defendant to violate this subdivision. The defendant has the burden of proving this defense by a preponderance of the evidence. This subdivision does not apply if both persons are lawfully married to each other at the time of the alleged violation.
  - v. The actor is a mental health professional and the sexual contact occurs during or within 2 years after the period in which the victim is his or her client or patient and not his or her spouse. The consent of the victim is not a defense to a prosecution under this subdivision. A prosecution under this subsection shall not be used as evidence that the victim is mentally incompetent.
  - vi. That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school, and either of the following applies:
    - i. The actor is a teacher, substitute teacher, or administrator of that public school, nonpublic school, school district, or intermediate school district. This subparagraph does not apply if the other person is emancipated or if both persons are lawfully married to each other at the time of the alleged violation.
    - ii. The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
  - vii. That other person is at least 16 years old but less than 26 years of age and is receiving special education services, and either of the following applies:
    - i. The actor is a teacher, substitute teacher, administrator, employee, or contractual service provider of the public school, nonpublic school, school district, or intermediate school district from which that other person receives the special education services. This subparagraph does not apply if both persons are lawfully married to each other at the time of the alleged violation.
    - ii. The actor is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
  - viii. The actor is an employee, contractual service provider, or volunteer of a child care organization, or a person licensed to operate a foster family home or a foster family group home, in which that other person is a resident, that other person is at least 16 years of age, and the sexual contact occurs during that other person's residency. As used in this subdivision, "child care organization", "foster family home", and "foster family group home" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.
- (2) Criminal sexual conduct in the fourth degree is a misdemeanor punishable by imprisonment for not more than 2 years or a fine of not more than \$500.00, or both.

## ***Domestic Violence: Definition***

The term "domestic violence" means:

- 1) Felony or misdemeanor crimes of violence committed—
  - a. By a current or former spouse or intimate partner of the victim;
  - b. By a person with whom the victim shares a child in common;
  - c. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

- d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - e. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- 2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### **Michigan Criminal Law section 750.81: Assault or assault and battery.**

- (1) Except as otherwise provided in this section, a person who assaults or assaults and batters an individual, if no other punishment is prescribed by law, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.
- (2) Except as provided in subsection (3) or (4), an individual who assaults or assaults and batters his or her spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.
- (3) An individual who commits an assault or an assault and battery in violation of subsection (2), and who has previously been convicted of assaulting or assaulting and battering his or her spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household, under any of the following, may be punished by imprisonment for not more than 1 year or a fine of not more than \$1,000.00, or both:
  - (a) This section or an ordinance of a political subdivision of this state substantially corresponding to this section.
  - (b) Section 81a, 82, 83, 84, or 86.
  - (c) A law of another state or an ordinance of a political subdivision of another state substantially corresponding to this section or section 81a, 82, 83, 84, or 86.
- (4) An individual who commits an assault or an assault and battery in violation of subsection (2), and who has 2 or more previous convictions for assaulting or assaulting and battering his or her spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household, under any of the following, is guilty of a felony punishable by imprisonment for not more than 5 years or a fine of not more than \$5,000.00, or both:
  - (a) This section or an ordinance of a political subdivision of this state substantially corresponding to this section.
  - (b) Section 81a, 82, 83, 84, or 86.
  - (c) A law of another state or an ordinance of a political subdivision of another state substantially corresponding to this section or section 81a, 82, 83, 84, or 86.
- (5) This section does not apply to an individual using necessary reasonable physical force in compliance with section 1312 of the revised school code, 1976 PA 451, MCL 380.1312.
- (6) As used in this section, "dating relationship" means frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a causal relationship or an ordinary fraternization between 2 individuals in a business or social context.

### ***Dating Violence: Definition***

The term "dating violence" means violence committed by a person

- 1) who is or has been in a social relationship of a romantic or intimate nature with the victim and
- 2) The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition-

- i. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.



- ii. Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**NOTE:** The State of Michigan does not have a specific dating violence law, however components relating to dating violence are found in the state assault and battery laws that are contained below.

### Michigan Criminal Law section 750.81: Assault or assault and battery.

(1) Except as otherwise provided in this section, a person who assaults or assaults and batters an individual, if no other punishment is prescribed by law, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.

(2) Except as provided in subsection (3) or (4), an individual who assaults or assaults and batters his or her spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both.

(3) An individual who commits an assault or an assault and battery in violation of subsection (2), and who has previously been convicted of assaulting or assaulting and battering his or her spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household, under any of the following, may be punished by imprisonment for not more than 1 year or a fine of not more than \$1,000.00, or both:

- (a) This section or an ordinance of a political subdivision of this state substantially corresponding to this section.

- (b) Section 81a, 82, 83, 84, or 86.

- (c) A law of another state or an ordinance of a political subdivision of another state substantially corresponding to this section or section 81a, 82, 83, 84, or 86.

(4) An individual who commits an assault or an assault and battery in violation of subsection (2), and who has 2 or more previous convictions for assaulting or assaulting and battering his or her spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household, under any of the following, is guilty of a felony punishable by imprisonment for not more than 5 years or a fine of not more than \$5,000.00, or both:

- (a) This section or an ordinance of a political subdivision of this state substantially corresponding to this section.

- (b) Section 81a, 82, 83, 84, or 86.

- (c) A law of another state or an ordinance of a political subdivision of another state substantially corresponding to this section or section 81a, 82, 83, 84, or 86.

(5) This section does not apply to an individual using necessary reasonable physical force in compliance with section 1312 of the revised school code, 1976 PA 451, MCL 380.1312.

(6) As used in this section, "dating relationship" means frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a causal relationship or an ordinary fraternization between 2 individuals in a business or social context.



## ***Stalking: Definition***

The definition from the Violence Against Women Act for “stalking” is as follows:

- 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
- 2) Course of conduct means two or more acts including, but not limited to:
  - a. Acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveys, threatens, or communicates to or about, a person, or interferes with a person’s property.
  - b. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - c. Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.
- 3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

## **Michigan Criminal Law section 750.411h: Stalking.**

- (1) As used in this section:
  - (a) “Course of conduct” means a pattern of conduct composed of a series of 2 or more separate non-continuous acts evidencing a continuity of purpose.
  - (b) “Emotional distress” means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.
  - (c) “Harassment” means conduct directed toward a victim that includes, but is not limited to, repeated or continuing unwanted contact that would cause a reasonable individual to suffer emotional distress and that actually causes the victim to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.
  - (d) “Stalking” means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
  - (e) “Unconsented contact” means any contact with another individual that is initiated or continued without that individual's consent or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Unconsented contact includes, but is not limited to, any of the following:
    - i. Following or appearing within the sight of that individual.
    - ii. Approaching or confronting that individual in a public place or on private property.
    - iii. Appearing at that individual's workplace or residence.
    - iv. Entering onto or remaining on property owned, leased, or occupied by that individual.
    - v. Contacting that individual by telephone.
    - vi. Sending mail or electronic communications to that individual.
    - vii. Placing an object on, or delivering an object to, property owned, leased, or occupied by that individual.
  - (f) “Victim” means an individual who is the target of a willful course of conduct involving repeated or continuing harassment.
- (2) An individual who engages in stalking is guilty of a crime as follows:
  - (a) Except as provided in subdivision (b), a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than \$1,000.00, or both.
  - (b) If the victim was less than 18 years of age at any time during the individual's course of conduct and the individual is 5 or more years older than the victim, a felony punishable by imprisonment for not more than 5 years or a fine of not more than \$10,000.00, or both.
- (3) The court may place an individual convicted of violating this section on probation for a term of not more than 5 years. If a term of probation is ordered, the court may, in addition to any other lawful condition of probation, order the defendant to do any of the following:
  - (a) Refrain from stalking any individual during the term of probation.
  - (b) Refrain from having any contact with the victim of the offense.

- (c) Be evaluated to determine the need for psychiatric, psychological, or social counseling and if, determined appropriate by the court, to receive psychiatric, psychological, or social counseling at his or her own expense.
- (4) In a prosecution for a violation of this section, evidence that the defendant continued to engage in a course of conduct involving repeated unconsented contact with the victim after having been requested by the victim to discontinue the same or a different form of unconsented contact, and to refrain from any further unconsented contact with the victim, gives rise to a rebuttable presumption that the continuation of the course of conduct caused the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
- (5) A criminal penalty provided for under this section may be imposed in addition to any penalty that may be imposed for any other criminal offense arising from the same conduct or for any contempt of court arising from the same conduct

## ***Education and Prevention Programs***

Calvin Seminary engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- a. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- b. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Educational programming to prevent dating violence, domestic violence, sexual assault and stalking consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- a. Identifies domestic violence, dating violence, sexual assault, and stalking as prohibited conduct;
- b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of Michigan and/or using the definition of consent found in this document if state law does not define consent;
- d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Calvin Seminary implements an annual educational campaign<sup>1</sup> consisting of presentations that include distribution of educational materials to new students and new employees and that provides for ongoing prevention and awareness for all students and employees. This includes annual Haven Plus training provided for all incoming and returning students.

## ***Definitions & Terms: VAWA Amendments to Clery***

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking: Comprehensive, Intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

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<sup>1</sup> Under the 2013 Reauthorization of the Violence against Women Act, institutions must implement "primary prevention and awareness programs for all incoming students and new employees" AND "ongoing prevention and awareness campaigns for students and employees" that include a-f above under section B.

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

**Awareness Programs:** Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

**Bystander Intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

**Ongoing Prevention and Awareness Campaigns:** Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

**Primary Prevention Programs:** Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

**Risk Reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

**Prompt, Fair, and Impartial Proceeding:** A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay;

Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused

**Advisor:** Any individual who provides the accuser or accused support, guidance, or advice

**Proceeding:** All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

**Result:** Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

**Unfounded Crimes:** An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

Calvin Seminary provided “Sexual Harassment Prevention,” online training by Workplace Answers, from October 2013-February 2014.

## ***Procedures for Reporting a Complaint***

Through the Safe and Healthy Community Policy, Calvin Seminary has established procedures that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges. Written notification will be provided to students and employees regarding the availability of counseling, health, mental health, victim advocacy, legal assistance, financial aid, visa and immigration assistance and other services within the university and within the larger community (off campus) as well as additional remedies to prevent contact between a complainant<sup>2</sup> and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Calvin Seminary will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Campus Safety Department or local law enforcement. Students and employees should contact one of the following individuals:

### **Title IX Coordinator:**

Dr. Margaret Mwenda  
Chief Operating Officer  
616-957-6046  
margaretmwenda@calvinseminary.edu

### **Safe and Healthy Community Coordinators:**

Ms. Sarah Chun  
Dean of International Student and Research  
Scholar Services  
616-957-6015  
sc038@calvinseminary.edu

Ms. Karen De Young  
Human Resources Director  
616-957-6097  
kdyoung@calvinseminary.edu

Dr. Ronald Feenstra  
Professor of Systematic Theology  
616-957-7193  
feenro@calvinseminary.edu

Dr. Danjuma Gibson  
Professor of Pastoral Care  
616-957-6025  
dgg085@calvinseminary.edu

Rev. Jeff Sajdak  
Dean of Students  
616-957-6042  
js036@calvinseminary.edu

Dr. Mary Vanden Berg  
Professor of Systematic Theology  
616-957-6021  
mvberg96@calvinseminary.edu

Please note: The contact information for the Calvin Seminary Safer Spaces Coordinators is communicated annually to campus members, prospective students, and prospective employees. The list of Coordinators can be found at <https://semlink.calvinseminary.edu/wp-content/uploads/Safe-and-Healthy-Community->

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<sup>2</sup> This document will use "victim" and "complainant" and "perpetrator" and "accused party" interchangeably. Each institution needs to use language consistent with their institutional policies.

[Coordinators- 2019-2020.pdf](#). Coordinators are trained in all aspects of the resolution process and can serve as investigators and as members of Seminary hearing panel. Coordinators involved in the investigation or adjudication of domestic violence, dating violence, sexual assault, and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability., and, once trained, are required to attend annual refresher trainings. [The Coordinators participated in ATIXA Investigator Training on September 22-23, 2015, at Davenport University in Grand Rapids, MI, and in online Haven for Faculty and Staff Title IX training in December 2015-March 2016.]

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at the YWCA of Grand Rapids, Nurse Examiner Program (25 Sheldon Ave. SE, Grand Rapids, Mi. 49503 (Tel. 616-776-7273)). In Michigan, evidence may be collected even if you chose not to make a report to law enforcement<sup>3</sup> In the State of Michigan a victim of a sexual assault is not required to provide their name in order for evidence to be collected. For a victim of sexual assault who is unsure about participating in criminal prosecution, having the sexual assault evidence collection kit completed will help keep their options open. At the Nurse Examiner Program, evidence may be kept for 15 days as the victim considers their options of reporting the assault to police. The sexual assault evidence collection kit cannot be released to the police without the victim's signature on an authorization form.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to the Student Discipline Committee investigators or police.

Although Calvin Seminary strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. Calvin Seminary will assist any victim with notifying local police if they so desire. The Grand Rapids Police Department may also be reached directly by calling 616-456-3400, or in person at 1 Monroe Center NW.

Additional information about the Grand Rapids Police Department may be found online at:  
<https://www.grandrapidsmi.gov/Government/Departments/Police-Department>

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator or a Safe and Healthy Community Coordinator (listed above).

A complaint can be made by calling, writing or coming into the office of the Title IX or a Safe and Healthy Community Coordinator to report in person, as well as to Campus Safety (if the victim so desires.)<sup>4</sup> Calvin Seminary will provide resources, on campus off campus or both, to include medical, health, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with

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<sup>3</sup> Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not "require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both."

<sup>4</sup> The Title IX Coordinator is regarded as a "Responsible Employee" under Title IX and also a "Campus Security Authority" under the Clery Act. Statistical information less the victims identifying information will be provided to campus public safety or whomever at the institution compiles the annual crime statistics even if the victim chooses not to alert campus public safety personally.

Campus Safety or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to Calvin Seminary, the procedures listed below will be followed by Calvin Seminary:

### **Complaint Intake**

Following receipt of notice or a complaint, the Safe and Healthy Community Administrator or designated coordinator will promptly assign a Seminary Safe and Healthy Community Coordinator to work as an advisor to the person who reported the complaint; alternatively the complainant may choose from the Safe and Healthy Community Coordinators pool or choose a non-trained advisor from within the Seminary community, if preferred, or proceed without an advisor. The Safe and Healthy Community Administrator or Coordinator will complete an initial assessment and make an initial determination whether a policy violation may have occurred and/or whether conflict resolution might be appropriate. If the complaint does not appear to allege a policy violation or if conflict resolution is desired by the complainant, and appears appropriate given the nature of the alleged behavior, then the complaint does not proceed to investigation.

A full investigation will be pursued if there is evidence of a serious violation, a pattern of misconduct, a perceived threat of further harm to the community or any of its members, or the complainant desires further action. Calvin Seminary aims to complete all investigations within a 60 business day time period, which can be extended as necessary for appropriate cause by the Safe and Healthy Community Administrator or Safe and Healthy Community coordinators with notice to the parties.

### **Amnesty for Reporting Prohibited Misconduct**

Calvin Seminary encourages reporting of all violations of this policy, even by those who may have themselves violated the policy. Calvin Seminary seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. The Seminary recognizes that an individual who may be in violation of another part of the Student Conduct Code at the time of an incident may be hesitant to make a report because of potential consequences for his/her own conduct.

An individual who reports misconduct, either as a complainant or a third party witness, will not be subject to disciplinary action by the Seminary for his/her own violation of another lesser part of the Student Conduct Code at or near the time of the incident, provided that the specific incident has not come to the Seminary's attention via normal reporting channels, and/or any such violations did not and do not harm or place the health or safety of any other person at risk. (For example, if a student attending a party where alcohol is consumed is sexually assaulted, the victim or a witness who reports the assault would not be subject to discipline for use of alcohol or intoxication.) The Seminary may, however, initiate an educational discussion or pursue other educational remedies regarding the other Code violation.

### **Bystander Intervention**

Calvin Seminary expects all community members to take reasonable and prudent actions to prevent or stop an act of misconduct. Taking action may include direct non-violent intervention, calling law enforcement, and seeking assistance from a person in authority. Community members who choose to exercise this positive moral obligation in good faith and a reasonable manner will be supported by the Seminary and protected from retaliation.

### **False Complaints**

Calvin Seminary will seriously investigate all complaints. However, it also recognizes that false complaints are likely to cause significant damage to the person and reputation of an individual who is wrongfully accused. Individuals found to have knowingly made false complaints will be subject to disciplinary action. A complaint that is erroneous but made in good faith will not be subject to disciplinary action.

### **Investigation**

The Complaint will be referred to one or more Safe and Healthy Community Coordinators properly trained to do investigations. The investigation will be conducted with no pre-disposition position towards any particular finding or result. The investigation will be a fair, objective, impartial and thorough inquiry into the allegations of the Complaint, the responses and defenses raised by the respondent, and other relevant issues. Complainants and respondents, as well as other witnesses, will be respected and their suggestions and input concerning the scope and focus of the investigation will be given due regard. When appropriate or needed, the Safe and Healthy Community Administrator may utilize outside assistance in conducting an investigation.

The Safe and Healthy Community Administrator will notify the President and appropriate administrators (Academic Deans, Deans of Students, and/or Human Resources Manager) when an investigation begins and update them as needed throughout the process.

Please note: Membership of the Seminary Safe and Healthy Community Committee is communicated annually to campus members, prospective students, their parents, and prospective employees. The list of Safe and Healthy Community Coordinators members can be found on [the Student Life Semlink page](#). The Safe and Healthy Community Administrator, in consultation with the Faculty Status and Development Committee, recommends faculty Safe and Healthy Community Coordinator appointments to the President. The Safe and Healthy Community Administrator, in consultation with the Seminary Staff Council, recommends staff Safe and Healthy Community Coordinator appointments to the President.

Safe and Healthy Community Coordinators are trained in all aspects of the resolution process and can serve as investigators and as members of Seminary hearing panel. Safe and Healthy Community Coordinators, once trained, are required to attend annual refresher trainings.

### Results of Investigation

The Safe and Healthy Community Administrator will review the results of the investigation to confirm that the investigation has been fair, objective, impartial, and thorough and that Seminary policies have been followed. The investigators will prepare a Report of Results of Investigation. The format and degree of detail of the Report of Results of Investigation will be appropriate to the Complaint Resolution process that is likely to be, or has been, selected by the Safe and Healthy Community Administrator. The Safe and Healthy Community Administrator may direct that the Report of Results of Investigation be expanded or otherwise changed if the Complaint Resolution Process is changed or additional investigation has been requested.

When a Hearing is selected as the Complaint Resolution Process, the Report of Results of Investigation will be the primary evidence that is submitted at the hearing and upon which the decision will be based. Accordingly, the Report of Results of Investigation in all cases involving formal hearing must be sufficiently detailed and thorough to support the hearing process and to provide fairness to all participants.

### Complaint Resolution

Based on the results of investigation the Safe and Healthy Community Administrator or designated coordinator, will decide on the next step(s) which may include:

- a. No further action or investigation
- b. Additional investigation
- c. Education, counseling or other informal remedial actions
- d. Referral to Conflict Resolution – see below
- e. Resolution Without a Hearing – see below
- f. Hearing – see below

Conflict Resolution – this process may be selected by the Safe and Healthy Community Administrator when all parties are willing and when consistent with the nature of the issue; conflict resolution may not be used in cases of sexual assault or other violent behavior.

Resolution Without a Hearing – this process ordinarily will be based on a presentation of the results of the investigation to the respondent, acceptance of responsibility by the respondent and agreement between the Safe and Healthy Community Administrator and the respondent on findings, sanctions and remedies. The complainant is also informed of the outcome of a resolution without a hearing and may ask the Safe and Healthy Community Administrator to reconsider decisions made or may request a hearing.

### Hearing

a. Seminary Hearing Panel - The Safe and Healthy Community Administrator will appoint a Chair and two additional Safe and Healthy Community Coordinators, none of whom have been previously involved with the complaint, to serve on the hearing panel. The Safe and Healthy Community Administrator will consider the roles and functions of hearing panel members to ensure the panel has the necessary expertise to make sound judgments.

b. Written charges – charges will be made in writing by the Safe and Healthy Community Administrator and will include the following:



- A list of the policies allegedly violated
- The Report of Results of Investigation, which will include all relevant evidence produced in the investigation including evidence that tends to support the charges and evidence that tends to refute the charges, and will be written so as to correlate the results of investigation to each alleged policy violation

A copy of the written charges are sent to the complainant, the respondent, and the President. In the case of a faculty member, the Faculty Status and Development Committee will be notified that a formal hearing is commencing.

#### c. Fair Hearing Rights

All parties are entitled to a fair hearing that will include the following opportunities and rights:

- To be treated with respect by Seminary officials;
- To have an advisor from the Seminary community (faculty, staff, or student) during the process;
- To respond to all evidence, specifically including the opportunity to review and respond to the contents of the Report of Results of Investigation;
- To a decision by the Seminary Hearing Panel that is based solely on evidence that is reviewed by all parties;
- To request “Resolution without a Hearing” or “Conflict Resolution” at any stage during the hearing; the Seminary Hearing Panel may confer with the Safe and Healthy Community Administrator regarding such request, the request should not be allowed to delay or distract the hearing process.

### Interim Actions and Remedies

At any stage of the process the Safe and Healthy Community Administrator, ordinarily in consultation with the Academic Deans and/or others, may issue interim remedies.

The remedy must be reasonably designed to:

- Protect the safety and well-being of participants in the process or other persons in the Seminary community;
- Support the Complaint and Investigation Process;
- Otherwise support the goals, objectives and best interests of the Seminary and its policies.

The remedies may include:

- Counseling or other support services;
- Altering housing, work assignments and schedules, academic assignments and/or responsibilities;
- Escorts, other security arrangements;
- Suspensions with pay of employees (staff or faculty);
- Suspension of students or student organizations;
- Regular – other actions appropriate to the circumstances.

Violations of interim remedies are forbidden and such violations may result in additional charges and may subject the violator to expulsion or termination of employment or other serious sanctions.

### Seminary Hearing Panel’s Recommendation, Findings and Sanctions

The hearing panel will conduct its deliberations in closed session and will base its Recommended Findings and Sanctions solely on the evidence. The hearing panel will prepare its written Recommended Findings and Sanctions based on the “preponderance of evidence” (“more likely than not”) standard. The Recommended Findings and Sanctions will address each of the alleged policy violations and will list recommended sanctions. The Recommended Findings and Sanctions will be provided in writing to the Safe and Healthy Community Administrator, who will determine and confirm that the hearing procedure and the Recommended Findings and Sanctions is consistent with and has followed Seminary policies. Once the Safe and Healthy Community Administrator has endorsed the Recommended Findings and Sanctions as following proper procedures, the Safe and Healthy Community Administrator will distribute the Recommended Findings and Sanctions to the following: The complainant, the respondent, the appropriate administrators (Academic Deans, Deans of Students, and/or Human Resources Manager), and the President. If the respondent is a faculty member, the Recommended Findings and Sanctions should also be provided to the Faculty Status and Development Committee.



## Appeals

All requests for appeal considerations must be submitted in writing to the Safe and Healthy Community Administrator.

Any party may appeal, but appeals are limited to the following:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The imposed sanctions are substantially disproportionate to the severity of the violation

An appeals officer, appointed by the Safe and Healthy Community Administrator from the Safe and Healthy Community Coordinators, who was not involved in the complaint previously, will consider all appeal requests. Once an appeal is decided, the outcome is final and binding; further appeals are not permitted.

## President's Review

The Safe and Healthy Community Administrator will provide the president with the Recommended Findings and Sanctions and confirmation of the fairness of the process. If the president wishes to change and/or remand the findings and/or sanctions, the president will do so in consultation with the Safe and Healthy Community Administrator and others such as the Academic Deans and Faculty Status and Development Committee.

## Confidentiality

Calvin Seminary will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

Victims may request that directory information on file be removed from public sources by requesting this in person to the office of the Dean of Students Office, Jeff Sajdak, in office 102 of Student Center, by e-mail to [js036@calvinseminary.edu](mailto:js036@calvinseminary.edu), or by telephone at 616-957-6042.

Regardless of whether a victim has opted-out of allowing the Seminary to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. Publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20). By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The Seminary does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

## ***Assistance for Victims: Rights & Options***

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Calvin Seminary will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In Michigan, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

Michigan Criminal Rights Law states: Article I, 24 states – Rights of Crime Victim; Enforcement; Assessment against Convicted Defendants

1. Crime Victims, as defined by law, shall have the following rights, as provided by law:
  - a. The right to be treated with fairness and respect for their dignity and privacy throughout the

- criminal justice process.
- b. The right to timely disposition of the case following the arrest of the accused.
- c. The right to be reasonably protected from the accused throughout the criminal justice process.
- d. The right to notification of court proceedings.
- e. The right to attend trial and all other court proceedings the accused has the right to attend.
- f. The right to confer with the prosecution.
- g. The right to make a statement to the court at sentencing.
- h. The right to restitution
- i. The right to information about the conviction, sentence, imprisonment and release of the accused.
- 2. The legislature may provide by law for the enforcement of the section.
- 3. The legislature may provide for assessment against convicted defendants to pay for crime victim's rights.

To review the entire WILLIAM VAN REGENMORTER CRIME VICTIM'S RIGHTS ACT of 1985, please visit:  
[http://www.legislature.mi.gov/\(Sf0ktr4rt31qkzvclnswk2ozn\)/documents/mcl/pdf/mcl-87-1985-1.pdf](http://www.legislature.mi.gov/(Sf0ktr4rt31qkzvclnswk2ozn)/documents/mcl/pdf/mcl-87-1985-1.pdf)

## Personal Protection Orders (PPO)

Any person who obtains an order of protection from Michigan or any reciprocal state (Per MCL. 600.2950 upon service, a personal protection order may also be enforced by another state, Indian tribe, or a territory of the United States) should provide a copy to the Campus Safety Department and the appropriate Safer Spaces coordinator. A complainant may then meet with Campus Safety to develop a Safety Action Plan, which is a plan for Campus Safety and the victim to reduce risk of harm while on campus or coming and going from campus. Calvin Seminary will assess need to implement interim or long-term protective measures to protect the complainant and if appropriate will provide a "No Trespass" directive to the accused party. Calvin Seminary cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). In Kent County a victim is required to apply directly for these services with the 17<sup>th</sup> Circuit Court Personal Protection Orders Department (180 Ottawa NW, Suite 3500, Grand Rapids, MI 49503 (Tel. 616-632-5071)). Personal Protection Orders may be obtained through The Personal Protection Orders Department who assists victims of domestic violence and victims of stalking in obtaining personal protection orders, assists the petitioning party with processing extensions and addressing violations. They also assist restrained parties with the processing of making objections.

The PPO Office will assist in making the filing process go as smoothly as possible. Please remember that you have initiated your own lawsuit, you are representing yourself in this action. The PPO staff are not attorneys, investigators, enforcers or process servers.

### Criteria for a PPO

The petitioner and respondent are in one of the following types of relationships:

1. Are a husband and wife and an action for annulment, divorce, or support (is/not) pending
2. Were husband and wife
3. Reside or resided in the same household
4. Have a child in common
5. Have or had an intimate dating relationship
6. Have some other family relationship
7. Are in a stalking situation as defined by: MCLA 750.411(h)

MCLA 750.411h states:

- (1) As used in this section:
  1. "Course of conduct" means a pattern of conduct composed of a series of 2 or more separate non-continuous acts evidencing a continuity of purpose.
  - (d) "Stalking" means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested.

### Statutory Requirements

Personal Protection Orders are not for civil matters such as custody and neighbor disputes. (For help in neighbor conflict, contact the Dispute Resolution Center at (616) 774-0121) Petitioner must be at least 18 years old unless

accompanied by someone of that age or older who will consent to be petitioner's NEXT FRIEND, preferably a parent.

### **Forms Available**

This office makes available the proper personal protection forms, provides direction for completing and filing those forms, and offers information on local sources that deal with domestic violence. The initial paperwork (the instruction sheet, petition and affidavit) can be downloaded Courts & Law Enforcement, 17th Circuit Court, Forms, documents section.

### **Other Requirements**

Parties filing need to present valid picture ID (includes other State driver's license, passport or school identification). A signed personal protection order must be served upon the respondent and a proof of that service needs to be filed in the case.

### **Hours**

General walk-in office hours Monday-Friday from 8:00am to 5:00pm.  
Client interviews from 9:00am to 2:30pm.

### **PPO Expiration Date**

PPO's are only in effect up to the expiration date. This date is located near the bottom right of the order in RED. IF you need to extend your order, you must come in to this office approximately three weeks before the expiration date, or call (616) 632-5071 to request the paperwork to extend. Extensions may be requested for another 6 months, 1-year, or 5-years, the Judge has the final say as to how long an extension will be granted for.

### **Enforcement of a PPO**

If a violation occurs, do not call the PPO office -- call the police. A police report is helpful, but not required to pursue a violation of the respondent through the courts. If no arrest is made and you wish to pursue the violation, contact the PPO Office for paperwork to schedule a hearing. The petitioner will need to follow the PPO conditions as well as the respondent. Please note that only the Judge may change the conditions of or dismiss the PPO.

### **Change of Address**

Persons who obtain Personal Protection Orders will be responsible for providing the PPO office from which they obtained the order with any updated address or phone number changes for the duration of the order.

Calvin Seminary may also issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, Seminary offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal Seminary investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Calvin Seminary does not publish the name of crime victims nor house identifiable information regarding victims in the Campus Safety Department's Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request in person to the office of the Jeff Sajdak, Dean of Students, Calvin Seminary, 3233 Burton St. SE., Grand Rapids MI 49546 (616) 957-6042 Email: js036@calvinseminary.edu

### **Accommodations and Protective Measures Available for Victims**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Calvin Seminary will contact

them via email, invite them to a meeting and present them their rights, resources and remedies to help facilitate a resolution. A complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, the university offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours or work location. Possible changes in transportation may include having the student or employee park in a different location or assisting the student or employee with a safety escort.

### On and Off Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Calvin Seminary will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

On Campus services include Calvin University Campus Safety, and the Safe and Healthy Community Coordinators.

Off Campus Services include the following:

| Counseling                                    | Address  | Phone Number              |
|---|--|---------------------------|
| YWCA Nurse Examiner Program                   | 25 Sheldon Blvd. SE<br>Grand Rapids, Mi. 49503                       | 616-776-7273<br>24 hrs.   |
| YWCA Domestic Crisis Center                   | 25 Sheldon Blvd. SE<br>Grand Rapids, Mi. 49503                       | 616-451-2744<br>24 hrs.   |
| YWCA Men Choosing<br>Alternatives to Violence | 25 Sheldon Blvd. SE<br>Grand Rapids, Mi. 49503                       | 616-459-4652              |
| Safe Haven Ministries                         | 3501 Lake Eastbrook Blvd. SE<br>Suite 335<br>Grand Rapids, Mi. 49645 | 616-452-6664<br>24 hrs.   |
| Adult Protective Services<br>of Kent County   | 121 Franklin Street SE<br>Grand Rapids, Mi. 49507                    | 616-248-9600<br>24 hrs.   |
| National Domestic Violence<br>Hotline         | N/A  | 1-800-799-7233<br>24 hrs. |
| Victim Witness of Kent County                 | 180 Ottawa Ave. NE<br>Suite 5400<br>Grand Rapids, Mi. 49503          | 1-877-451-8115            |
| Network 180<br>Mental Health Services         | 790 Fuller Ave. NE<br>Grand Rapids, Mi. 49503                        | 616-336-3909<br>24 hrs.   |

|  |  |                           |
|--|--|---------------------------|
| 17th Circuit Court<br>Personal Protection Orders<br>Department                       | 180 Ottawa Ave. NE<br>Suite<br>Grand Rapids, Mi. 49503     | 616-632-5071              |
| Pine Rest Christian<br>Mental Health Services  | 300 68 <sup>th</sup> St. SE<br>Grand Rapids, Mi. 49501     | 1-800-678-5500<br>24 hrs. |
| Forrest View<br>Mental Health Hospital   | 1055 Medical Park Dr. SE<br>Grand Rapids, Mi. 49546        | 1-800-949-8439            |
| Legal Aid of West Michigan   | 89 Ionia NW<br>Suite 400<br>Grand Rapids, MI 49503         | 1-800-442-2777            |
| Legal Assistance Center  | 180 Ottawa Ave NW<br>Suite 5100<br>Grand Rapids, Mi. 49503 | 616-632-6014              |
| Lawyer Referral Service  | N/A  | 616-632-6000              |
| Dioceses of Grand Rapids<br>Immigration Legal Services                               | 213 Sheldon Blvd. SE<br>Grand Rapids, Mi. 49503            | 616-551-4746              |
| Hispanic Center<br>of Western Michigan   | 1204 Grandville Ave. SE<br>Grand Rapids, Mi. 49503         | 616-742-0200              |
| Justice for Our Neighbors West<br>Michigan - United Methodist<br>Committee on Relief | 207 East Fulton Street<br>Grand Rapids, Mi. 49503          | 616-301-7461              |
| Mercy Health –<br>Saint Mary’s Hospital  | 200 Jefferson Ave. SE<br>Grand Rapids, Mi. 49503           | 616-685-6789              |
| Spectrum Health –<br>Blodgett Hospital   | 1840 Wealth St. SE<br>Grand Rapids, Mi. 49506              | 616-774-7444              |
| Spectrum Health –<br>Butterworth Hospital  | 100 Michigan St. NE<br>Grand Rapids, Mi. 49503             | 616-391-1774              |
| Metro Health Hospital  | 5900 Byron Center Ave. SW<br>Wyoming, Mi. 49519            | 616-252-7200              |
| Grand Rapids Police Department   | 1 Monroe Center NW<br>Grand Rapids, Mi. 49503              | 616-456-3400              |
| East Grand Rapids Public Safety<br>Department  | 770 Lakeside Drive SE<br>East Grand Rapids, Mi. 49506      | 616-949-7010              |
| Kentwood Police Department   | 4742 Walma Ave SE<br>Kentwood, MI 49512                    | 616-698-6580              |

|  |  |                                 |
|--|--|---------------------------------|
| Kent County Sheriff Department   | 701 Ball Avenue NE<br>Grand Rapids, MI 49503 | 616-632-6100                    |
| Pine Rest Christian Mental Health<br>Services – Employee Assistance<br>Program | 300 68th St. SE<br>Grand Rapids, Mi. 49501   | 616/455-6210 or<br>800/442-0809 |

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> - Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> -Department of Education, Office of Civil Rights

## How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”<sup>5</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help.

Below is a list<sup>6</sup> of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911 or 526-3333 if you are on campus. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

## Risk Reduction

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cash money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling **911** in most areas of the **U.S.**).

<sup>5</sup> Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

<sup>6</sup> Bystander intervention strategies adapted from Stanford University's Office of Sexual assault & Relationship Abuse

11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## ***Adjudication of Violations***

Whether or not criminal charges are filed, Calvin Seminary<sup>7</sup> or a person may file a complaint under the Safe and Healthy Community Policy and the Student Conduct Code, alleging that a student or employee violated Calvin Seminary's Policy related to domestic violence, dating violence, sexual assault or stalking. A Safe and Healthy Community investigator, in conjunction with a coordinator, will use the following steps to investigate and adjudicate a complaint.

When a report is received the investigator in conjunction with a coordinator will:

- Take immediate steps to ensure the protection of the complainant/victim
- Immediately inform the complainant/victim of their options for addressing the issue
- Complete a fair, thorough and impartial investigation of the complaint as soon as possible (within 60 days unless extended due to extenuating circumstances)
- Be sure to provide updates to the complainant/victim of the status of the investigation on at least a weekly basis or, with more frequency when needed.
- Determine the complainant/victim's willingness to participate in the adjudication of a case.
- Initiate the resolution process as determined in the Safe and Healthy Community Policy
- Notify both the complainant/victim and the accused simultaneously of the resolution decision.
- Notify both the complainant/victim and the accused simultaneously of the right to appeal the decision.

Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

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<sup>7</sup> Title IX states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate. Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then the "Seminary" may assume the role of the complainant.

The Seminary disciplinary process is consistent with the institution's policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. Usually, the resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings timeframe allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

## Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the Safer Spaces Policy occurred will lead to the initiation of disciplinary procedures against the accused individual.

| VAWA Violations           | Possible Sanctions for Students   | Possible Sanctions for Faculty   | Possible Sanctions for Staff   |
|---------------------------|---|--|--|
| Sexual Assault/Misconduct | Admonition, Warning, Training, Counseling, Other Remedial or Support Actions, Altering Housing Arrangements, Altering Work Assignments and Schedules, Altering Academic Assignments and/or Responsibilities, Conflict Resolution, Personal Probation, Loss of Privileges, Suspension of Students or Student Organizations, Expulsion, and/or Other Actions Appropriate to the Circumstances | Verbal Warning, Written Reprimand, Disqualification from Privileges, Suspension, Dismissal | Verbal Warning, Written Warning, Suspension without Pay, Demotion, Discharge/Termination |
| Domestic Violence         | Admonition, Warning, Training, Counseling, Other Remedial or Support Actions, Altering Housing Arrangements, Altering Work Assignments and Schedules, Altering Academic Assignments and/or Responsibilities, Conflict Resolution, Personal Probation, Loss of Privileges, Suspension, Expulsion, and/or Other Actions Appropriate to the Circumstances                                      | Verbal Warning, Written Reprimand, Disqualification from Privileges, Suspension, Dismissal | Verbal Warning, Written Warning, Suspension without Pay, Demotion, Discharge/Termination |
| Dating Violence           | Admonition, Warning, Training, Counseling, Other Remedial or Support Actions, Altering Housing Arrangements, Altering Work Assignments and Schedules, Altering Academic Assignments   | Verbal Warning, Written Reprimand, Disqualification from Privileges, Suspension, Dismissal | Verbal Warning, Written Warning, Suspension without Pay, Demotion, Discharge/Termination |



|          |  |  |  |
|----------|--|--|--|
|          | and/or Responsibilities, Conflict Resolution, Personal Probation, Loss of Privileges, Suspension, Expulsion, and/or Other Actions Appropriate to the Circumstances   |  |  |
| Stalking | Admonition, Warning, Training, Counseling, Other Remedial or Support Actions, Altering Housing Arrangements, Altering Work Assignments and Schedules, Altering Academic Assignments and/or Responsibilities, Conflict Resolution, Personal Probation, Loss of Privileges, Suspension, Expulsion, and/or Other Actions Appropriate to the Circumstances | Verbal Warning, Written Reprimand, Disqualification from Privileges, Suspension, Dismissal | Verbal Warning, Written Warning, Suspension without Pay, Demotion, Discharge/Termination |

The Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a Seminary order of no contact, termination of contract or change in seminary housing location, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved.<sup>8</sup> Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Calvin Seminary.

## Notification to Victims of Crimes of Violence

Calvin Seminary will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

## Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteer services or is a student.

In Michigan, convicted sex offenders must register with the Michigan State Police Public Sex Offender Registry. You can link to this information, which appears on Michigan State Police website, by accessing website at [http://www.communitynotification.com/cap\\_main.php?office=55242/](http://www.communitynotification.com/cap_main.php?office=55242/)

<sup>8</sup> Applicable law requires that, when taking such steps to separate the complainant and the accused, *Calvin Seminary* must minimize the burden on the complainant and thus should not, as a matter of course, remove the complainant from his or her job, classes or housing while allowing the accused to remain.

The Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921) established a comprehensive national system for the registration of sex offenders and offenders against children. Further information about this act can be found at <https://www.congress.gov/bill/109th-congress/house-bill/4472>.

## ***The Annual Security Report — Disclosure of Crime Statistics***

The Seminary and University both prepare annual reports to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Annual Security Report lists statistics of crimes reported on and near campus in the past three years. The report also includes The Annual Fire Safety Report which contains fire statistics for on-campus student housing facilities as well as descriptions of fire safety systems in each housing facility and additional fire safety information. The report also lists types of crimes which may occur, suggests safety tips to help ensure one's safety and the safety of one's belongings, and identifies related safety programs and resources in an effort to promote a safe and secure environment.

Campus crime, arrest and referral statistics include those reported to the Campus Safety Department, designated campus officials (including, but not limited to, Vice Presidents, Deans, and Department Heads) and local law enforcement agencies (Kentwood, East Grand Rapids, and Grand Rapids Police Departments, Kent County Sheriff Department, Montcalm County Sheriff Department and the Michigan State Police) and law enforcement agencies associated with off campus programs throughout the United States and various foreign countries. Updated information is requested annually from each Agency in compliance with the Clery Act.

The Annual Security report is published each year by October 1 to meet the requirement of the Crime Awareness and Campus Security Act of 2008. The report is available to the entire campus community and a copy can be obtained by contacting the Campus Safety Office, Facility Manager or Human Resources office. An e-mail notification is sent to all enrolled students, faculty, and staff that directs them to the annual report which is published on our website. The Annual Security and Fire Safety Report is made available to prospective students and employees through direct links found on the following web pages:

<http://www.calvinseminary.edu/community/safety-info/>

Additional information regarding the Annual Security and Fire Safety Report is also placed on some of the direct mailing fliers sent to prospective students.

## ***Crime Definitions***

As defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act:

### **Sex Offenses**

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

#### **Rape:**

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

## Other Crime Definitions

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death, or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Dating Violence:** Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction. (Also see page 19 for further explanation).

**Domestic Violence:** Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law. (Also see pages 17-18 for further explanation).

**Drug Law Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana, synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Hate Crime:** A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkeness and driving under the influence are not included in this definition).

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joy riding).

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human by another.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or by putting the victim in fear.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, sever laceration or loss of consciousness.

**Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others' safety, or to suffer substantial emotional distress. (Also see pages 20-21 for further explanation).

**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

## ***Definitions of Geographical Areas (as per the Clery Act)***

### **On-Campus Property**

- 1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including apartments; and
- 2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

### **On-Campus Student Housing Facility**

Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

### **Non-Campus Building or Property**

- 1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
- 2) building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

### **Public Property**

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within campus or immediately adjacent to and accessible from the campus.

## ***Daily Clery Act Public Log and Fire Log***

The Campus Safety Department maintains a Daily Fire Log in combination with the Daily Clery Act Public Log. This log records all incidents reported to the Campus Safety Department. This includes all crimes, fire-related incidents and other serious incidents that occur on campus patrolled by the Campus Safety Department, as well as Grand Rapids, Kentwood and East Grand Rapids Police Departments. This includes non-campus buildings or properties on public property that are used by Calvin Seminary.

The Daily Clery Act Public Log and Fire Log include the incident type, date incident is reported, date and time of occurrence, and general location of each reported incident type, as well as the disposition of the incident, if this information is known. The Campus Safety Department posts specific incidents in the Daily Clery Act Public and Fire Log online each week. This weekly log can be viewed at <http://www.calvin.edu/admin/campus-safety/weekly-archives.html>.

The Campus Safety Department also maintains a paper copy of the daily Clery Act Public Crime Log and Fire Log at the front desk of the Campus Safety Department office, located on the second floor of the Mail and Print Building (3230

Lake Drive SE, Grand Rapids, Mi. 49506). This log is available upon request for viewing during normal business hours and is updated one business day after an individual incident. The Campus Safety Department reserves the right to exclude reports from a log in certain circumstances as permitted by law.

The Campus Safety Department also submits the Daily Clery Act Public Crime Log and Fire Log to the university newspaper, the Chimes, to be published weekly.

## **Annual Fire Safety Report**

The Higher Education Opportunity Act (HEOA) requires two new safety-related requirements from institutions that participate in federal student financial aid programs. These two requirements are the Fire Log and the Annual Fire Safety Report.

### ***Fire Log***

Institutions must keep a fire log that states the nature of a fire, date, time and general location of each fire in on-campus student housing facilities. Calvin University and Seminary comply with this rule by including all fire-related incidents in the Daily Clery Act Public Log and Fire Log. To view the most recent sixty days of information please visit the Campus Safety website: <http://www.calvin.edu/admin/campus-safety/weekly-archives.html>. Additionally, the public can also view archived weekly logs for the previous three years.

### **Annual Fire Safety Report**

Institutions with on-campus student housing facilities must annually publish a fire safety report that provides information on campus fire safety practices and standards. Calvin University and Seminary comply with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the Annual Security and Fire Safety Report. Information contained in this annual fire safety report includes: number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on smoking and open flames.

If a fire occurs in the seminary building or on-campus apartments, community members should immediately notify Campus Safety by dialing the emergency number (616) 526-3333. Campus Safety will respond to the scene as well as contact the Grand Rapids Fire Department. If a member of the Calvin community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety has already responded, that member should immediately notify Campus Safety to investigate and document the incident. If a fire occurs in the Englewood or Batchawana apartments call 911 immediately.

The campus fire alarm systems alert community members of potential hazards. Community members are required to heed an activated fire alarm system, and evacuate a building immediately. Use the nearest available exit to evacuate the building. Gather outside at least 300 feet away from the building. Community members should familiarize themselves with the exits in each building.

Occupants should use the stairs to evacuate the building, avoiding the use of an elevator. If you are caught in an elevator, push the emergency phone button. The emergency phones in elevators on campus will ring to the dispatcher at the Campus Safety Department.

### ***Fire Protection Equipment and Systems***

Most residential buildings and the seminary building are equipped with automatic fire detection and alarm systems which are monitored by the Campus Safety Department, 24 hours a day, 365 days a year, with the exception of the Englewood and Batchawana apartments.

### ***Fire Definitions***

**Buildings equipped with fire alarm systems and smoke detectors:** Buildings that have functional fire alarm systems and smoke detectors installed. Please note, all on-campus apartments are equipped with a functional fire alarm system

and smoke detectors.

**Buildings protected with automatic sprinkler system:** Indicates where an automatic sprinkler system protects areas of a building.

**Emergency evacuation (fire) drills:** One (1) time each year the seminary academic building is tested by the Campus Safety Department in conjunction with the Grand Rapids Fire Department to ensure the evacuation process is compliant with the Life Safety Code.

**Evacuation procedures posted:** When a fire alarm is activated, evacuation is mandatory. DO NOT use elevators; evacuate the building using the nearest available exit and proceed to the designated gathering spot for the building to begin an accountability and assessment process.

**Estimated U.S. dollar loss related to fire incidents:** The estimated total U.S. dollar loss of both contents and structure or property destroyed because of a fire incident. This does not include loss of business.

**Fire:** Rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of emergency.

**Fire-related deaths:** Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (including an individual who dies within one (1) year of injuries sustained as a result of a fire).

**Fire-related injuries:** Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.

### ***Fire Alarms Monitored by Campus Safety:***

On campus Fire alarms are monitored 24 hours a day, seven days a week, 365 days a year by the Campus Safety Department Dispatch. Upon receipt of a fire alarm at the dispatch center, a dispatcher will send an officer to investigate the source of the alarm and determine if there is a need to request a response from local fire officials.

### ***General Guidelines Regarding Fires/Fire Alarms***

#### **Procedures for Students and Employees in the Event of a Fire:**

Find nearest pull station and sound central alarm, call 911, or contact Campus Safety at (616)526-3333

- Shut all doors and windows in the vicinity of the fire
- If the fire is small, use fire extinguishers to put it out
- Exit by nearest safe stairway
- Do not use elevators
- Do not run
- If there is smoke in the room, keep low to the floor
- Try to exit the room, feel the doorknob
  - If it is hot, do not open the door
  - If the doorknob is not hot, brace yourself against the door and crack it open
  - If there is heat or heavy smoke, close the door and stay in your room
- Don't panic
- Seal up the cracks under the door with towels or sheets
- If there is smoke in the room, crack the windows at the bottom and at the top, if possible, to allow for ventilation
- Hang a sheet or towel from the window to announce that you are in your room
- Call Campus Safety at (616)526-3333; be sure to give your room number and your location
- If you can exit the room, put on shoes (and if necessary a coat). If smoke is evident, get a wet towel to cover your face

- Close all doors
- If in exiting the building you are blocked by fire, go to the safest fire-free area, or stairwell. If a phone is available call Campus Safety or find a window, and signal that you are still in the building.
- Be aware of obstacles. Storage of any items in the corridors, such as chairs, desks, and other items is prohibited in all exit ways, including stairwells. Blocked exits and obstacles impede evacuation, especially during dark and smoky conditions.
- Assist people with disabilities with getting to the closest area of rescue assistance, which is in the stairwell area, past the fire doors.
- Notify Campus Safety or Fire personnel if you suspect someone is trapped in the building.
- Gather outside the building at your designated assembly area and attempt to make certain all persons are accounted for. Stay at least 300 feet from the building.
- Remain outside until notified by the emergency personnel or Campus Safety staff that it is safe to return to the building.

## ***Fire Safety Training Programs***

There are a number of training programs offered by Environmental Health and Safety, the Campus Safety Department or other responsible persons of authority within the Seminary or City of Grand Rapids to occupants of apartments concerning fire prevention and preparedness

## ***Fire Policies for On-Campus Student Housing Facilities***

- Smoking is not permitted anywhere in the apartment buildings.
- The use or possession of fireworks or an explosive of any kind is prohibited.
- Smoke detectors may not be removed or tampered with in any way. Students may not remove batteries. The Seminary Facility Department and staff may undertake periodic apartment checks to make certain that the units are operating properly.
- Floor and desk lamps are permitted but must be UL approved. The Seminary reserves the right to remove them if they are deemed to be a fire hazard. The use of CFL bulbs is encouraged.
- By order of the City of Grand Rapids Fire Hazard Inspector, no electrical extension cord shall be fastened or run through any doorway, partition wall, floor baseboard or casting, or run across any doorway or walking area, or placed under any rug.
- For the safety of all students the floor hallways of the apartment buildings must be kept clean and may not be used for storage. Items left in the halls are subject to removal by maintenance staff.
- Tampering with fire extinguishers, fire alarms, smoke detectors, or emergency procedures signs in or around the apartment building is prohibited. Violators are subject to a \$500 fine and possible suspension.

### **If the Fire Alarm Sounds**

- Walk to the nearest exit, closing doors between you and the fire.
- Do not use elevators.
- Assist people with disabilities with getting to the closest area of rescue assistance, which is in the stairwell area, past the fire doors.
- Notify Campus Safety or Fire Personnel if you suspect someone is trapped in the building.
- Gather outside the building and attempt to make certain all persons are accounted for. Stay at least 300 feet from the building.
- Remain outside until notified by the emergency personnel or Campus Safety.

### **If Trapped in a Room**

- Close as many doors as possible between you and the fire.
- Place cloth material (wet if possible) around or under the door to prevent smoke from entering the room.
- Be prepared to signal to someone outside at a window or by shouting at regular intervals.

### **If Caught in Smoke**

- Drop and crawl toward an exit.
- Hold your breath as much as possible.
- Breathe slowly through nose using a towel or shirt as a filter.

#### **If Forced to Advance Through Flames**

- Hold your breath.
- Move quickly.
- Cover your head and hair.
- Keep your head down and your eyes closed as much as possible.

#### **When to Use a Fire Extinguisher**

Only use an extinguisher to attempt to extinguish a small fire and only if you have been trained.

An extinguisher can be used to suppress a fire that blocks your exit from the building.

Remember PASS, the four basic steps to operating a fire extinguisher:

**P:** Pull the pin

**A:** Aim the extinguisher hose at the base of the fire

**S:** Squeeze the lever

**S:** Sweep from side to side



## ***Fire Statistics***

### **REPORTED FIRES FOR 2016 BY BUILDING LOCATION FOR ALL CALVIN SEMINARY ON CAMPUS APARTMENTS**

| Location                           | Total Fires | Fire Number | Date | Time | Cause | Number of Injuries that Required Treatment at Medical Facility | Number of Deaths | Value of Property Damaged | Incident Report Number |
|------------------------------------|-------------|-------------|------|------|-------|--|------------------|---------------------------|------------------------|
| On-Campus Residence Halls          |             |             |      |      |       |  |                  |                           |                        |
| Bavinck Apartments 3501 Burton St. | 0           | 0           | N/A  | N/A  | N/A   | 0  | 0                | N/A                       | N/A                    |
| Kuyper Apartments 3511 Burton St.  | 0           | 0           | N/A  | N/A  | N/A   | 0  | 0                | N/A                       | N/A                    |
| Berkhof Apartments 3521 Burton St. | 0           | 0           | N/A  | N/A  | N/A   | 0  | 0                | N/A                       | N/A                    |
| Sigma Apartments 3545 Burton St.   | 0           | 0           | N/A  | N/A  | N/A   | 0  | 0                | N/A                       | N/A                    |
| Omega Apartments 3555 Burton St.   | 0           | 0           | N/A  | N/A  | N/A   | 0  | 0                | N/A                       | N/A                    |

### **REPORTED FIRES FOR 2017 BY BUILDING LOCATION FOR ALL CALVIN SEMINARY ON CAMPUS APARTMENTS**

| Location                           | Total Fires | Fire Number | Date | Time | Cause | Number of Injuries that Required Treatment at Medical Facility | Number of Deaths | Value of Property Damaged | Incident Report Number |
|------------------------------------|-------------|-------------|------|------|-------|--|------------------|---------------------------|------------------------|
| On-Campus Residence Halls          |             |             |      |      |       |  |                  |                           |                        |
| Bavinck Apartments 3501 Burton St. | 0           | 0           | N/A  | N/A  | N/A   | 0  | 0                | N/A                       | N/A                    |
| Kuyper Apartments 3511 Burton St.  | 0           | 0           | N/A  | N/A  | N/A   | 0  | 0                | N/A                       | N/A                    |
| Berkhof Apartments 3521 Burton St. | 0           | 0           | N/A  | N/A  | N/A   | 0  | 0                | N/A                       | N/A                    |
| Sigma Apartments 3545 Burton St.   | 0           | 0           | N/A  | N/A  | N/A   | 0  | 0                | N/A                       | N/A                    |
| Omega Apartments 3555 Burton St.   | 0           | 0           | N/A  | N/A  | N/A   | 0  | 0                | N/A                       | N/A                    |

## REPORTED FIRES FOR 2018 BY BUILDING LOCATION FOR ALL CALVIN SEMINARY ON CAMPUS APARTMENTS

| Location                           | Total Fires | Fire Number | Date | Time | Cause | Number of Injuries that Required Treatment at Medical Facility | Number of Deaths | Value of Property Damaged | Incident Report Number |
|------------------------------------|-------------|-------------|------|------|-------|--|------------------|---------------------------|------------------------|
| On-Campus Residence Halls          |             |             |      |      |       |  |                  |                           |                        |
| Bavinck Apartments 3501 Burton St. | 0           | 0           | N/A  | N/A  | N/A   | 0  | 0                | N/A                       | N/A                    |
| Kuyper Apartments 3511 Burton St.  | 0           | 0           | N/A  | N/A  | N/A   | 0  | 0                | N/A                       | N/A                    |
| Berkhof Apartments 3521 Burton St. | 0           | 0           | N/A  | N/A  | N/A   | 0  | 0                | N/A                       | N/A                    |
| Sigma Apartments 3545 Burton St.   | 0           | 0           | N/A  | N/A  | N/A   | 0  | 0                | N/A                       | N/A                    |
| Omega Apartments 3555 Burton St.   | 0           | 0           | N/A  | N/A  | N/A   | 0  | 0                | N/A                       | N/A                    |

## RESIDENTIAL FIRE SAFETY AMENITIES BY BUILDING LOCATION FOR ALL CALVIN SEMINARY ON-CAMPUS APARTMENT BUILDINGS

| Location                           | Fire Alarms Monitored by Campus Safety | Building Equipped With Full Sprinkler System | Building Equipped With Partial Sprinkler System | Building has Fire Alarms and Smoke Detectors | Evacuation Plans Posted and Fire Safety Conducted | Number of Evacuation Drills Conducted Each Academic Year |
|------------------------------------|--|--|---|--|---|--|
| On-Campus Apartments               |  |  |   |  |   |  |
| Bavinck Apartments 3501 Burton St. | Yes                                    | No   | Yes (Basement)                                  | Yes  | Yes   | 0  |
| Kuyper Apartments 3511 Burton St.  | Yes                                    | No   | Yes (Basement)                                  | Yes  | Yes   | 0  |
| Berkhof Apartments 3521 Burton St. | Yes                                    | No   | Yes (Basement)                                  | Yes  | Yes   | 0  |
| Sigma Apartments 3545 Burton St.   | Yes                                    | No   | Yes (Basement)                                  | Yes  | Yes   | 0  |
| Omega Apartments 3555 Burton St.   | Yes                                    | No   | Yes (Basement)                                  | Yes  | Yes   | 0  |

**RESIDENTIAL FIRE SAFETY AMENITIES BY BUILDING LOCATION FOR ALL CALVIN  
SEMINARY OFF-CAMPUS APARTMENT BUILDINGS**

| <b>Location<br/>On-Campus<br/>Apartments</b> | <b>Fire Alarms<br/>Monitored by<br/>Campus<br/>Safety</b> | <b>Building<br/>Equipped<br/>With Full<br/>Sprinkler<br/>System</b> | <b>Building<br/>Equipped With<br/>Partial Sprinkler<br/>System</b> | <b>Building has<br/>Fire Alarms and<br/>Smoke<br/>Detectors</b> | <b>Evacuation Plans<br/>Posted and Fire<br/>Safety Conducted</b> | <b>Number of<br/>Evacuation<br/>Drills<br/>Conducted<br/>Each Academic<br/>Year</b> |
|--|---|---|--|---|--|---|
| 2845-53<br>Englewood                         | No  | No  | Yes (Laundry)  | Yes   | Yes  | 0   |
| 2857-67<br>Englewood                         | No  | No  | Yes (Laundry)  | Yes   | Yes  | 0   |
| 2871-79<br>Englewood                         | No  | No  | Yes (1 <sup>st</sup> Floor)  | Yes   | Yes  | 0   |
| 2887-97<br>Englewood                         | No  | No  | Yes (Laundry)  | Yes   | Yes  | 0   |
| 2901-07<br>Englewood                         | No  | No  | Yes (1 <sup>st</sup> Floor)  | Yes   | Yes  | 0   |
| 2911-17<br>Englewood                         | No  | No  | Yes (Laundry)  | Yes   | Yes  | 0   |
| 2923-29<br>Englewood                         | No  | No  | Yes (Laundry)  | Yes   | Yes  | 0   |
| 2935-41<br>Englewood                         | No  | No  | Yes (Laundry)  | Yes   | Yes  | 0   |
| 2070-82<br>Batchawana                        | No  | No  | Yes (Laundry &<br>Trunk Room )                                     | Yes   | Yes  | 0   |
| 2084-92<br>Batchawana                        | No  | No  | No   | Yes   | Yes  | 0   |
| 2100-10<br>Batchawana                        | No  | No  | No   | Yes   | Yes  | 0   |
| 2112-22<br>Batchawana                        | No  | No  | Yes (1 <sup>st</sup> Floor)  | Yes   | Yes  | 0   |
| 2124-34<br>Batchawana                        | No  | No  | Yes (Laundry &<br>Trunk Room )                                     | Yes   | Yes  | 0   |

## Crime Statistics

| CRIME STATISTICS                   |      |           |                       |            |                 |                    |       |
|------------------------------------|------|-----------|-----------------------|------------|-----------------|--------------------|-------|
| TYPE OF CRIME                      | DATE | ON CAMPUS | *RESIDENTIAL FACILITY | NON CAMPUS | PUBLIC PROPERTY | **UNFOUNDED CRIMES | TOTAL |
| Murder/ Non-Negligent Manslaughter | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2017 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2018 | 0         | 0                     | 0          | 0               | N/A                | 0     |
| Manslaughter by Negligence         | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2017 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2018 | 0         | 0                     | 0          | 0               | N/A                | 0     |
| Rape                               | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2017 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2018 | 0         | 0                     | 0          | 0               | N/A                | 0     |
| Fondling                           | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2017 | 1         | 0                     | 0          | 0               | N/A                | 1     |
|                                    | 2018 | 1         | 0                     | 0          | 0               | N/A                | 1     |
| Incest                             | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2017 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2018 | 0         | 0                     | 0          | 0               | N/A                | 0     |
| Statutory Rape                     | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2017 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2018 | 0         | 0                     | 0          | 0               | N/A                | 0     |
| Robbery                            | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2017 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2018 | 0         | 0                     | 0          | 0               | N/A                | 0     |
| Aggravated Assault                 | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2017 | 1         | 0                     | 0          | 0               | N/A                | 1     |
|                                    | 2018 | 0         | 0                     | 0          | 0               | N/A                | 0     |
| Burglary                           | 2016 | 1         | 0                     | 0          | 0               | N/A                | 1     |
|                                    | 2017 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2018 | 0         | 0                     | 1          | 0               | N/A                | 1     |
| Motor Vehicle Theft                | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2017 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2018 | 2         | 0                     | 0          | 0               | N/A                | 2     |
| Arson                              | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                    | 2017 | 1         | 0                     | 0          | 0               | N/A                | 1     |
|                                    | 2018 | 0         | 0                     | 0          | 0               | N/A                | 0     |

\* Resident Facilities are a subset of On Campus Property

\*\* Unfounded crimes can only be documented by certified law enforcement

## Hate Crimes

**NOTE: Calvin Seminary had no reported hate crimes for the years 2016-18.**

## Violence against Women Act Crime Statistics

| VIOLENCE AGAINST WOMEN ACT CRIME STATISTICS |      |           |                       |            |                 |                    |       |
|---|------|-----------|-----------------------|------------|-----------------|--------------------|-------|
| TYPE OF CRIME                               | DATE | ON CAMPUS | *RESIDENTIAL FACILITY | NON CAMPUS | PUBLIC PROPERTY | **UNFOUNDED CRIMES | TOTAL |
| Domestic Violence                           | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|   | 2017 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|   | 2018 | 0         | 0                     | 0          | 0               | N/A                | 0     |
| Dating Violence                             | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|   | 2017 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|   | 2018 | 0         | 0                     | 0          | 0               | N/A                | 0     |
| Stalking                                    | 2016 | 1         | 0                     | 0          | 0               | N/A                | 1     |
|   | 2017 | 1         | 0                     | 0          | 0               | N/A                | 1     |
|   | 2018 | 3         | 0                     | 0          | 0               | N/A                | 3     |

## Arrests

| ARRESTS                             |      |           |                       |            |                 |                    |       |
|-------------------------------------|------|-----------|-----------------------|------------|-----------------|--------------------|-------|
| TYPE OF CRIME                       | DATE | ON CAMPUS | *RESIDENTIAL FACILITY | NON CAMPUS | PUBLIC PROPERTY | **UNFOUNDED CRIMES | TOTAL |
| Weapons: Carrying, Possessing, etc. | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                     | 2017 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                     | 2018 | 0         | 0                     | 0          | 0               | N/A                | 0     |
| Drug Abuse Violation                | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                     | 2017 | 0         | 0                     | 0          | 1               | N/A                | 1     |
|                                     | 2018 | 0         | 0                     | 0          | 1               | N/A                | 1     |
| Liquor Law Violation                | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                     | 2017 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                     | 2018 | 0         | 0                     | 0          | 3               | N/A                | 3     |

## Disciplinary Referrals

| DISCIPLINARY REFERRALS              |      |           |                       |            |                 |                    |       |
|-------------------------------------|------|-----------|-----------------------|------------|-----------------|--------------------|-------|
| TYPE OF CRIME                       | DATE | ON CAMPUS | *RESIDENTIAL FACILITY | NON CAMPUS | PUBLIC PROPERTY | **UNFOUNDED CRIMES | TOTAL |
| Weapons: Carrying, Possessing, etc. | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                     | 2017 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                     | 2018 | 0         | 0                     | 0          | 0               | N/A                | 0     |
| Drug Abuse Violation                | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                     | 2017 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                     | 2018 | 2         | 0                     | 0          | 0               | N/A                | 2     |
| Liquor Law Violation                | 2016 | 0         | 0                     | 0          | 0               | N/A                | 0     |
|                                     | 2017 | 13        | 0                     | 0          | 0               | N/A                | 13    |
|                                     | 2018 | 1         | 0                     | 0          | 0               | N/A                | 1     |

\* Resident Facilities are a subset of On Campus Property

\*\* Unfounded crimes can only be determined by certified law enforcement agencies

## **Definitions**

**On-campus property:** Any building or property owned or controlled by Calvin Seminary

**Residential facilities:** Any Campus Housing units owned by Calvin Seminary

**Public property:** All public property within a reasonable contiguous geographic area to Calvin Seminary

**Non-campus:** Any building or property owned by Calvin Seminary or controlled by a recognized student organization

## ***Understanding Statistical Information***

Disciplinary Referrals are persons not arrested for liquor law violations, drug law violations or illegal weapons possession but who were referred for campus disciplinary action. A referral for campus disciplinary action for alleged alcohol, drug, or weapons violations does not necessarily mean that a violation of the law occurred.

The statistics found on the previous pages are compiled and published in accordance with the standards and guidelines used by the Federal Bureau of Investigation Uniform Crime Reporting Handbook, applicable federal laws and regulations including the Clery Act as amended and The Handbook for Campus Safety and Security Reporting 2016 Edition.

The Clery Act required institutions to include four general categories of crime statistics: Criminal Offenses, Hate Crimes, VAWA Offenses, and Arrests and Referrals for Disciplinary Action. Statistics must be disclosed separately for each of these categories, which means that when an incident meets definitions in more than of these categories, it must be reported in each category. When counting multiple offenses within the Criminal Offense category the FBI UCR hierarchy rule applies.

## ***Reporting Process***

Calvin Seminary complies with the Clery Act by compiling the required annual crime statistics and making them accessible in this annual Campus Security report. Additional report are available at the following offices — Campus Safety, Facility Manager, or Human Resources, as well as online at <https://www.calvinseminary.edu/safety>. In addition, the Campus Safety department reports the required annual statistics to the U.S. Department of Education. This information is available online at <http://ope.ed.gov/security>.

# IMPORTANT TELEPHONE NUMBERS

## Campus Safety Department (Hours: 24-7) Using an On-Campus Phone

|                         |         |
|-------------------------|---------|
| Emergencies (On-Campus) | x-33333 |
| Non-emergencies         | x-66452 |
| Escort Service          | x-66452 |

## Using an Off-Campus Phone (or cell phone)

|                         |  |
|-------------------------|--|
| Emergencies (On-Campus) | 616-526-3333   |
| Non-emergencies         | 616-526-6452   |
| Escort Service          | 616-526-6452   |
| Silent Observer         | 616-774-2345   |
| Email                   | <a href="mailto:safety@calvin.edu">safety@calvin.edu</a>                       |
| Website                 | <a href="http://www.calvin.edu/campus-safety">www.calvin.edu/campus-safety</a> |

## Off-Campus Resources (Hours: 24-7)

|                          |              |
|--------------------------|--------------|
| Help Crisis Line         | 616-459-2255 |
| Crime Victim Assistance  | 616-632-5400 |
| Alcoholics Anonymous     | 616-913-9216 |
| Emergencies (Off-Campus) | 911          |

## In case of Sexual Assault

|                            |              |
|----------------------------|--------------|
| Campus Safety *            | 616-526-3333 |
| YWCA Nurse Examiner        | 616-776-7273 |
| Seminary Dean of Students  | 616-957-6042 |
| Associate Dean of Students | 616-957-6015 |

\*In case of a sexual assault, contact Campus Safety to activate the Sexual Assault Prevention Team response.

## Sex Offender Registry Information

|                   |  |
|-------------------|--|
| State of Michigan | <a href="http://www.mipsor.state.mi.us">www.mipsor.state.mi.us</a> |
| Family Watch Dog  | <a href="http://www.familywatchdog.us">www.familywatchdog.us</a>   |

## Courts

|   |              |
|---|--------------|
| 17 <sup>th</sup> Circuit Court – Kent County  | 616-632-5067 |
| Personal Protection Order   |              |
| <a href="http://www.accesskent.com/Courts/17thcc/ppo.htm">http://www.accesskent.com/Courts/17thcc/ppo.htm</a> |              |
| 61 <sup>st</sup> District Court Grand Rapids  | 616-632-5700 |
| 62-A District Court Wyoming   | 616-257-9814 |
| 62-B District Court Kentwood  | 616-554-0711 |
| 63 <sup>rd</sup> District Court   | 616-632-7770 |
| Kent County Prosecutor  | 616-632-6710 |

### **Other Resources in Area**

Kent County Victim Witness  
Legal Aid of West Michigan  
Kentwood Police Crime Mapping  
Grand Rapids Police Crime mapping

616-632-5400  
616-774-0672  
<https://www.crimereports.com/>  
<http://www.crimemapping.com/map>

### **In case of Sexual Harassment**

I Will Report It  
Title IX Coordinator – Margaret Mwenda  
Student Life Sexual Harassment Resource Page

616-526-IWRI (616-526-4974)  
616-957-6046  
<https://semlink.calvinseminary.edu/wp-content/uploads/Title-IX-Policy.pdf>

### **Additional Resources (Hours 24-7)**

National Domestic Violence Hotline  
National Clearinghouse for Alcohol and Drug Information  
Rape, Abuse and Incest National Network  
National Center on Drug Abuse Hotline

1-800-799-7233  
1-800-799-7233  
1-800-656-4673  
1-800-662-HELP

### **Non-Emergency Numbers**

Grand Rapids Fire Department  
Grand Rapids Police Department  
East Grand Rapids Public Safety Dept.  
Kentwood Police Department  
Kent County Sheriff's Department

616-456-3900  
616-456-3400  
616-949-7010  
616-698-6580  
616-632-6100

### **Local Emergency Rooms**

Spectrum Blodgett Hospital  
Spectrum Butterworth Hospital  
Metro Hospital  
Saint Mary's Hospital

616-774-7444  
616-391-1774  
616-252-7200  
616-685-6789

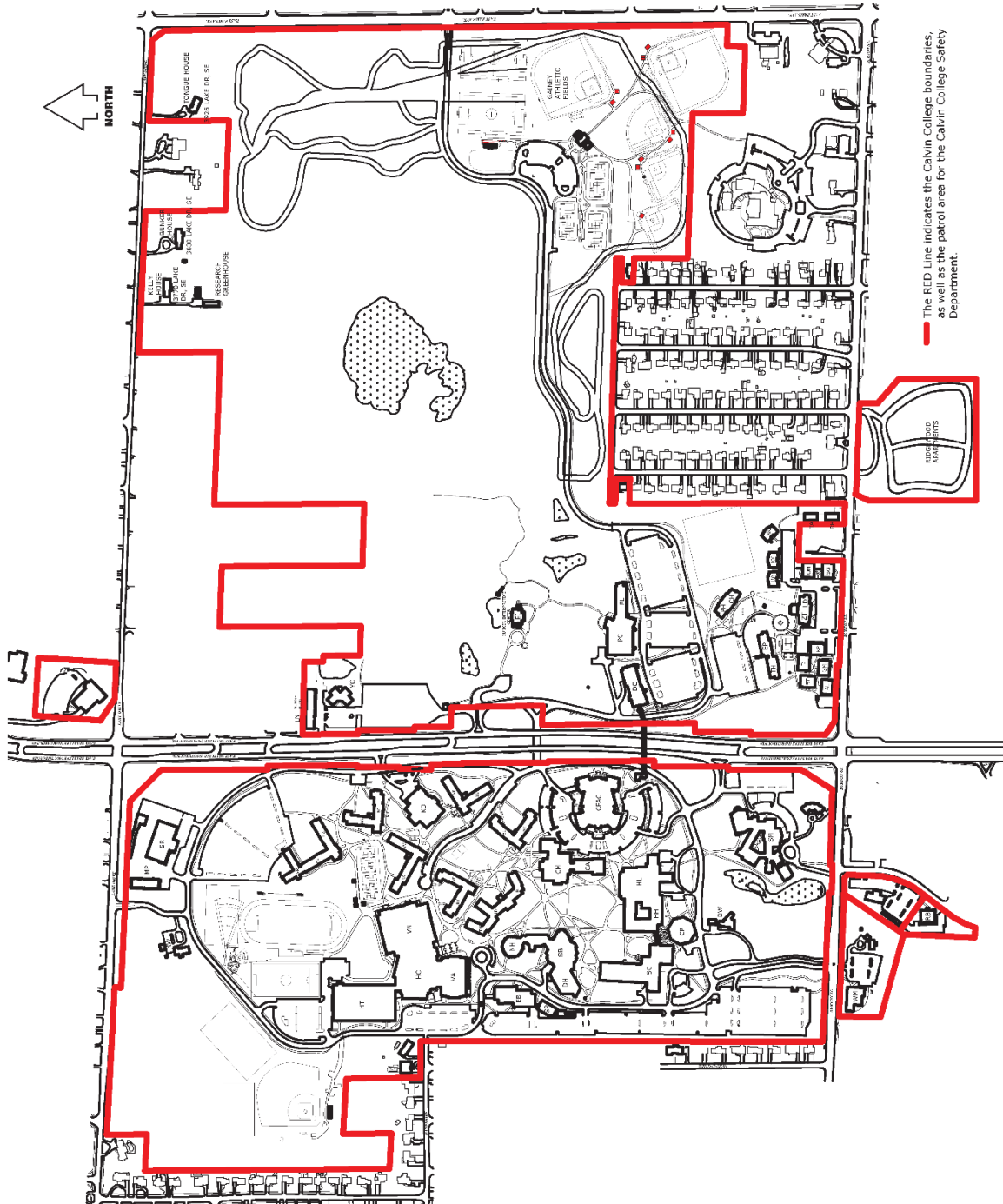
### **Mental Health Counseling Services**

Sarah Chun  
Jeff Sajdak  
Network 180  
Pine Rest  
Forrest View  
Help Crisis Line  
Suicide Hot Line

616-957-6015  
616-957-6042  
616-336-3909  
616-455-9200  
616-942-9610  
616-459-2255  
1-800-273-TALK



## Calvin Campus Boundary Map



# Calvin Campus Building Map

