Annual Security and Fire Safety Report
October 1, 2016

The map above shows the locations for all blue light safety phones on the Calvin College campus.
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INTRODUCTION- FROM THE DIRECTOR

Dear Students and Families,

Welcome to Calvin! The Campus Safety Department wishes you the best as you pursue your education here.

Calvin is a great place to work, study and live. Students feel comfortable and at home on the campus, as they should. People care about each other and look out for each other here.

Like other colleges, we take the safety of our students seriously. Through our facilities, educational programs, policies, and officer patrols we do our best to maintain a campus environment that is safe and law-abiding. Yet we 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 information to familiarize you with some of the services we offer 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 all faculty, staff, students and families to have accurate information about the Grand Rapids area and the college campus so that they can make informed decisions in their daily routines.

Please contact my office if you have questions or concerns about any of this information, and once again, welcome to Calvin!

Sincerely,

Bill Corner, Campus Safety Director

CALVIN COLLEGE - CAMPUS SAFETY DEPARTMENT

The Campus Safety Department consists of a Director, Assistant Director, Dispatch Manager, six Patrol Supervisors, an office staff and approximately forty part-time student dispatchers and patrol officers. Full time employees are non-student patrol supervisors. The patrol supervisors are armed employees who are the primary responders for all on campus occurrences, including any criminal incidents. They also enforce all college rules and regulations contained within the student, staff, and faculty handbooks. The patrol supervisors oversee all student officers and their functions for the department. Student employees consist of Campus Safety Officers and Building Security Officers. Campus Safety Officers are unarmed student employees who conduct foot and vehicular patrols of the campus and residence hall areas 24 hours a day, as well as respond to various calls for service. They serve in a support capacity to the Patrol Supervisors and they also provide escort service every night from dusk to dawn. Building Security Officers are responsible for ensuring the security of campus buildings after they are closed. They also check on the validity of persons in closed buildings and observe buildings for signs of intrusion and mechanical failures.

Under Michigan State law section 764.16, Campus Safety arrest powers are limited to the authority given to a private citizen to effect 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 for any arrests relating to violations of city or state laws. Jurisdiction of Campus Safety 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 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 Office. Campus Safety employees participate in quarterly firearms training with the Grand Rapids Police Department. The Campus Safety Department hosts and participates in the biennial Grand Rapids Police Department Leadership Institute which promotes professional development for law enforcement. Campus Safety full-time staff are members of the International Association of Campus Law Enforcement Administrators (IACLEA), and the National Association of Clery Compliance Officers and Professionals (NACCOP). The director is also a member of the International Association of Chiefs of Police (IACP), the Michigan Association of Campus Law Enforcement Administrators (MACLEA), the Kent County Chief of Police, and the Grand Rapids Area Campus Safety Department Consortium. The Dispatch manager is a member of the Association of Public-Safety Communications Officials-International (APCO).

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. Additionally, student dispatchers participate in shadow training with the Kent County Sheriff Department’s dispatch office annually.

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 investigations of alleged crimes, emergency response, special event coordination and training, and prevention efforts on campus.

As a practice, local and state police agencies do not inform the college of criminal activity in the vicinity of the college 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 college community.

Campus Safety and Residence Life staff enforce the campus-wide ban on possession and use of alcohol and illegal drugs. Possession of dangerous weapons or firearms anywhere on campus, including the residence halls, is a violation of the Student Conduct Code.

SERVICES

A SAFE AND SECURE CAMPUS

The college works to maintain the campus in a manner that reduces the likelihood of crime.

LIGHTING

Calvin College 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 526-6452). During the course of their regular patrols of the campus, Campus Safety officers report malfunctioning lights to the Physical Plant for repair.

LOCKING BUILDINGS

Administrative and academic buildings and offices are locked and unlocked during the week by the custodial staff, with the exception of the Chapel, Hekman Library, Hiemenz Hall, Spoelhof College Center, DeVries Hall, Science Building and North Hall, which are on a schedule to unlock and lock electronically. The time for locking and unlocking the buildings is established by the Academic Building Access Policy and coordinated with Campus Safety, Event Services, and Building Services.
The Calvin College Academic Building Access Policy is designed to increase the safety of all faculty, staff, and students who work and study in our academic buildings. It also attempts to increase the physical security the college's buildings and properties. This policy establishes normal building access hours as well as procedures for requesting student access outside of normal academic building access hours.

A. Fall and Spring semesters building access schedule
   a. Normal academic access hours (when academic buildings will be unlocked) are as follows:
      i. Monday-Thursday: 7:30am to 10:00pm.
      ii. Friday: 7:30am to 8:00pm.
      iii. Saturday: 8:00am to 5:00pm.
      iv. Sunday: Closed.
   b. Beyond normal building hours, card access for students will be as follows:
      i. Monday–Friday: 7:00am to 1:00am the following morning.
      ii. Saturday: 7:00am to 8:00pm.
      iii. Sunday: No access barring authorized exceptions.
   c. Beyond normal building hours card access for faculty and staff will be:
      i. 24-hour access, 7 days a week, and 365 days a year to the academic building they work in.
   d. Times students will not be permitted to work in any academic building:
      i. Monday–Saturday: 1:00am to 7:00am.
      ii. Saturday: 8:00pm to 12:00 midnight.
      iii. Sunday: No access.
   e. As a general policy, Calvin College prohibits students from being in academic buildings after 1:00am Monday through Friday and after 8:00pm on Saturday, unless there is an exception that has been approved with the Campus Safety Department. Unauthorized students located in academic buildings after the listed times will be removed from the building.
   f. As an exception, students who need special access to academic buildings outside of normal access time will need a note of permission from a faculty or staff member. The note must be an official note of permission, authenticated in Portal by the faculty or staff member who is granting permission. The student must be in possession of the note and present it to any college official, along with their Calvin College identification card upon request. The Campus Safety Department will maintain a list of students who have been given permission for building access outside of normal access times. The list will include the name and the identification number of the student along with the name of the faculty or staff member giving permission. The room number that the student has access to must also be included. The information must be submitted at least twenty-four
(24) hours prior to the date access is being requested. Faculty and staff can find the permission form on the Campus Safety website at www.calvin.edu/form/auth/cs-buildingaccess.

vi. Individual students will not be permitted to remain by themselves in academic buildings after normal building access times, even if they are in possession of an authenticated note of permission. A minimum of two students must be present due to concerns for personal safety and security issues.

B. Summer academic building access schedule
   a. Normal academic building access hours (When academic buildings will be unlocked) are as follows:
      i. Monday – Friday: 7:30am to 6:00pm.
      ii. Saturday – Sunday: Closed.
      iii. Exceptions to regular building closure times would be for special events that are being held in specific venues.
      iv. The Hekman Library has different hours than listed for academic buildings. These hours vary throughout the summer and are best determined by visiting their site on the Calvin webpage.
   b. Beyond normal building hours card access for students will be as follows:
      i. Monday – Friday: 7:00am to 8:00pm.
      ii. Saturday: 7:00am to 5:00pm.
      iii. Sunday: No access.
      iv. As a general policy, Calvin College prohibits students from being in academic buildings after 8:00pm Monday through Friday and after 5:00pm on Saturday unless there is an exception that has been approved with the Campus Safety Department. Unauthorized students located in academic buildings after the listed times will be removed from the building.
      v. As an exception, students who need special access to academic buildings outside of normal access time will need a note of permission from a faculty or staff member. The note must be an official note of permission, authenticated in Portal by the faculty or staff member who is granting permission. The student must be in possession of the note and present it to any college official, along with their Calvin College identification card upon request. The Campus Safety Department will maintain a list of students who have been given permission for building access outside of normal access times. The list will include the name and identification number of the student along with the name of the faculty or staff member giving permission. The room number that the student has access to must be included. The information must be submitted at least twenty-four (24) hours prior to the date access is being requested. Faculty and staff can find the permission form on the Campus Safety website at: www.calvin.edu/form/auth/cs-buildingaccess.
   vi. Individual students will not be permitted to remain by themselves in academic buildings after normal building access times, even if they are in possession of an authenticated note of permission. A minimum of two students must be present due to concerns for personal safety and security issues.

C. College Holidays
   a. During specific holidays recognized by Calvin College, all academic buildings will remain closed and regular access will not be granted to students.
   b. As an exception, students who need special access will need a note of permission from a faculty or staff member. The note must be an official note of permission, authenticated in Portal by the faculty or staff member who is granting permission. The student must be in possession of the note and present it to any college official, along with their Calvin College identification card upon request. The Campus Safety Department will maintain a list of students who have been given permission for building access outside of normal access times. The list will include the name and identification number of the student
along with the name of the faculty or staff member giving permission. The room number that the student has access to must be included. The information must be submitted at least twenty-four (24) hours prior to the date access is being requested. Faculty and staff can find the permission form on the Campus Safety website at: www.calvin.edu/form/auth/cs-buildingaccess.

c. Below are the recognized holidays when the college campus is closed:
   i. New Year’s Day
   ii. Good Friday
   iii. Memorial Day
   iv. Independence Day
   v. Labor Day
   vi. Thanksgiving Day and the Friday after Thanksgiving
   vii. Christmas Day
   viii. Normally defined work days between Christmas Day and New Year’s Day

D. Securing and opening of academic buildings
   a. Building Services personnel will be responsible for unlocking of academic buildings beginning at 7:00am Monday through Friday, and will lock buildings by 10:00pm Monday through Thursday, and by 8:00pm on Fridays. On Saturdays, buildings will either be unlocked at 8:00am by Building Services or during times other than Fall and Spring semesters, buildings will remain locked and card access will be used to gain access to those buildings. An exception to a building remaining unlocked would be if there were specific events that required individual buildings to be opened to permit access to the general public to attend those events. Buildings that are unlocked would be secured by 5:00pm or when the scheduled event has ended.

In the event of an active threat on the campus, the Campus Safety Department has the ability to automatically lock and unlock a portion of the campus (Chapel, Hekman Library, Hiemenga Hall, Spoelhof College Center, DeVries Hall, Science Building and North Hall) at dispatch. As other buildings are converted to a new access control system, the Campus Safety Department will have the ability to automatically lock and unlock those buildings as well.

The Campus Safety Office issues workplace keys to faculty and staff, and to contractors as needed. Depending on the level of key access requested, key approval is required by an employee’s supervisor, dean, director, vice-president or the Campus Safety director. The key policy can be found on line at http://www.calvin.edu/directory/policies/key-control/. Requests for additional keys or lock changes must be sent to the Campus Safety Office.

LOCKING RESIDENCE HALLS

Calvin College residence halls are locked 24 hours a day, 7 days a week except for the main entrance to each lobby. Locked doors separate each wing from the lobby. Students are issued ID cards that also act as their building access cards. Students gain entry by swiping their cards in the card access readers. The access system requires resident students to enter a PIN in order to gain after-hours entry to their halls. Access is restricted to residents and other approved members of Calvin’s community. Residents are cautioned against permitting strangers to enter the building and to report any suspicious persons to Campus Safety. Campus Safety officers patrol the residence hall areas on a regular basis.

LOCKING ON CAMPUS APARTMENTS

For security reasons, the outside doors to the Knollcrest East apartment buildings will be locked 24 hours a day. Students are issued ID cards that also act as their building access cards. Students gain entry by swiping their cards in the card access readers. The access system
requires resident students to enter a PIN in order to gain after-hours entry to their apartments. Access is restricted to residents and other approved members of Calvin's community. Residents are cautioned against permitting strangers to enter the building and to report any suspicious persons to Campus Safety. Campus Safety officers patrol the Knollcrest East apartment areas on a regular basis.

MAINTENANCE

Facilities are maintained in a manner designed to minimize the potential for hazardous conditions. Reported maintenance problems that pose a threat to safety and security (such as broken locks or windows) are given priority and should be reported to the Campus Safety Dispatch at 616-526-6542. Campus Safety Dispatch or the Campus Safety Supervisor on duty will submit a work order for any maintenance or security issues that need to be addressed.

RESIDENCE LIFE STAFF

Resident Directors are full time non-student staff members living in the halls who supervise the overall operation of the Calvin residential community. They are responsible for enacting Residence Life's mission within the halls. RDs act as advisors to the RAs and student leaders as well as promote adherence to community expectations. They administrate the staff and services of the reception desk and are available to assist, counsel, and advise individual residents.

Resident Assistants (RAs) are students who live on each floor. They are well acquainted with the facilities and services at Calvin and are trained to help residents navigate college life, enforce College policies, and assist with challenges that may arise.

Residence Life staff members walk each floor of the residence halls three times between 8:00 p.m. and 12:00 a.m. on weekdays and 8:00 p.m. and 2:00 a.m. on weekends. Please see https://calvin.edu/offices-services/residence-life/resources/safety.html for more information.

CRIME PREVENTION

Calvin College 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 video surveillance, bicycle registration, safety phones, crime prevention programs, escort services, and posting the Clery Public Log.

VIDEO SURVEILLANCE

Calvin College aims 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 college's critical goals of security, and in a manner that is sensitive to interests of privacy.

The Calvin College Campus Safety Department is authorized to oversee and coordinate the installation and use of video equipment for safety and security purposes at Calvin College. Covert (hidden) camera surveillance is used periodically when Calvin College 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 College 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 College 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 College 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 College Campus Safety Department uses the VieVu 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 VieVu 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 College Video Surveillance Policy as well as the specific policy regarding the use of these personal recording devices.

**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 [http://calvin.edu/directory/policies/bicycle-regulations](http://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 College has 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.

**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. On campus students receive a *Residence Hall Living* booklet which contains a “Safety/Security” section covering safety tips, escorts, card access, theft, bike registration and parking. Resident assistants discuss security issues, the danger of propping exit doors and the importance of reporting suspicious behavior at their all floor meetings held at the beginning of each school year.

New faculty and staff receive information about safety procedures when starting their employment at Calvin. Each year, all faculty, staff, and students are invited to attend a *Shots Fired on Campus* presentation given by Campus Safety. The presentation is also made available throughout the year to individual departments or classes by request.
Beginning the fall of 2016, Calvin College will be offering RAD self-defense training to all interested female 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.”

Emergency Liaisons receive refresher training discussing their roles as a liaison. 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 http://www.calvin.edu/offices-services/campus-safety/safety-tips.html

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.

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. A paper copy is kept on file at the Campus Safety Office and can be viewed upon request at any time.

EMERGENCY PREPAREDNESS

Calvin College 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 College 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 college’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 college community, surrounding neighborhoods and local and state officials.

Calvin College’s Emergency Preparedness Plan is publicly available on the Calvin College Campus Safety Department’s web site. The public version of the plan can be viewed at: https://calvin.edu/directory/policies/emergency-response-plan. Copies of our incident specific response plans, specific to numerous types of incidents most common to college campuses, are located in our Campus Safety office at 3230 Lake Drive SE, GR, MI 49546 and are available for individual supervised review (but not copying in any form) at that site.

The College’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 college and its partner institutions during emergency events.

The twelve 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), Director of Communications & Brand Steward, Associate Vice President of Information Technology, Director of Facilities, Director of Campus Safety, Environmental Health and Safety Officer, Director of Health Services, Dean of Residence Life, and the Chief Financial and Operating Officer of Calvin Theological Seminary. The Executive Safety Committee may also call on other individual employees of the college 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 quarterly 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 college, and all other related committees to ensure any recommended changes are implemented. It is the responsibility of Executive Safety Committee to review the college’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.

IMMEDIATE NOTIFICATIONS AND RESPONSE

In times of crisis, Calvin College utilizes the Rave Notification System which has been made available to all faculty, staff and students. The RAVE Notification system utilizes e-mail, voice and text messaging to send out an immediate notification. To sign up and receive emergency notifications, faculty, staff and students must access their Portal account. Once logged into Portal, they must select the “Services” tab where they will find a link which states “Maintain Emergency Notification Preferences.” At that time, they will be required to enter their Calvin user name and password to select or change their preference for method of contact 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 College campus, the Rave Notification System 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. In the event of a serious incident that poses an immediate threat to members of the Calvin community, the College 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 College community. These methods of communication include the use of the Rave Notification System to notify faculty, staff and students. The Rave Immediate Notification System activation will make notifications in the following manner:

- Vocal telephone message
- E-mail
- SMS text message

Faculty, staff, and students are responsible for providing all necessary information to insure a successful message delivery. Calvin College cannot provide communication to those who fail to provide a correct and current phone number and/or email address information.

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 the Rave Notification System. In addition to sending updates to the College community on the Rave Notification System during a critical incident, the College will post information on the Calvin College 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. Parents may also be notified through e-mail of any updates.

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 the Emergency Notification System via phone, email, text message or when contact is made by the departmental Emergency Liaison. 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 college 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 college, 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, the Rave emergency notification system which uses phone, e-mail and text, or by an emergency hotline number, and through local media outlets.

The following Calvin College officials shall have authority to activate the Rave Immediate Notification System:

President
Vice President for Administration & Finance
Vice President for Student Life
Provost
Campus Safety Director
Campus Safety Assistant Director
Campus Safety Dispatch Manager
Campus Safety Patrol Supervisors
Dean of Residence Life
Director of Communications & Marketing

The Rave Immediate Notification System 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 College e-mail
Personal e-mail
SMS text to cell phone
The Emergency Notification System will be tested on the 1st Friday of each month as close to 12:00 noon 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 the Emergency Notification System 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 College 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 College 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 College Emergency Notification System. THIS IS ONLY A TEST!

**TIMELY WARNINGS**

When a Clery crime is reported to the Calvin College 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 an 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
- Calvin News for employees
- Student News for students
- Campus Safety Department Website
- RAVE Notification System (E-mail, Text, and/or Voicemail)

Copies of recent 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](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 may also be placed by the Campus Safety Department on Calvin’s electronic information systems Calvin News and Student News.
officers and designated College emergency liaisons are responsible for posting flyers in effected areas which can include campus housing (residence halls and apartments) and/or academic facilities and administrative buildings.

Anyone with information warranting a crime alert should report the circumstances to the Campus Safety Department by telephone (616)526-6752 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 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
Calvin News for employees
Student News for students
Campus Safety Department website

**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 College’s Emergency Response Plan can be viewed on the Campus Safety website or by accessing the following link: https://calvin.edu/directory/policies/emergency-response-plan. Building specific evacuation maps are posted in strategic locations in campus buildings and can also be found on the Calvin Campus Safety website.

Emergency preparedness plans are exercised on an annual basis. Tests for emergency response and evacuation procedures may be announces or unannounced. These exercises may include tabletop exercises, scenario responses and fire drills. The tests allow the college 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 semester is conducted in each residence hall. 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 college an opportunity to test the operation of fire alarm system components.

MISSING STUDENT POLICY

Students are notified to provide emergency information when beginning the school year through e-mail correspondence and through their student orientation. Students are given the opportunity to provide a confidential contact that the college can reach if the student is believed to be missing. The confidential contact information will be accessible only to the Campus Safety Director, Assistant Director, Dispatch Manager or Department Assistant and will not be disclosed outside of a missing person investigation.

If a member of the Calvin Community has reason to believe that a student is missing, whether or not the student resides on campus, all possible efforts are 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 Residence Life and Commuter Student Life offices. If the student is an on-campus resident the Campus Safety Department will secure authorization from a Residence Life dean to make a welfare entry into the student’s room. If it is an off-campus student resident, the Campus Safety Department will inform and enlist the aid of the director of Commuter Student Life in addition to the law enforcement agency having jurisdiction. The student may be placed on card watch to track whether or not they have entered or left a specific building area or their residence hall.

Concurrently, Campus Safety officers in collaboration with Residence Life and Commuter Student Life will endeavor to determine the student’s location and well-being through contact with friends, associates, and/or employers of the student. We will also seek to determine whether or not the student has been attending classes, labs, scheduled organizational or academic meetings, or appearing at scheduled work shifts.

If the student is 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 the Broene Counseling Center, Residence Life/Commuter Student Life and Health Services.

If the student has not been located, notification will be made to the student’s designated contact person within 24 hours of receiving the initial report by Campus Safety, a dean of Residence Life or the director of commuter Student Life to determine if they know of the location of the student. If the student is under 18 years of age, and not an emancipated individual, Calvin College 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.

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. Anyone who wishes to make an official missing person report on a student is requested to notify the Campus Safety Department immediately. 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. Suzanne’s Law, requiring local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is
reported missing, was signed into law by President George W. Bush in the Spring of 2003 as part of the national “Amber Alert” Bill. The Crime Control Act of 1990, section 3701 (a) states: IN GENERAL- Each Federal, State, and local law enforcement agency shall report each case of a missing child under the age of 21 (reported to such agency) to the National Crime Information Center of the Department of Justice.

The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. Previously, police were only required to report missing persons under the age of 18. This law is intended to encourage police to begin an investigation immediately when college-age people disappear, instead of waiting a day, which has been a common practice (The Calvin College Campus Safety Department has always initiated such investigations promptly). Upon closure of the missing person investigation, all parties previously contacted will be advised of the status of the case.

ILLEGAL USE OF ALCOHOL AND OTHER DRUGS

Calvin College is an alcohol free campus. Possession, use or sale of alcoholic beverages is not permitted on college properties and will be addressed in accordance with College regulations. Laws regarding the possession, sale, and furnishing of alcohol are governed by the state of Michigan and enforced by the Grand Rapids Police Department. Violations of state laws or local ordinances include the illegal manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; or using a vehicle for illegal transportation of liquor. All attempts to commit any of the aforementioned would be a violation of College policy and are subject to College disciplinary actions, and/or criminal prosecution, fines and/or imprisonment. Possession of paraphernalia associated with the use, possession, manufacture, or distribution of an illegal prescription or controlled substance is also prohibited.

Calvin College is a designated “Drug Free” campus. The possession, use, sale, manufacture and/or distribution of any controlled substance are illegal under both state and federal laws. Such laws are strictly enforced by the Calvin College Campus Safety Department. Violations are subject to College disciplinary action, and/or criminal prosecution, fines and/or imprisonment.

POLICIES AND EXPECTATIONS FOR CALVIN STUDENTS

Calvin College Alcohol Policy

Calvin College is committed to the intellectual and personal development and Christian discipleship of all students. Alcohol misuse inhibits students' development and is negatively correlated with academic success and personal safety. The vitality of the academic community relies on each member taking personal responsibility for his or her actions regarding alcohol use and for safeguarding the well-being of others.

Calvin College welcomes and supports the decision of any student not to consume alcohol. Calvin College seeks to emphasize education about the choices, risks, and personal responsibility regarding the use of alcohol. Students are expected to make conscious choices that do not diminish Christian community or impact one’s academic pursuit and do not risk the personal safety of community members. Calvin College expects students to observe state laws regarding alcohol use, particularly those that address underage drinking, and the college holds students accountable for their choices regarding alcohol.

Students may not possess alcoholic beverages or alcohol empty containers on campus, on college property, in personal vehicles on college property, or in on-campus student living areas. Students present in a residence hall room, in an on-campus apartment, or an off-campus setting where alcohol is present and/or being consumed may face disciplinary action for complicity with an alcohol violation.
Calvin students who are 21 or older are free to make a decision whether or not to consume alcohol. These students are expected to consume alcohol responsibly and to honor the biblical expectations of moderation. Calvin students are expected to observe scriptural instructions which caution against intoxication. Intoxication can occur when consuming alcoholic beverages and also with a variety of other intoxicants, some of which are legal and some of which are not.

Students whose drinking creates a risk of danger to the health and safety of themselves or others are subject to disciplinary action.

Students who host off campus gatherings are responsible for ensuring the safety, well-being and conduct of their guests, whether the guests are invited or uninvited. Hosts are responsible to ensure that all guests consume alcohol according to the state of Michigan provisions and according to the biblical standard of moderation. Hosts are also responsible to ensure that guests do not use illegal drugs or engage in criminal sexual behavior while attending an event at their home.

**Prohibited Conduct**

**Violations of the Alcohol Policy with Definitions.**

a. **Possession of Alcohol or empty alcohol containers on campus.**  
   **Definition:** Students (regardless of age) are prohibited from possessing or consuming alcohol or possessing empty alcohol containers anywhere on the Calvin College campus. Alcohol and empty alcohol containers are not allowed in personal vehicles parked on campus.

b. **Underage Possession and/or Consumption of Alcohol**  
   **Definition:** Possession and/or consumption of alcoholic beverages by any student under 21 years of age.

c. **Complicity in an Alcohol Violation**  
   **Definition:** A student who is present and fails to intervene in a situation where another student(s) violate(s) the Calvin College drug or alcohol policy.

d. **Under the Influence of Alcoholic Beverages/Intoxication**  
   **Definition:** A person who, having consumed alcoholic beverages, exhibits signs of intoxication and/or experiences any loss of the normal use of his/her mental and/or physical faculties. Examples include but are not limited to: slurred speech, vomiting, stumbling or needing assistance to walk, loss of motor coordination, aggression, brief loss of memory, or abusive behavior.

e. **Extreme Alcohol Intoxication**  
   **Definition:** A person who, having consumed alcoholic beverages, exhibits signs of significant and/or dangerous intoxication. Examples include but are not limited to: blacked out, loss of consciousness or limited responsiveness, no withdrawal from painful stimuli, loss of bladder/bowel functions, excessive vomiting, or severe physical depression (slow or shallow breathing, pale or blue-tinged skin, or reduced heart rate).

f. **Misuse of Alcohol: Rapid Consumption of Alcohol, Binge drinking or Actions that May Endanger the Well-being of Self or Others**  
   **Definition:** Any form of rapid consumption of alcohol or participation in drinking games which lead to overconsumption and/or intoxication, alcohol consumption which may create a risk of danger to self, or others. Examples include but not limited to: bongs, shots, keg stands, beer pong, flip cup, etc.

g. **Provision and/or Distribution of Alcohol to Students Under 21 Years of Age**  
   **Definition:** Purchasing for, providing to or distributing alcohol to any individual under 21 years of age.
h. **Irresponsible Hosting of Alcohol Event**
   **Definition:** Irresponsible hosting occurs when students have gatherings where underage guests (invited and uninvited) are consuming alcohol, where persons are misusing alcohol or consuming alcohol to the point of intoxication, where persons are using illegal or prohibited drugs, where excessive amounts of alcohol are present and/or alcohol is being misused as defined in items #4 and #5 above.

i. **Alcohol-related vehicular violations**
   **Definition:** Any operation of a motor vehicle during or following consumption of alcohol that creates a risk of danger to self, others or the college or wider community.

**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.

**Calvin College Drug Policy**

Calvin College is committed to the intellectual and personal development and Christian discipleship of all students. Substance use/misuse may inhibit students’ development and is negatively correlated with academic success and personal safety. Sale or distribution of prohibited, illegal or controlled substances or drug use not as intended undermines individual student’s academic performance and can diminish one’s experience of Christian community.

Calvin College observes and strictly enforces all local, state, and federal laws related to possession, use, sale or distribution of controlled or illegal substances.

Calvin College drug policies prohibit the unlawful use, possession, purchase, distribution, sale or manufacture of a controlled substance (including marijuana), and of designer drugs.

Calvin College has a zero tolerance policy regarding college prohibited and illegal drug use.
Students who are found responsible for violations of college drug policies are subject to automatic suspension from the college. The zero tolerance policy is communicated openly during Freshman Orientation and during mandatory student meetings.

Calvin College does not recognize medical marijuana as an exception to its drug policies. Students are expected to contact a Student Life dean to discuss possible exceptions in medical situations in advance of any marijuana use.

Calvin College drug policy prohibits the possession of drug paraphernalia, including but not limited to roach clips, bongs, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue.

Individuals who are involved in any drug-related violation may be subject to criminal action, as the college 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 continued eligibility to receive Financial Aid.

Students are accountable for upholding Calvin College 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 College prohibits the possession and/or use of these substances by its students. Students are responsible for knowing, understanding and observing Calvin College's drug policies.

Prohibited Conduct

Violations of the Drug Policy and Definitions.

a. Use or Possession of Prohibited, Controlled, or Illegal Substances.
   Definition: Possession or use of a prohibited, controlled, or illegal substances or use of (or intent to use) substances for purposes or in manner not as directed. Examples include but are not limited to: possession or use of illegal substances; possession or use of prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed (over-use, snorting prescribed medication, etc.); huffing, snorting, smoking or otherwise possessing or using legal substances not as intended. Substances such as JWH-018 (K2, "Spice"), salvia and pyrovalerone derivatives (found in substances marketed as “bath salts”) are not intended for human consumption and are prohibited for possession or use by any Calvin College student.

b. Distribution or Sale of Prohibited, Controlled or Illegal Substances
   Definition: Any sale or distribution (including distribution without financial gain) of controlled or illegal substances or any substances prohibited by Calvin College drug policy. Sharing prescription medicine would be a violation of this policy.

c. Possession of Drug Paraphernalia
   Definition: Possession and/or use of drug paraphernalia, including, but not limited to, roach clips, bongs, hookahs, blow tubes, papers, scales or any material or apparatus containing drug residue.

d. Complicity in Drug Use, Possession or Sale
   Definition: Being in the presence of or aiding and abetting the possession, sale or use of prohibited, controlled or illegal substances.

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.

The Drug-Free Schools and Communities Act Amendments of 1989 [https://www.congress.gov/bill/101st-congress/house-bill/3614](https://www.congress.gov/bill/101st-congress/house-bill/3614) require that Calvin College, as a recipient of federal funds, including federally-provided student financial aid, notify its students and employees annually that the unlawful possession, use, or distribution of alcohol and illicit drugs on college property is prohibited and that campus and community drug programs are available. This Act and the provisions Calvin College has taken to conform to the Act can be found in the Calvin College Student Handbook [http://www.calvin.edu/offices-services/student-life/forms-policies/student-handbook.html](http://www.calvin.edu/offices-services/student-life/forms-policies/student-handbook.html) and the Calvin College Employee Handbook ([http://www.calvin.edu/admin/hr/handbook](http://www.calvin.edu/admin/hr/handbook)).

Resources are made available to members of the Calvin community on the topics of drug and alcohol abuse. These resources can be obtained through the Student Life Office, Residence Life Office, Broene Counseling Center and Health Services. Judicial Affairs provides additional resources regarding drug abuse and alcohol use at [http://www.calvin.edu/judicial/drug-info-resources.html](http://www.calvin.edu/judicial/drug-info-resources.html).

Students who are caught with alcohol participate in an alcohol education module Crossroads through Judicial Affairs or they participate in a Broene sponsored group called Taking Control. Information on Drug and Alcohol Abuse Education may also be obtained through the National Clearinghouse for Alcohol and Drug Information at 1-800-729-6686.

**Readmission Policy**

Calvin College develops return criteria for students who leave college due to drug and/or alcohol policy violations. The return criteria are developed on a case by case basis. Students are encouraged to participate in an intervention that addresses the issues which caused them to leave the college. Generally, students are eligible to reapply to Calvin College one calendar year after they are dismissed.

If a student applies for readmission, the student provides a summary of their activities and outcomes. The Dean for Student Conduct or his/her designee will review the request and make a decision based on the information provided by the student and by the professionals involved in the intervention. Students requesting readmission may be asked to undergo a hair test through the Calvin contracted laboratory to demonstrate that they are drug free.

**Employee Substance Abuse Policy**

Calvin College has a vital interest in maintaining a safe, healthful and efficient workplace for its employees. Being under the influence of illegal drugs or alcohol on the job may pose serious safety and health risks not only to the user but to all those who work with the user.

Calvin College maintains the right to require pre-employment screening to prevent hiring individuals who use illegal drugs or individuals whose use of alcohol would impair or cause unsafe job performance.

Employees who are convicted of any workplace related criminal drug activity are required to inform Calvin of such conviction with five days of their conviction. Notification must be made to the Director of Human Resources. Calvin will be required to notify Federal contracting officers or Federal granting officers within ten days of receiving notification of an employee’s criminal drug conviction under the provisions of the Drug Free Workplace Act of 1988.

If there is a violation of policy, the Faculty Hearing Committee will consider whether any disciplinary sanctions should be imposed and if so what they should be. Possible sanctions for misconduct include, on order of severity:
1. Oral or written reprimand, documented in the personnel file.
2. Disqualification from privileges normally accorded to faculty, such as eligibility to lead off-campus programs, eligibility for research support, and participation in faculty-student events or mentorship programs.
3. Suspension of tenure, or suspension of tenure-track status, for a period of one or more years with specified conditions for reinstatement
4. Permanent suspension of tenure or disqualification for reappointment with tenure.
5. Suspension from the faculty for a period of one or more semesters with specified conditions for reinstatement.
6. Dismissal from the faculty.

The college may require a blood test, urinalysis or other drug/alcohol screening of those persons suspected of using or being under the influence of a drug or alcohol or where circumstances or workplace conditions justify it. An employee’s consent to submit such a test is required as a condition of continued employment. Searches of employees and their personal property may be conducted where there is reasonable suspicion to believe that the employee or employees are in violation of this policy or when circumstances or workplace conditions justify the search in the opinion of Calvin College. An employee’s consent to a search is required as a condition of continued employment and the employee’s refusal to consent may result in disciplinary action, including termination, even for a first refusal. The college may conduct unannounced searches for illegal drugs or alcohol anywhere in Calvin facilities or vehicles or on Calvin property. Employees are expected to cooperate in the conduct of such searches which may be conducted at any time and do not have to be based on reasonable suspicion.

Calvin College maintains a short term employee assistance program through the Broene Center. Upon referral from the Department of Human Resources help will be given to employees who have need of assistance for alcohol or illegal drug abuse. It is, however, the responsibility of each employee to seek assistance before alcohol and drug problems lead to a disciplinary offense.

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-methylenedioxymethamphetamine (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 sub-stances, 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. In Michigan, the “unlawful
manufacture, delivery, or possession with intent to deliver” of less than 5 kilograms of marijuana or a
mixture containing marijuana, or fewer than 20 marijuana plants, is a felony punishable by imprisonment
for up to four years, a fine of up to $20,000, or both. Possession of marijuana is a misdemeanor,
punishable by imprisonment for up to one year, a fine of not more than $2,000, or both. Use of marijuana
is also a misdemeanor, punishable by imprisonment for not more than 90 days, a fine of up to $100, or
both.

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.
<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>SUMMARY OF VIOLATION</th>
<th>POSSIBLE PENALTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>OWI (drunk driving)</td>
<td>A person licensed or not, under the influence of alcohol, drugs, or both, driving in a public place.</td>
<td>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 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.</td>
</tr>
<tr>
<td>Permitting person under the influence to drive.</td>
<td>Allowing intoxicated person to drive in area open to the public</td>
<td>Misdemeanor: not more than 93 days in jail, or fine not less than $100 or more than $500, or both; vehicle can be impounded.</td>
</tr>
<tr>
<td>Minor possessing or transporting alcohol in motor vehicle.</td>
<td>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.)</td>
<td>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.</td>
</tr>
<tr>
<td>Operating while visibly impaired (OWVI)</td>
<td>A person driving in areas open to public while impaired from alcohol, drugs, or both.</td>
<td>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.</td>
</tr>
<tr>
<td>Operating with any presence of a Schedule I drug (OWPD)</td>
<td>A person driving in areas open to the public with any amount of a schedule I or other designated controlled substance in the body.</td>
<td>One or more of: 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.</td>
</tr>
<tr>
<td>OWI causing death of another person</td>
<td>A person driving under the influence of alcohol or a controlled substance causes the death of another person.</td>
<td>Felony: Imprisonment of not more than 15 years, a fine of $2,500-$10,000, or both. Vehicle may be forfeited or immobilized.</td>
</tr>
<tr>
<td>OWI causing serious impairment</td>
<td>A person driving under the influence of alcohol or a controlled substance causes a serious impairment of a body function of another person.</td>
<td>Felony: Imprisonment for not more than 5 years, a fine of $1,000-$5,000, or both. Vehicle may be forfeited or immobilized.</td>
</tr>
<tr>
<td><strong>Purchase/possession/consumption or attempt to purchase/possess/consume by minor (MIP)</strong></td>
<td><strong>Person under 21 years of age may not purchase, possess, or consume alcohol.</strong></td>
<td><strong>Misdemeanor:</strong> 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.</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td><strong>Using false ID to purchase alcohol</strong></td>
<td>A minor shall not use fraudulent identification to purchase alcohol, nor shall another individual furnish fraudulent identification to a minor.</td>
<td>Imprisonment for not more than 93 days, a fine of not more than $100, or both.</td>
</tr>
<tr>
<td><strong>Selling or furnishing alcohol to a minor</strong></td>
<td>Alcohol shall not be sold or furnished to a minor.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Consumption on public highway/open alcohol in vehicle</strong></td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Disorderly person (intoxicated)</strong></td>
<td>Intoxicated in public place and endangering the safety of another person or of property, or causing a disturbance.</td>
<td>Misdemeanor: not more than 90 days in jail, a fine of not more than $500, or both.</td>
</tr>
</tbody>
</table>
USE OF WEAPONS

No weapons of any kind are allowed on campus, except as authorized by the Board of Trustees. 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 Campus Safety supervisors are governed by the college’s Use of Force Policy. Calvin College also prohibits the use of fireworks on campus.

REPORTING A CRIME / SUSPICIOUS BEHAVIOR ON CAMPUS

College 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 college 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 College 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.

One can also report cases of harassment or abuse of power. If you have experienced harassment or abuse of power at Calvin, 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 College 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 College 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 50 of this Annual Security Report.

CONFIDENTIAL REPORTING

Persons who decide not to pursue action with the criminal justice system or with Calvin College’s judicial system 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 College 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 confidential reports can be given to any Campus Security Authority. 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. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution; however, identifying information remains anonymous.
The College will take reasonable steps to investigate and to respond to the complaint. With confidential reports, the College will make attempts to address the concerns of the complainant, including concerns of retaliation. However, the request for a confidential report may limit the College's ability to fully address a situation.

Campus professional counselors and ministry staff, 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.

Ministry 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 NONCAMPUS LOCATIONS**

Criminal activity at non-campus locations 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 college. Calvin College Campus Safety Department does not provide law enforcement service to off campus residences or non-campus properties owned by the College. The College does not have any non-campus student organizations.

**HELP FOR CRIME VICTIMS**

Calvin College 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 College offers free counseling through the Broene Counseling Center 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. This information is available at the Campus Safety Office or on the Campus Safety website.

**JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013**

Calvin College 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 College 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 College official. In this context, Calvin College 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 college community.

For a complete copy of Calvin College’s policy governing sexual misconduct, visit http://calvin.edu/directory/policies/student-conduct-code#IIIE for students, https://calvin.edu/contentAsset/raw-data/225e6a56-bd6a-49a6-b7c9-a0992dc57399/fullTextPdf for faculty, and http://www.calvin.edu/admin/hr/handbook/employment/#college for staff.

A. Definitions

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

Consent: The State of Michigan does not have a specific definition for consent, however, Calvin College 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 college 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 defined as 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 offence includes the rape of both males and females.

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 as 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:

       Intellectual disability, cerebral palsy, epilepsy, or autism.

       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.

(i) "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:

   (a) 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.
(b) 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.

(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 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.

(e) 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.

(f) 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.
(g) 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.

(h) 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:** The definition from the Violence Against Women Act for "domestic violence" is as follows:

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 casual relationship or an ordinary fraternization between 2 individuals in a business or social context.

**Dating Violence:** The definition from the Violence Against Women Act for “dating violence” is 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 casual relationship or an ordinary fraternization between 2 individuals in a business or social context.

**Stalking:** 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:

   (i) Acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

   (ii) **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

   (iii) **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 noncontinuous 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 unconsented 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.

B. Education and Prevention Programs

Calvin College 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, and 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 the Student Code of
Conduct 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;

c. 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.


Calvin College has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation.

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:
- 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

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1 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."
• 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 College offered the following primary prevention and awareness programs for all incoming students in 2015:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every Choice</td>
<td>9/15/14 to 5/31/15</td>
<td>Online</td>
<td>SA, DaV, S</td>
</tr>
<tr>
<td>Every Choice</td>
<td>9/15/15 to 12/31/15</td>
<td>Online</td>
<td>SA, DaV, S</td>
</tr>
<tr>
<td>Step-Up Dramas</td>
<td>9/5/15</td>
<td>CFAC</td>
<td>SA</td>
</tr>
</tbody>
</table>

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The College offered the following primary prevention and awareness programs for all new employees in 2015:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire Orientation</td>
<td>3/31/15</td>
<td>Steen Conference Room</td>
<td>Harassment, Assault and other issues</td>
</tr>
<tr>
<td>Campus SaVE Act Training</td>
<td>10/22/2015</td>
<td>Steen Conference Room</td>
<td>Harassment, SA</td>
</tr>
<tr>
<td>Campus SaVe Act, Title IX &amp; Sexual Misconduct, Sexual</td>
<td>Online – Fall/2015</td>
<td>N/A</td>
<td>SA, DaV, S, Harassment</td>
</tr>
<tr>
<td>Harassment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Campus SaVE Act for Employees – Sexual Violence Awareness and Sexual Assault remain a significant problem on college campuses, despite the fact that federal law guarantees all students the right to an education free from sexual harassment and sexual violence. The effects of sexual violence can be long lasting as well as emotionally and physically devastating, even disrupting a student’s academic career. This course educates college staff on proper identification, response, and handling of incidents of sexual violence. The course is required for every employee at .10 FTE and higher.
Calvin College offered the following ongoing awareness and prevention programs for students in 2015:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every Choice</td>
<td>9/15/14 to 5/31/15</td>
<td>Online</td>
<td>SA</td>
</tr>
<tr>
<td>Bringing Sex into Focus</td>
<td>2/2015</td>
<td>Meeter Center Conference Room</td>
<td>SA</td>
</tr>
<tr>
<td>It’s Not My Fault</td>
<td>4/2/15</td>
<td>BV Halls Basement</td>
<td>SA, DaV, S</td>
</tr>
<tr>
<td>It’s Not My Fault</td>
<td>4/2/15</td>
<td>SE Hall Basement</td>
<td>SA, DaV, S</td>
</tr>
<tr>
<td>Conversations with SAPT</td>
<td>4/2/15</td>
<td>Nizhone House</td>
<td>Sexual Assault and Bystander Intervention</td>
</tr>
<tr>
<td>Conversations with SAPT</td>
<td>4/7/15</td>
<td>Fuller House</td>
<td>Sexual and Bystander Intervention</td>
</tr>
<tr>
<td>SAPT Led Chapel</td>
<td>4/9/15</td>
<td>Chapel</td>
<td>Panel Discussion SA/DaV/S</td>
</tr>
<tr>
<td>Campus Climate Survey on Sexual Assault</td>
<td>4/9/15</td>
<td>Commons Annex Lecture Hall</td>
<td>Results regarding climate survey SA/DaV/S</td>
</tr>
<tr>
<td>The Mask You Live In</td>
<td>4/15/15</td>
<td>Commons Lecture Hall</td>
<td>Social Expectations</td>
</tr>
<tr>
<td>Conversations with SAPT</td>
<td>4/16/15</td>
<td>Travis House</td>
<td>Sexual Assault &amp; Bystander Intervention</td>
</tr>
<tr>
<td>April Sexual Assault Restroom Campaign</td>
<td>April 2015</td>
<td>All restrooms</td>
<td>SA, DaV</td>
</tr>
<tr>
<td>Relationships and Consent</td>
<td>4/27/15</td>
<td>Not listed</td>
<td>SA, Harassment, DaV</td>
</tr>
<tr>
<td>Take a Stand Against Sexual Violence (pledge form)</td>
<td>4/30/15</td>
<td>Johnny’s</td>
<td>SA, DaV</td>
</tr>
<tr>
<td>Prayer for victim-survivors and for community response.</td>
<td>4/30/15</td>
<td>Commons Lawn</td>
<td>SA</td>
</tr>
<tr>
<td>LGBT issues (RAs)</td>
<td>8/24/15</td>
<td>HC 280</td>
<td>Sexual Harassment based on gender identity</td>
</tr>
<tr>
<td>Sexual Harassment/Sexual Assault Awareness Training (RAs)</td>
<td>8/25/15</td>
<td>HC 280</td>
<td>SA, DaV, S, Harassment</td>
</tr>
<tr>
<td>You are Not Alone</td>
<td>11/11/15</td>
<td>Commons Lecture Hall</td>
<td>SA, DaV, S, Harassment</td>
</tr>
<tr>
<td>Women’s Self Defense</td>
<td>11/18/15</td>
<td>Commons Lecture Hall</td>
<td>SA, DaV, S, Harassment</td>
</tr>
<tr>
<td>Consent and Rape Culture Watch</td>
<td>11/5/15</td>
<td>Commons Lecture Hall</td>
<td>SA, DaV, S, Harassment</td>
</tr>
</tbody>
</table>

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Calvin College offered the following ongoing awareness and prevention programs for employees in 2015:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safer Spaces (held for Administrative Assistants)</td>
<td>3/26 and 3/27/15</td>
<td>Spoelhof 300</td>
<td>SA, Harassment</td>
</tr>
<tr>
<td>SAPT Led Chapel</td>
<td>4/9/15</td>
<td>Chapel</td>
<td>Panel Discussion SA/DaV/S</td>
</tr>
<tr>
<td>Campus Climate Survey on Sexual Assault</td>
<td>4/9/15</td>
<td>Commons Annex Lecture Hall</td>
<td>Climate Survey SA/DaV/S</td>
</tr>
<tr>
<td>Safer Spaces (held for Department Chairs)</td>
<td>4/2015</td>
<td>Alumni Board Room</td>
<td>SA, Harassment</td>
</tr>
<tr>
<td>April Sexual Assault Restroom Campaign</td>
<td>April -2015</td>
<td>All restrooms</td>
<td>SA</td>
</tr>
<tr>
<td>Take A Stand Against Sexual Violence (pledge form)</td>
<td>4/30/15</td>
<td>Johnny’s</td>
<td>SA, DaV</td>
</tr>
<tr>
<td>Prayer for victim-survivors and for community response.</td>
<td>4/30/15</td>
<td>Commons Lawn</td>
<td>SA, DaV</td>
</tr>
<tr>
<td>You Are Not Alone</td>
<td>11/11/15</td>
<td>Commons Lecture Hall</td>
<td>SA, DaV, S, Harassment</td>
</tr>
<tr>
<td>Women’s Self Defense</td>
<td>11/18/15</td>
<td>Commons Lecture Hall</td>
<td>SA, DaV, S, Harassment</td>
</tr>
<tr>
<td>Consent and Rape Culture Watch</td>
<td>11/5/15</td>
<td>Commons Lecture Hall</td>
<td>SA, DaV, S, Harassment</td>
</tr>
<tr>
<td>Campus SaVE Act Training</td>
<td>10/22/15</td>
<td>Steen Conference Room</td>
<td>Harassment, SA</td>
</tr>
<tr>
<td>Campus SaVe Act, Title IX &amp; Sexual Misconduct, Sexual Harassment</td>
<td>Online – Fall/2015</td>
<td>N/A</td>
<td>SA, DaV, S, Harassment</td>
</tr>
</tbody>
</table>

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

C. Procedures for Reporting a Complaint

Through its Safer Spaces Policy, Calvin College has procedures in place 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 college and within the larger community (off campus) as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Calvin College will make such accommodations, if the victim

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2 This document will use “victim” and “complainant” and “perpetrator” and “accused party” interchangeably. Each institution needs to use language consistent with their institutional policies.
requests them and if they are reasonable 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 the title IX Coordinator or one of the following Safer Spaces Coordinators:

- **Title IX Coordinator**
  Todd Hubers, Vice President of People, Strategy and Technology
  Spoelhof Center room 386
  616.526.8754
  thubers@calvin.edu

- **Situations involving Students**
  Jane Hendriksma, Dean of Students for Judicial Affairs
  Spoelhof Center room 364
  jhendrik@calvin.edu
  (616) 526-6117

- **Situations involving Staff**
  Deirdre Honner, Director of Employee Relations and Organizational Development
  Spoelhof Center room 340
  dhonner@calvin.edu
  (616) 526-6737

- **Situations involving Faculty**
  William Katerberg, Academic Dean
  Spoelhof Center room 331
  wkaterbe@calvin.edu
  (616) 526-7322

- **Diversity and Inclusion Representative**
  Michelle Lloyd-Paige, Executive Associate to the President
  Spoelhof Center room 384
  lopa@calvin.edu
  (616) 526-8703

- **Athletics Representative**
  Nancy Meyer, Athletic Director
  Spoelhof Fieldhouse Complex 219
  meyn@calvin.edu
  (616) 526-6224

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. In the State of Michigan a victim of a sexual assault is not

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3 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
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 College 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. The Campus Safety Department will assist any victim with notifying local police if they so desire. The Grand Rapids Police Department may 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: http://grcity.us/police-department/Pages/default.aspx. Calvin College also has portions of its campus located in East Grand Rapids and Kentwood police jurisdictions. If an incident occurs in East Grand Rapids, the East Grand Rapids Public Safety Department may be reached by calling 616-949-7010. If an incident happens in Kentwood, the Kentwood Police Department may be reached by calling 616-698-6580.

A complaint can be made by calling, writing or coming into the Safer Spaces coordinator’s office to report in person as well as at the Campus Safety Department (if the victim so desires.) Calvin College 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 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 a Safer Spaces coordinator, listed below are the procedures that Calvin College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

4 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.
<table>
<thead>
<tr>
<th>Incident Being Reported:</th>
<th>Procedure Institution Will Follow:</th>
<th>Evidentiary Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Assault (Sexual Misconduct)</td>
<td>1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with medical care.&lt;br&gt;2. Institution will assess immediate safety needs of complainant.&lt;br&gt;3. Institution will assist complainant with contacting local police if complainant requests AND complainant with contact information for local police department.&lt;br&gt;4. Institution will provide complainant with referrals to on and off campus mental health providers.&lt;br&gt;5. Institution will assess need to implement interim or term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties.&lt;br&gt;6. Institution will provide a “No Trespassing” directive to accused party if deemed appropriate.&lt;br&gt;7. Institution will provide written instructions on how to apply for a protective order.&lt;br&gt;8. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.&lt;br&gt;9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.&lt;br&gt;Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting the investigation.</td>
<td>Preponderance of the evidence</td>
</tr>
<tr>
<td>Stalking</td>
<td>1. Institution will assess immediate safety needs of complainant.&lt;br&gt;2. Institution will assist complainant with contacting local police if complainant requests and complainant provided with contact information with local police department.&lt;br&gt;3. Institution will provide written instructions on how to apply for Protective Order.&lt;br&gt;4. Institution will provide written information to complainant on how to preserve evidence.&lt;br&gt;5. Institution will assess need to implement interim or</td>
<td>Preponderance of the evidence</td>
</tr>
</tbody>
</table>
### D. 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 College 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
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/(S(j0ktr4rt31qkzvelnswk2ozn))/documents/mcl/pdf/mcl-87-1985-1.pdf

Personal Protection Orders

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 College will assess the 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 College 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 17th 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:
(a) "Course of conduct" means a pattern of conduct composed of a series of 2 or more separate noncontinuous 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.

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Calvin College 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 college 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.

If a student victim request changes to their academic, living, transportation and/or working situations or protective measures, they should contact Jane Hendriksma, Dean of Student Conduct whose office is located in Spoelhof Center Room 365. The Dean of Student Conduct can also be contacted by calling 616-526-6117 or through e-mail at jhendrik@calvin.edu. If an employee victim requests changes to their working situation and/or requires protective measures, they should contact Deirdre Honner, Director of Employee Relations and Organizational Development whose office is located in Spoelhof Center Room 340. The Director of Employee Relations and Organizational Development can also be contacted by calling 616-526-6737 or through e-mail at d honner@calvin.edu.

On and Off Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Calvin College 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:
Resources for victims of domestic violence, dating violence, sexual assault & stalking (On-Campus)

<table>
<thead>
<tr>
<th>Counseling</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Services</td>
<td>Hoogenboom Health and Recreation Center, Room 181</td>
<td>616-526-6187</td>
</tr>
<tr>
<td>Campus Safety Department</td>
<td>Mail and Print Building Room 200</td>
<td>616-526-6452</td>
</tr>
<tr>
<td>Broene Counseling Center</td>
<td>Spoelhof College Center, Room 366</td>
<td>616-526-6123</td>
</tr>
<tr>
<td>Safer Spaces Coordinator Jane Hendriksma</td>
<td>Spoelhof College Center, Room 364</td>
<td>616-526-6117</td>
</tr>
<tr>
<td>Safer Spaces Coordinator Deirdre Honner</td>
<td>Spoelhof College Center, Room 340</td>
<td>616-526-6737</td>
</tr>
<tr>
<td>Safer Spaces Coordinator Michelle Loyd-Paige</td>
<td>Spoelhof College Center, Room 384</td>
<td>616-526-8703</td>
</tr>
<tr>
<td>Safer Spaces Coordinator Nancy Meyer</td>
<td>Spoelhof Fieldhouse Complex, Room 219</td>
<td>616-526-6224</td>
</tr>
<tr>
<td>Safer Spaces Coordinator William Katerberg</td>
<td>Spoelhof College Center, Room 383</td>
<td>616-526-6047</td>
</tr>
<tr>
<td>Visa and Immigration Coordination Admissions &amp; Financial Aid Office</td>
<td>Spoelhof College Center, Room 264</td>
<td>616-526-6897</td>
</tr>
<tr>
<td>Judicial Affairs – Student Life</td>
<td>Spoelhof College Center, Room 364</td>
<td>616-526-6116</td>
</tr>
<tr>
<td>I Will Report It – Sexual harassment reporting phone line</td>
<td>N/A</td>
<td>616-526-IWRI (4974)</td>
</tr>
<tr>
<td>Sexual Assault Prevention Team</td>
<td>Spoelhof College Center, Room 366</td>
<td>616-526-6123</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Youngsma Center, Room 240</td>
<td>616-526-6495</td>
</tr>
<tr>
<td>Campus Ministries</td>
<td>Commons Annex 150</td>
<td>616-526-8861</td>
</tr>
</tbody>
</table>

Resources for victims of domestic violence, dating violence, sexual assault & stalking (Off-Campus)

<table>
<thead>
<tr>
<th>Counseling</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>YWCA Nurse Examiner Program</td>
<td>25 Sheldon Blvd. SE Grand Rapids, Mi. 49503</td>
<td>616-776-7273</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24 hrs.</td>
</tr>
<tr>
<td>YWCA Domestic Crisis Center</td>
<td>25 Sheldon Blvd. SE Grand Rapids, Mi. 49503</td>
<td>616-451-2744</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24 hrs.</td>
</tr>
<tr>
<td>YWCA Men Choosing Alternatives to Violence</td>
<td>25 Sheldon Blvd. SE Grand Rapids, Mi. 49503</td>
<td>616-459-4652</td>
</tr>
<tr>
<td>Safe Haven Ministries</td>
<td>3501 Lake Eastbrook Blvd. SE Suite 335</td>
<td>616-452-6664</td>
</tr>
<tr>
<td></td>
<td>Grand Rapids, Mi. 49645</td>
<td>24 hrs.</td>
</tr>
<tr>
<td>Adult Protective Services of Kent County</td>
<td>121 Franklin Street SE Grand Rapids, Mi. 49507</td>
<td>616-248-9600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>24 hrs.</td>
</tr>
<tr>
<td>Service</td>
<td>Address</td>
<td>Phone</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------------------------------------</td>
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</tr>
<tr>
<td>Victim Witness of Kent County</td>
<td>180 Ottawa Ave. NE Suite 5400</td>
<td>1-877-451-8115</td>
</tr>
<tr>
<td></td>
<td>Grand Rapids, Mi. 49503</td>
<td></td>
</tr>
<tr>
<td>Network 180 Mental Health Services</td>
<td>790 Fuller Ave. NE</td>
<td>616-336-3909 24 hrs.</td>
</tr>
<tr>
<td></td>
<td>Grand Rapids, Mi. 49503</td>
<td></td>
</tr>
<tr>
<td>17th Circuit Court Personal Protection Orders Department</td>
<td>180 Ottawa Ave. NE Suite 3500</td>
<td>616-632-5071</td>
</tr>
<tr>
<td></td>
<td>Grand Rapids, Mi. 49503</td>
<td></td>
</tr>
<tr>
<td>Pine Rest Christian Mental Health Services</td>
<td>300 68th Street SE</td>
<td>1-800-678-5500 24 hrs.</td>
</tr>
<tr>
<td></td>
<td>Grand Rapids, Mi. 49501</td>
<td></td>
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<tr>
<td>Forest View Mental Health Hospital</td>
<td>1055 Medical Park Dr. SE</td>
<td>1-800-949-8439</td>
</tr>
<tr>
<td></td>
<td>Grand Rapids, Mi. 49546</td>
<td></td>
</tr>
<tr>
<td>Legal Aid of West Michigan</td>
<td>89 Ionia NW Suite 400</td>
<td>1-800-442-2777</td>
</tr>
<tr>
<td></td>
<td>Grand Rapids, Mi. 49503</td>
<td></td>
</tr>
<tr>
<td>Legal Assistance Center</td>
<td>180 Ottawa Ave NW Suite 5100</td>
<td>616-632-6014</td>
</tr>
<tr>
<td></td>
<td>Grand Rapids, Mi. 49503</td>
<td></td>
</tr>
<tr>
<td>Lawyer Referral Service</td>
<td>N/A</td>
<td>616-632-6000</td>
</tr>
<tr>
<td>Dioceses of Grand Rapids Immigration Legal Services</td>
<td>213 Sheldon Blvd. SE</td>
<td>616-551-4746</td>
</tr>
<tr>
<td></td>
<td>Grand Rapids, Mi. 49503</td>
<td></td>
</tr>
<tr>
<td>Hispanic Center of Western Michigan</td>
<td>1204 Grandville Ave. SE</td>
<td>616-742-0200</td>
</tr>
<tr>
<td></td>
<td>Grand Rapids, Mi. 49503</td>
<td></td>
</tr>
<tr>
<td>Justice for Our Neighbors West Michigan - United Methodist Committee on Relief</td>
<td>207 East Fulton Street</td>
<td>616-301-7461</td>
</tr>
<tr>
<td></td>
<td>Grand Rapids, Mi. 49503</td>
<td></td>
</tr>
<tr>
<td>Mercy Health – Saint Mary’s Hospital</td>
<td>200 Jefferson Ave. SE</td>
<td>616-685-6789</td>
</tr>
<tr>
<td></td>
<td>Grand Rapids, Mi. 49503</td>
<td></td>
</tr>
<tr>
<td>Spectrum Health – Blodgett Hospital</td>
<td>1840 Wealth St. SE</td>
<td>616-774-7444</td>
</tr>
<tr>
<td></td>
<td>Grand Rapids, Mi. 49506</td>
<td></td>
</tr>
<tr>
<td>Spectrum Health – Butterworth Hospital</td>
<td>100 Michigan St. NE</td>
<td>616-391-1774</td>
</tr>
<tr>
<td></td>
<td>Grand Rapids, Mi. 49503</td>
<td></td>
</tr>
<tr>
<td>Metro Health Hospital</td>
<td>5900 Byron Center Ave. SW</td>
<td>616-252-7200</td>
</tr>
<tr>
<td></td>
<td>Wyoming, Mi. 49519</td>
<td></td>
</tr>
<tr>
<td>Grand Rapids Police Department</td>
<td>1 Monroe Center NW</td>
<td>616-456-3400</td>
</tr>
<tr>
<td></td>
<td>Grand Rapids, Mi. 49503</td>
<td></td>
</tr>
<tr>
<td>East Grand Rapids Public Safety Department</td>
<td>770 Lakeside Drive SE</td>
<td>616-949-7010</td>
</tr>
<tr>
<td></td>
<td>East Grand Rapids, Mi. 49506</td>
<td></td>
</tr>
<tr>
<td>Kentwood Police Department</td>
<td>4742 Walma Ave SE</td>
<td>616-698-6580</td>
</tr>
</tbody>
</table>
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.”

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 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, or 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)

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.

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5 Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse
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 cab 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.).

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. "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.
E. Adjudication of Violations

Whether or not criminal charges are filed, Calvin College or a person may file a complaint under the Safer Spaces Policy and the Student Conduct Code, alleging that a student or employee violated Calvin College’s Policy related to domestic violence, dating violence, sexual assault or stalking. A Safer Spaces investigator in conjunction with a coordinator will use the following steps to investigate and adjudicate a complaint.

When a report is received the Safer Spaces 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 Safer Spaces 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.

The college 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. The Safer Spaces Policy provides the following process:

Filing a Complaint

This Policy provides several choices for filing a complaint for any Title IX violation for gender based harassment and discrimination. Any member of the Calvin community or any visitor to the community who believes that the Safer Spaces policy has been violated is encouraged to contact the SSA or one of the Safer Spaces coordinators. It is also possible for employees to notify a supervisor, or for students to notify an administrator or faculty member. Members of the college community also may contact Campus Safety. Campus Safety will in turn notify the appropriate Safer Spaces coordinator who will in turn notify the Safer Spaces administrator (SSA) promptly, generally within twenty-four hours or less. The college’s Safer Spaces complete policy can be found at http://calvin.edu/about/safer-spaces/. The college’s online

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6 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 “College” may assume the role of the complainant.
reporting form link can be accessed at [https://www.calvin.edu/about/safer-spaces/report.html](https://www.calvin.edu/about/safer-spaces/report.html) or the hotline telephone number I Will Report It designated message line at 616-526-IWRI (616-526-4974) also can serve to initiate a complaint. However, anonymous reports often limit the college’s ability to understand and respond to situations. Students are encouraged to discuss their report or situation with a trusted person who can offer support and direction.

Persons who are victims of a crime or who are experiencing trouble with another person are encouraged to meet with a Safer Spaces Coordinator to discuss any concerns or hesitations about making a report and to learn more about the options and support available in their specific situation.

In addition to reporting acts of harassment, discrimination and retaliation internally to the SSA, students, faculty, and staff are also encouraged to report any and all suspected and/or actual criminal activity (accurately and promptly), to the office of campus safety or local law enforcement authorities.

**Complaint Intake**

Following receipt of notice or a complaint, the SSA or designated coordinator will promptly assign a Calvin Safer Spaces Committee (CSSC) member to work as an advisor to the person who reported the complaint; alternatively, the complainant may choose from the CSSC pool or choose a non-trained advisor from within the College community, if preferred, or proceed without an advisor. The coordinator will meet with the reporting party, explain process and options, answer questions/address concerns, consider interim remedies and review resources and support. The SSA 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 cause by the SSA or Safer Spaces coordinators with 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 College aims to complete all investigations within a 60 business day time period, which can be extended as necessary for appropriate notice to the parties.

**Selecting an Advisor**

Reporting and responding parties may elect to have an advisor accompany them to meetings related to the college disciplinary process and in the Safer Spaces report resolution process. Parties may choose an advisor from within the Calvin College community (current student, staff or faculty member). In cases addressing reports of dating violence, domestic violence, sexual assault, or stalking, parties may elect to have a privately contracted attorney serve as their advisor.

**The Role of Advisor**

Reporting and responding parties are required to provide advance notice of advisor’s name/contact information and to seek prior approval for advisor’s attendance. Advisors may accompany students to meetings and provide quiet advice to the student. Advisors do not directly participate in meetings or ask/answer questions on behalf of the student. The college will make reasonable accommodation for an advisor’s schedule. The college reserves the right to remove disruptive advisors from participation in the process.

**Amnesty for Reporting Prohibited Misconduct**

Calvin College seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. The college recognizes that an individual who has been drinking or using drugs 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 college for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that the specific incident has not come to the college’s attention via normal reporting channels and/or any such violations did not and do not place the health or safety of any other person at risk. The college may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

Bystander Intervention

Calvin College 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 college and protected from retaliation.

False Complaints

Calvin College 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 CSSC persons 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 SSA may utilize outside assistance in conducting an investigation.

The SSA will notify the President and appropriate Vice-Presidents when an investigation begins and update them as needed throughout the process.

Please note: Membership of the Calvin Safer Spaces Committee (CSSC) is communicated annually to campus members, prospective students, their parents, and prospective employees. The list of CSSC members can be found at http://www.calvin.edu/about/safer-spaces/. The SSA, in consultation with the PSC, recommends faculty CSSC appointments to the President. The SSA, in consultation with the college Vice-Presidents, recommends staff CSSC appointments to the President.

Members of the CSSC are trained in all aspects of the resolution process and can serve as investigators and as members of the Calvin Hearing Panel (CHP). CSSC members 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. Once trained, are required to attend annual refresher trainings. In 2015, training covered LGBQT+, Clery, Title IX, athletics, investigations, and process. The coordinators and investigators were also informed about webinars that became available regarding VAWA issues.

Results of Investigation

The SSA/Coordinator will review the results of the investigation to confirm that the investigation has been fair, objective, impartial, and thorough and that College policies have been followed. The victim and the accused will be notified simultaneously, in writing, of any initial, interim and final decision of any disciplinary proceeding. The investigators will prepare a Report of Results of Investigation (RRI). The
format and degree of detail of the RRI will be appropriate to the Complaint Resolution process that is likely to be, or has been, selected by the SSA. The SSA/Coordinator may direct that the RRI 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 RRI will be the primary evidence that is submitted at the hearing and upon which the decision will be based. Accordingly, the RRI 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 SSA or designated coordinator, will decide on the next step(s) which may include:

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

**Conflict Resolution**

This process may be selected by the SSA/Coordinator 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 SSA and the respondent on findings, sanctions and remedies. The complainant is also informed of the outcome of a resolution without a hearing. Both parties are entitled to appeal based on the process outlined in the safer spaces policy.

**Hearing**

If either party contests the facts gathered, then the process will move to a hearing as described below.

**Hearings:**

a. Calvin Hearing Panel (CHP) - The SSA/Coordinator will appoint a Chair and two additional members of the CSSC, none of whom have been previously involved with the complaint, to serve on the CHP. The SSA will consider the roles and functions of CHP members to ensure the panel has the necessary expertise to make sound judgments.

b. Written charges –charges will be made in writing by the SSA/Coordinator and will include the following:
   - A list of the policies allegedly violated
   - The RRI, 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, the appropriate VPs, and in the case of a faculty member, the department chair. In the case of a faculty member, the PSC and the President 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 college officials
- To have an advisor during the process. An advisor may accompany either party to an interview or hearing but may not otherwise address or participate in the process.
- To respond to all evidence, specifically including the opportunity to review and respond to the contents of the RRI.
- To a decision by the CHP 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 CHP may confer with the SSA regarding such request, the request should not allowed to delay or distract the hearing process.

Interim Actions and Remedies

At any stage of the process the SSA/Coordinator, ordinarily in consultation with the applicable supervisory vice president(s) 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 College community;
- Support the Complaint and Investigation Process;
- Otherwise support the goals, objectives and best interests of the College 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.

Calvin Hearing Panel's Recommendation, Findings and Sanctions

The Calvin Hearing Panel (CHP) will conduct its deliberations in closed session and will base its recommended findings and sanctions solely on the evidence. The CHP will prepare its written Recommended Findings and Sanctions (RFS) based on the “preponderance of evidence” standard. The RFS will address each of the alleged policy violations and will list recommended sanctions. The RFS will be provided in writing to the Safer Spaces Administrator (SSA), who will determine and confirm that the hearing procedure and the RFS is consistent with and has followed College policies. Once the SSA has endorsed the RFS as following proper procedures, the SSA will distribute the RFS to the following: The complainant, the respondent, the appropriate VPs, and the President. If the respondent is a faculty member, the RFS should also be provided to the PSC.

Appeals

Where an appeal is permitted under the applicable policy, the victim and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding.

All requests for appeal considerations must be submitted in writing within 14 days to the SSA/Coordinator.
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 imposed are substantially disproportionate to the severity of the violation.

A three-member panel, chosen by the SSA and constituted following the process for the first hearing panel, who were not involved in the complaint previously, will consider all appeal requests. Appeal decisions will be delivered in writing to both parties within seven (7) days of the decision. Once an appeal is decided, the outcome is final and binding: further appeals are not permitted.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the college’s policy against Sexual Harassment, located at http://www.calvin.edu/admin/hr/handbook/employment/#college in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the Student Conduct Code (located at http://calvin.edu/directory/policies/student-conduct-code) and the Safer Spaces Policy (located at http://www.calvin.edu/about/safer-spaces/).

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, Calvin College’s ability to respond to the complaint may be limited.

Confidentiality

Calvin College 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 Director of Academic Services, Tom Steenwyk, in Spoelhof Center 361F, by e-mail to steeto@calvin.edu, or by telephone at 616-526-6549.

Regardless of whether a victim has opted-out of allowing the college 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 college 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

7 "Hostile Environment" is the term used by Title VII in employment law as it relates to action taken against a person in retaliation of a complaint of sexual harassment or for cooperating with a sexual harassment investigation. Under Title IX, the term used is "retaliation." Institutions may choose to provide both terms for clarification although it is not required.
stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

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. College sanctions including disciplinary suspension and a letter of no-trespass for confirmed violations of the sexual misconduct policy. Disciplinary probation up to disciplinary suspension with the possibility of the issuance of a letter of no contact or a letter of no-trespass and/or mandated counseling or mentorship may be specified for instances of a confirmed violation of the policy related to domestic or dating violence. College sanctions including the issuance of a no contact rule or a no-trespass letter, mandated counseling or mentorship, personal probation, disciplinary probation up to disciplinary suspension may be specified for confirmed violations of the policy related to stalking. Calvin College may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions. College sanctions including disciplinary suspension and a letter of no-trespass for confirmed violations of the sexual misconduct policy.

Disciplinary probation up to disciplinary suspension with the possibility of the issuance of a letter of no contact or a letter of no-trespass and/or mandated counseling or mentorship may be specified for instances of a confirmed violation of the policy related to domestic or dating violence. College sanctions including the issuance of a no contact rule or a no-trespass letter, mandated counseling or mentorship, personal probation, disciplinary probation up to disciplinary suspension may be specified for confirmed violations of the policy related to stalking. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

<table>
<thead>
<tr>
<th>VAWA Violations</th>
<th>Possible Sanctions for Students</th>
<th>Possible Sanctions for Faculty</th>
<th>Possible Sanctions for Staff</th>
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<tr>
<td>Sexual Assault/Misconduct</td>
<td>Admonition, Warning, Warning Status, Personal Probation, Loss of Privileges, Fines (up to $500), Restitution, Restoration, Community Service, Parent/Guardian Notification, Disciplinary Sanctions, Disciplinary Probation, Suspension from Campus Housing, Disciplinary Suspension, College Expulsion, Academic Sanctions, and/or Provisional Suspension, No contact rule, Ban from campus, Mandated referrals</td>
<td>Verbal Warning, Written Reprimand, Disqualification from Privileges, *Suspension, Dismissal</td>
<td>Verbal Warning, Written Warning, Suspension without Pay, Demotion, Discharge/Termination</td>
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<tr>
<td>Domestic Violence</td>
<td>Admonition, Warning, Warning Status, Personal Probation, Loss of Privileges, Fines (up to $500), Restitution, Restoration, Community Service, Parent/Guardian Notification, Disciplinary Sanctions, Disciplinary Probation, Suspension</td>
<td>Verbal Warning, Written Reprimand, Disqualification from Privileges, Suspension, Dismissal</td>
<td>Verbal Warning, Written Warning, Suspension without Pay, Demotion, Discharge/Termination</td>
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<tr>
<td>Conduct</td>
<td>Sanctions</td>
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<td>from Campus Housing,</td>
<td>Disciplinary Suspension, College Expulsion, Academic Sanctions, and/or</td>
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<td>Academic Sanctions,</td>
<td>for reinstatement may include a reflection paper, mentoring, counseling</td>
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<td>and/or Provisional Suspension,</td>
<td>through the EAP, report from the EAP counselor indicating required goals</td>
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<td>No contact rule, Ban from</td>
<td>have been met, and a treatment plan.</td>
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<tr>
<td>campus, Mandated referrals</td>
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</table>

| Dating Violence               | Verbal Warning, Written Reprimand, Disqualification from Privileges,      |
| Admonition, Warning,          | Suspension, Dismissal                                                    |
| Warning Status, Personal      |                                                                           |
| Probation, Loss of Privileges,|                                                                           |
| Fines (up to $500), Restitution, |                                                                           |
| Restoration, Community Service,|                                                                           |
| Parent/Guardian Notification,|                                                                           |
| Disciplinary Sanctions,       |                                                                           |
| Disciplinary Probation,       |                                                                           |
| Suspension from Campus Housing,|                                                                           |
| Disciplinary Suspension,      |                                                                           |
| College Expulsion,            |                                                                           |
| Academic Sanctions, and/or    |                                                                           |
| Provisional Suspension,       |                                                                           |
| No contact rule, Ban from     |                                                                           |
| campus, Mandated referrals    |                                                                           |

| Stalking                      | Verbal Warning, Written Reprimand, Disqualification from Privileges,      |
| Admonition, Warning,          | Suspension, Dismissal                                                    |
| Warning Status, Personal      |                                                                           |
| Probation, Loss of Privileges,|                                                                           |
| Fines (up to $500), Restitution, |                                                                           |
| Restoration, Community Service,|                                                                           |
| Parent/Guardian Notification,|                                                                           |
| Disciplinary Sanctions,       |                                                                           |
| Disciplinary Probation,       |                                                                           |
| Suspension from Campus Housing,|                                                                           |
| Disciplinary Suspension,      |                                                                           |
| College Expulsion,            |                                                                           |
| Academic Sanctions, and/or    |                                                                           |
| Provisional Suspension,       |                                                                           |
| No contact rule, Ban from     |                                                                           |
| campus, Mandated referrals    |                                                                           |

*Suspension may be up to a month, paid or unpaid, based on the nature of the infraction. Requirements for reinstatement may include a reflection paper, mentoring, counseling through the EAP, report from the EAP counselor indicating required goals have been met, and a treatment plan.

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 College order of no contact, residence hall relocation, 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. 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 College.

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8 Applicable law requires that, when taking such steps to separate the complainant and the accused, the University 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.
Notification to Victims of Crimes of Violence

Calvin College 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’s 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 their website at http://www.communitynotification.com/cap_main.php?office=55242/


REPORTS

THE ANNUAL SECURITY REPORT – DISCLOSURE OF CRIME STATISTICS

Calvin College Campus Safety Department prepares an annual report 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, the department of Judicial Affairs, Campus Security Authorities., local law enforcement agencies (Kentwood, East Grand Rapids Public Safety Department, Grand Rapids Police Department, Kent County Sheriff Department, Montcalm County Sherriff 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, Human Resources or the Admissions 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:
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. (Drunkenness 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.
Geography Definitions (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 residence halls; 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) Any 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 PUBLIC CRIME 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 College.

The daily Clery Act Public Crime 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 Crime Log and Fire Log online each business day. This 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
ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act (HEOA) requires two safety-related requirements from institutions that participate in federal student financial aid programs. These two requirements are:

1) 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 College complies with this rule by including all fire-related incidents on line daily in the Clery Act Public Crime 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. A paper copy of the Clery Fire Log is maintained at the Campus Safety Department front desk, and is available for review upon request.

2) ANNUAL FIRE SAFETY REPORT

Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. Calvin College complies 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 education and training programs; 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 any building, community members should immediately notify Campus Safety by dialing the emergency number #3333 from any campus phone or (616) 526-3333 from any cell phone. Campus Safety will respond to the scene as well as contact the Grand Rapids Fire Department to respond. 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.

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 at designated gathering places. Emergency Liaisons will assist with evacuations. 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 the 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/Systems

All residential buildings and academic buildings 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.
Health and Safety Inspections

Resident Assistants go through each room to make sure all room lights are turned off, windows closed, and all plugs are removed from the outlets while the residence halls are closed during winter break. Residents are notified beforehand of the process. In addition, Resident Assistants check for any observable safety violations or conditions which may be detrimental to the health or well-being of the community. Examples of these violations may include; unauthorized door locking, tampering with safety equipment, etc. Conditions warranting follow-up are reported to the Residence Life office and/or Physical Plant staff. The Residence Life staff communicates with the residents involved and applies sanctions when necessary. These sanctions can range from a fine, probation, to expulsion from campus housing. The Residence Life staff documents such follow-up.

PLANS FOR FUTURE IMPROVEMENTS TO FIRE SAFETY

Calvin College is continually looking for opportunities to improve fire safety on campus as well as to upgrade fire systems on campus. The fire systems on campus are evaluated and upgraded as needed and/or required. The following fire safety improvements are planned to be implemented over the course of the next 6 years. As deficiencies or improvements are identified, they are added to this list and prioritized.

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<th>RESIDENCE HALL</th>
<th>PLANNED IMPROVEMENT</th>
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<tr>
<td>Boer Bennink</td>
<td>Installing full fire sprinkler system</td>
<td>September 30, 2017</td>
</tr>
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<td>Noordewier Vander Werp</td>
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<td>September 30, 2018</td>
</tr>
<tr>
<td>Rooks Van Dellen</td>
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<td>September 30, 2019</td>
</tr>
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<td>Kalsbeek Huizenga van Reken</td>
<td>Installing full fire sprinkler system</td>
<td>September 30, 2021</td>
</tr>
</tbody>
</table>

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 residence halls and 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. Please note, most residence halls and apartments are not equipped with sprinkler systems.

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.

**Partial sprinkler systems**: Defined as having sprinklers in the common areas only.

**Full sprinkler systems**: Defined as having sprinklers in both the common areas and individual rooms.

**Emergency Evacuation (Fire) Drills**:

The number of supervised scheduled drills or actual events at campus residence halls, and apartments are facilitated by the Campus Safety Department in conjunction with Residence Life and the Grand Rapids Fire Department. One (1) time each year drills are administered in all academic buildings, and one time per semester drills are administered in the residence halls and apartments. The drills are conducted 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.

**Fire Alarms Monitored By Campus Safety**:

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.

**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 College or City of Grand Rapids to occupants of residence halls and apartments concerning fire prevention and preparedness. Resident Directors and Resident Assistants receive instruction on the proper use of a fire extinguisher and fire preparedness. On campus students receive information on fire procedures, fire alarms and smoke detectors found in the *Residence Hall Living* booklet. Fire escape maps are found on the back of each residence room and apartment door. Evacuation routes are also posted in classroom/department areas.

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

- Candles, incense, and electric potpourri pots are prohibited. In addition to the risk of fire, these items produce aromas which are difficult to contain in one area.
Smoking is not permitted anywhere in the residence halls.
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. A fine will be levied for tampering with or relocating the smoke detector. The college Physical Plant staff may undertake periodic room checks to make certain that the units are operating properly.
Floor and desk lamps are permitted but must be UL approved. The college 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 residence halls must be kept clean and may not be used for storage. Items left in the halls are subject to a fine and removal by maintenance staff.
Tampering with fire extinguishers, fire alarms, smoke detectors, or emergency procedure signs in or around the residence hall are prohibited. Violators are subject to a $500 fine and possible suspension.

Rules Regarding Portable Electric Appliances in Student Housing Facilities

Hot plates, toasters, and all other small appliances except for coffee pots are prohibited in student rooms. One refrigerator is permitted per room as long as the refrigerator is not more than four feet in height. Space heaters are not allowed in the residence hall facilities.

Open Flames:
Fire, or smoke and flame producing items are prohibited in all campus buildings. Additionally, open flames (such as a bonfire) are prohibited on Calvin’s campus. Calvin has an Open Flame Policy as well as a form to request exemptions. This Open Flame Policy and the request for exemption form can be found on the Environmental Health and Safety site at: http://www.calvin.edu/admin/physicalplant/departments/ehs/policies/open-flames/open-flame.html

General Guidelines Regarding Fires/Fire Alarms

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 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.

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
### REPORTED FIRES FOR 2013 BY BUILDING LOCATION FOR ALL CALVIN COLLEGE ON CAMPUS RESIDENCE HALLS AND APARTMENTS

<table>
<thead>
<tr>
<th>Location</th>
<th>On-Campus Residence Halls</th>
<th>Total Fires</th>
<th>Fire Number</th>
<th>Date</th>
<th>Time</th>
<th>Cause</th>
<th>Number of Injuries that Required Treatment at Medical Facility</th>
<th>Number of Deaths</th>
<th>Value of Property Damaged</th>
<th>Incident Report Number</th>
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<th>On-Campus Apartments</th>
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<th>Fire Number</th>
<th>Date</th>
<th>Time</th>
<th>Cause</th>
<th>Number of Injuries that Required Treatment at Medical Facility</th>
<th>Number of Deaths</th>
<th>Value of Property Damaged</th>
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### REPORTED FIRES FOR 2015 BY BUILDING LOCATION FOR ALL CALVIN COLLEGE ON CAMPUS RESIDENCE HALLS AND APARTMENTS CONTINUED

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*Calvin College arranges overflow housing for students at the Ridgewood Apartment Complex

### RESIDENTIAL FIRE SAFETY AMENITIES BY BUILDING LOCATION FOR ALL CALVIN COLLEGE ON-CAMPUS RESIDENCE HALLS AND APARTMENT BUILDINGS

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<th>Number of Evacuation Drills Conducted Each Academic Year</th>
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*Calvin College arranges overflow housing for students at the Ridgewood Apartment Complex
### RESIDENTIAL FIRE SAFETY AMENITIES BY BUILDING LOCATION FOR ALL CALVIN COLLEGE ON-CAMPUS RESIDENCE HALLS AND APARTMENT BUILDINGS

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</table>

* Resident Facilities are a subset of On Campus Property
** Unfounded crimes can only be documented by certified law enforcement

NOTE: Calvin College had no reported hate crimes for the years 2013-15.
<table>
<thead>
<tr>
<th>TYPE OF CRIME</th>
<th>DATE</th>
<th>ON CAMPUS</th>
<th>*RESIDENTIAL FACILITY</th>
<th>NON CAMPUS</th>
<th>PUBLIC PROPERTY</th>
<th>**UNFOUNDED CRIMES</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>Weapons: Carrying, Possessing, etc.</td>
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<td>Weapons: Carrying, Possessing, etc.</td>
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</table>

* Resident Facilities are a subset of On Campus Property
** Unfounded crimes can only be determined by certified law enforcement agencies
REPORTING PROCESS

Calvin College complies with the Clery Act by compiling the required annual crime statistics and making them accessible in this annual Campus Security booklet. Additional booklets are available at the Calvin College Campus Safety Department and various offices throughout campus, as well as online: http://www.calvin.edu/go/security-report.

In addition, the Calvin College Campus Safety department reports the required annual statistics to the U.S. Department of Education. This information is available online: 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
TDD x-68483

Using an Off-Campus Phone (or cell phone)
Emergencies (On-Campus) 616-526-3333
Non-emergencies 616-526-6452
Escort Service 616-526-6452
TDD 616-526-8483
Silent Observer 616-774-2345
Email safety@calvin.edu
Website www.calvin.edu/campus-safety

Broene Counseling Center (Monday - Friday 8:00 am - 5:00 pm)
Using an On-Campus Phone x-66123
Using an Off-Campus Phone 616-526-6123
Irene Kraegel, Broene Center Counselor 616-526-7016
Sheri Rodriguez, Broene Center Counselor 616-526-7348

Health Services (Monday - Friday 8:00 am - 5:00 pm)
Non-emergency Medical Assistance (On-Campus) x-66187
Non-emergency Medical Assistance (Off-Campus) 616-526-6187
Dr. Laura Champion 616-526-6678

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
On-Call Resident Director 616-540-8732
YWCA Nurse Examiner 616-776-7273
Calvin’s Sexual Assault Prevention Team 616-526-6123
Irene Kraegel, Broene Center Counselor 616-526-7016
Nancy Van Noord, HPERDS Professor 616-526-6226
Dr. Laura Champion, Calvin Health Services 616-526-6678
Broene Counseling Center 616-526-6123

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

I Will Report It 616-526-IWRI (526-4974)
Title IX Coordinator – Todd Hubers 616-526-8754
Student Life Sexual Harassment Resource Page
http://www.calvin.edu/student-life/forms-policies/sexual-harassment.html

Additional Resources (Hours: 24-7)

National Domestic Violence Hotline 1-800-799-7233
National Council on Alcoholism and Drug Dependence 1-800-NCA-CALL
Rape, Abuse and Incest National Network 1-800-656-4673
National Center on Drug Abuse Hotline 1-800-662-HELP

Non-Emergency Numbers

Grand Rapids Fire Department 616-456-3900
Grand Rapids Police Department 616-456-3400
East Grand Rapids Public Safety Dept. 616-949-7010
Kentwood Police Department 616-698-6580
Kent County Sheriff’s Department 616-632-6100

Local Emergency Rooms

Spectrum Blodgett Hospital 616-774-7444
Spectrum Butterworth Hospital 616-391-1774
Metro Hospital 616-252-7200
Saint Mary’s Hospital 616-685-6789

Mental Health Counseling Services

Broene Counseling Center 616-526-6123
Network 180 616-336-3909
Pine Rest 616-455-9200
Forest View 616-942-9610
Help Crisis Line 616-459-2255
Suicide Hot Line 1-800-273-TALK

Sex Offender Registry Information

State of Michigan www.mipsor.state.mi.us
Family Watch Dog www.familywatchdog.us

Courts

17th Circuit Court – Kent County 616-632-5067
Personal Protection Order
http://www.accesskent.com/Courts/17thcc/ppo.htm
61st District Court Grand Rapids 616-632-5700
62-A District Court Wyoming 616-257-9814
62-B District Court Kentwood 616-554-0711
63rd District Court 616-632-7770
Kent County Prosecutor 616-632-6710
Other Resources in Area

Kent County Victim Witness 616-632-5400
Legal Aid of West Michigan 616-774-0672
Kentwood Police Crime Mapping
Grand Rapids Police Crime Mapping

https://www.crimereports.com/
http://www.crimemapping.com/map.aspx