

2018 Annual Security & Fire Safety Report

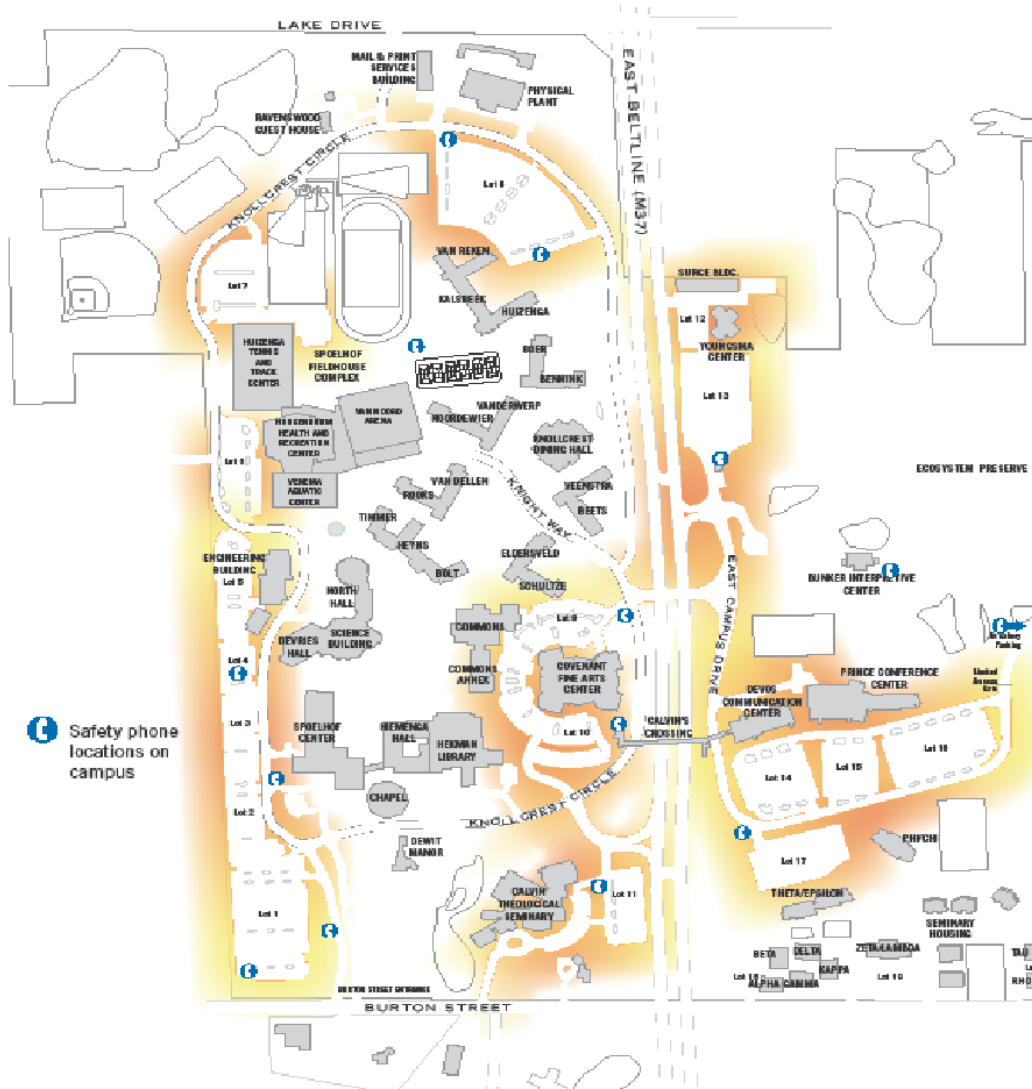
Calvin Theological Seminary

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

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



Calvin Campus Safety Phone Map



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

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From the Facilities Manager...

Dear Calvin Seminary Students and Families,

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



Picture by Deborah Hoag

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

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

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

Sincerely,
Jim Lakin, Facility Manager

Campus Safety Department

Because the Seminary shares part of the campus with Calvin College, it is good to know who they are. Campus Safety Department consists of a Director, an Assistant Director, a Systems Analyst, an Office Manager, four Patrol Supervisors, six Patrol Officers, eight Student Security Officers, and fifteen Student Dispatchers. The patrol supervisors and patrol officers 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 and patrol officers oversee the student security officers and their functions for the department. Student Security Officers are unarmed student employees who conduct building checks to ensure the security of campus buildings after they are closed. They check on the validity of persons in closed buildings and observe buildings for signs of intrusion and mechanical failures. Student security officers will also provide escort service every night from dusk to dawn.

Under Michigan State law section 764.16, Campus Safety arrest powers are limited to the authority given to a private citizen to 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 that 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 Clergy 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 near 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 Dean of Students staff enforce the campus-wide ban on possession and use of illegal drugs. Possession of dangerous weapons or firearms anywhere on campus, including the apartments, is a violation of the Student Conduct Code.

Student patrol officers receive training in basic campus safety officer procedures, emergency medical procedures, and CPR. Campus Safety patrol officers are unarmed with the exception of select patrol supervisors who are armed through a provision of Public Act 330 (Private Security Business and Security Alarm Act of 1968). They conduct foot and vehicular patrols of the campus and residence hall areas 24 hours a day. In addition, an on-campus escort service is provided in the evening and nighttime hours. Campus Safety patrol persons enforce all college and seminary rules and regulations. Local police are called in for any arrest relating to violations of city or state laws. The Campus Safety Department maintains a good working relationship with local, county, and state police agencies.

As a practice, local and state police agencies do not inform the college or seminary of criminal activity near the 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 and seminary community.

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

Services

A Safe and Secure Campus

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

Lighting

The campus maintained by 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 616-526-6452) or Seminary Facility Manager (extension 77107 or 616-957-7107).

Locking Buildings

- **Locking Apartment Buildings**

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

- **Locking Campus Buildings**

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

Maintenance

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

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

Crime Prevention

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

Video Surveillance

Calvin 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 Axon Personal Recording System to equip officers with the technology that is most capable of fulfilling their obligation and securing public trust. The implementation of the Axon Personal Recording System assists the Campus Safety Department in obtaining an ever increasingly, higher degree of enhanced accountability to the community they serve and protect. The personal recording device records select events, providing a visual and audio record to supplement an officer's report. Campus Safety employees assigned a personal recording device comply with the Calvin 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 <https://calvin.edu/directory/policies/bicycle-regulations>. Once a bike is registered, students, staff, and faculty must pick up a bike registration permit and display the permit on their bicycle.

Blue Safety Phones

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

Clery Public Log

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

Crime Prevention Programs

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

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

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

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

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

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.

Emergency Preparedness

Calvin Seminary is committed to the welfare of all of its community members--students, faculty, staff, neighbors and campus visitors. Adequate emergency planning and preparedness is one way Calvin Seminary meets this commitment. Emergency incidents beyond the most routine Level follow protocols of the Incident Command System (ICS), developed under the Federal Emergency Management Agency of the U.S. Department of Homeland Security. The 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 seminary and 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 change or update information on the rave notification system please see IT department help desk.

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 Seminary and 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 Seminary and Calvin College community, the College and Seminary have 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 Seminary and 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 Seminary and 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 Seminary and Calvin College 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 <https://calvin.edu/>. The larger community, including parents, neighbors, and other interested parties can access emergency information through the Calvin website (<https://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 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 Seminary and 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 Office Manager
 Campus Safety Operations Analyst
 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 seminary and 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 seminary and Calvin College 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 Seminary E-News for employees and 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 (<https://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. Campus Safety officers and designated College emergency liaisons are responsible for posting flyers in affected 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 Seminary E-News for employees and 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 Seminary's Emergency Response Plan can be viewed on the Seminary website or by accessing the following link: <http://www.calvinseminary.edu/community/safety-info/> . Building specific evacuation maps are posted in strategic locations in campus buildings.

Emergency preparedness plans are exercised on an annual basis. Tests for emergency response and evacuation procedures may be announced or unannounced. These exercises may include tabletop exercises, scenario responses and fire drills. The tests allow the 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 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

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 Dean of Students office. If the student is an on-campus resident the Campus Safety Department will secure authorization from Seminary officials to make a welfare entry into the student's apartment. If it is an off-campus student resident, the Campus Safety Department will inform and enlist the aid of the Dean of Students in addition to the law enforcement agency having jurisdiction.

Concurrently, seminary officials 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, 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 a counselor and/or health care professional.

If the student has not been located, notification to the family within 24 hours of receiving the initial report is made to determine if they know of the location of the student.

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 a representative of the seminary. 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 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.

Calvin Seminary Student Alcohol Policy

Calvin Seminary Student Alcohol Policy Statement

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

A. Standard of Conduct and Seminary Sanctions

Calvin Theological Seminary prohibits the unlawful possession, use, or distribution of drugs and alcohol by faculty, staff, and students on seminary property or as any part of seminary activities. Behavior that is either disruptive or illegal will result in dismissal.

B. Legal Sanctions

Municipal, state, and federal laws strictly outline penalties-including fines and jail terms-for the illegal use, possession, or distribution of alcohol and drugs.

C. Health Risks

The use of illicit drugs and the abuse of alcohol present health risks, such as addiction, acute and chronic illness, and death. Other risks associated with alcohol and drug use include impaired learning, violence, injuries, accidents, drunk driving, acquaintance rape, unwanted pregnancies, and sexually transmitted diseases.

D. Treatment Programs

Alcohol and drug information, referral, counseling, treatment, and rehabilitation programs are available to faculty, staff, and students through a variety of on- and off-campus resources. Some of these services and programs are without charge; others are covered by insurance or based on ability to pay. Students may obtain further information about available services by calling the Broene Center (526-6123). Employees may direct their inquiries to Human Resources (957-6097). Faculty, staff, and students with questions, concerns or problems related to the use of illicit drugs or the abuse of alcohol are urged to take immediate advantage of the help that is available. All members of the seminary community, however, must clearly understand that they jeopardize their education, their jobs, their health, and their future if they unlawfully possess, use, or distribute drugs or alcohol at Calvin Theological Seminary. Sanctions for such misconduct will be consistently enforced.

Prohibited Conduct

Unlawful possession, use or distribution of alcohol on seminary property or as any part of seminary activities, and any type of intoxication on or off college or seminary property is prohibited.

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 Seminary Student Drug Policy

Calvin Seminary Student Drug Policy Statement

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

A. Standard of Conduct and Seminary Sanctions

Calvin Theological Seminary prohibits the unlawful possession, use, or distribution of drugs and alcohol by faculty, staff, and students on seminary property or as any part of seminary activities. Behavior that is either disruptive or illegal will result in dismissal.

B. Legal Sanctions

Municipal, state, and federal laws strictly outline penalties-including fines and jail terms-for the illegal use, possession, or distribution of alcohol and drugs.

C. Health Risks

The use of illicit drugs and the abuse of alcohol present health risks, such as addiction, acute and chronic illness, and death. Other risks associated with alcohol and drug use include impaired learning, violence, injuries, accidents, drunk driving, acquaintance rape, unwanted pregnancies, and sexually transmitted diseases.

D. Treatment Programs

Alcohol and drug information, referral, counseling, treatment, and rehabilitation programs are available to faculty, staff, and students through a variety of on- and off-campus resources. Some of these services and programs are without charge; others are covered by insurance or based on ability to pay. Students may obtain further information about available services by calling the Broene Center (526-6123). Employees may direct their inquiries to Human Resources (957-6097). Faculty, staff, and students with questions, concerns or problems related to the use of illicit drugs or the abuse of alcohol are urged to take immediate advantage of the help that is available. All members of the seminary community, however, must clearly understand that they jeopardize their education, their jobs, their health, and their future if they unlawfully possess, use, or distribute drugs or alcohol at Calvin Theological Seminary. Sanctions for such misconduct will be consistently enforced.

Prohibited Conduct

Unlawful use, possession, purchase, distribution, sale, or manufacture of a controlled substance (including marijuana), designer drug, or drug paraphernalia is prohibited.

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 Seminary and 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 Seminary and 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> 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 Seminary Student Handbook <http://semlink.calvinseminary.edu/wp-content/uploads/Student-Handbook.pdf> and the Calvin Seminary Employee Handbook <https://sites.google.com/a/calvinseminary.edu/staff-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 Dean of Student Office or Human Resources.

Students with alcohol issues are encouraged to participate in an alcohol education 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.

Employee Substance Abuse Policy

Calvin Seminary and 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 Seminary and 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.

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

Employees who are convicted of any workplace related criminal drug activity are required to inform Calvin Seminary of such conviction within five days of their conviction. Notification must be made to the Human Resources Manager. Calvin Seminary and Calvin College 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 by a Seminary faculty member, the Seminary Faculty Status and Development 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.

If there is a violation of policy by a Seminary staff member, the Seminary President, Chief Financial and Operating Officer, Human Resources Manager and two Staff Council members appointed by the President 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 staff, such as the Mission Trip paid time off benefit.
3. Suspension for a period of one or more months unpaid with specified conditions for reinstatement.
4. Demotion from current position.
5. Discharge or termination.

Calvin Seminary and Calvin 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 Seminary and 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 Calvin Seminary and Calvin College may conduct unannounced searches for illegal drugs or alcohol anywhere in Calvin Seminary and Calvin College facilities or vehicles or on Calvin Seminary and Calvin College 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 Seminary and Calvin College maintain an employee assistance program through Pine Rest Christian Mental Health Services. 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-methylenedioxy-methamphetamine (ecstasy). GHB (gamma-hydroxybutyrate) can be a Schedule I or III drug, depending on its form.

Schedule II drugs have a currently accepted medical use in the United States, despite a high potential for abuse that may lead to severe psychological or physical dependence. Examples include opium, morphine, methadone, oxycodone, hydrocodone, codeine, some barbiturates, cocaine, amphetamines, and phencyclidine (PCP). Federal and State of Michigan penalties for selling Schedule I and II drugs vary with the type and quantity of the drug. Additionally, if death, rape, or serious injury is associated with the use of the drug and/or if it is a second offense, penalties are more severe.

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

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

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

Violation	Summary of Violation	Possible Penalties
OWI (drunk driving)	A person licensed or not, under the influence of alcohol, drugs, or both, driving in a public place.	First offense: misdemeanor, not more than 93 days in jail, and/or fine of \$100-\$500, and/or community service not more than 360 hours. As part of sentence, court may order suspension and/or restrictions of operator's license. Vehicle forfeiture or immobilization may also be required. Up to six points may be added to driver record. If the person has a blood alcohol content of 0.17 grams or more, the person is guilty of a felony punishable by not more than 20 years in prison and/or a fine of \$2,500-\$10,000.
Permitting person under the influence to drive	Allowing intoxicated person to drive in area open to the public	Misdemeanor: not more than 93 days in jail, or fine not less than \$100 or more than \$500, or both; vehicle can be impounded.
Minor possessing or transporting	Person under 21 years of age may	Misdemeanor: fine of not more

alcohol in motor vehicle	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.)	than \$100, and may be ordered to perform community service and undergo substance abuse screening and assessment at own expense; vehicle can be impounded for up to 30 days. License sanctions may also be imposed.
Operating while visibly impaired (OWVI)	A person driving in areas open to public while impaired from alcohol, drugs, or both.	First offense: community service for not more than 360 hours; and/or imprisonment for not more than 93 days; and/or a fine of not more than \$300. May be required to immobilize vehicle. Restrictions on driver license may also be imposed.
Operating with any presence of a Schedule I drug (OWPD)	A person driving in areas open to the public with any amount of a schedule I or other designated controlled substance in the body.	One or more of: community service for not more than 360 hours; imprisonment for not more than 93 days; or a fine of not less than \$100 or more than \$500. The vehicle may be ordered immobilized.
OWI causing death of another person	A person driving under the influence of alcohol or a controlled substance causes the death of another person.	Felony: Imprisonment of not more than 15 years, a fine of \$2,500-\$10,000, or both. Vehicle may be forfeited or immobilized.
OWI causing serious impairment	A person driving under the influence of alcohol or a controlled substance causes a serious impairment of a body function of another person.	Felony: Imprisonment for not more than 5 years, a fine of \$1,000-\$5,000, or both. Vehicle may be forfeited or immobilized
Purchase/possession/consumption or attempt to purchase/possess/consume by minor (MIP)	Person under 21 years of age may not purchase, possess, or consume alcohol.	Misdemeanor: first arrest, a fine of not more than \$100, or court-ordered diversion; second arrest, not more than \$200, and/or up to 30 days imprisonment if in violation of probation due to preceding violation or for failure to follow court orders regarding preceding violation; third or subsequent violation, fine of not more than \$500, and/or up to 60 days imprisonment if in violation of probation due to preceding violation or for failure to follow court orders regarding preceding violation. May be ordered to participate in substance abuse prevention or substance abuse treatment and rehabilitation services. May be ordered to perform community service and undergo substance abuse screening and assessment at own

		expense. Licensing sanctions may also be imposed. Refusal to take a breathalyzer test is a civil infraction with a \$100 fine.
Using false ID to purchase alcohol	A minor shall not use fraudulent identification to purchase alcohol, nor shall another individual furnish fraudulent identification to a minor.	Imprisonment for not more than 93 days, a fine of not more than \$100, or both.
Selling or furnishing alcohol to a minor	Alcohol shall not be sold or furnished to a minor.	First offense: a fine of not more than \$1,000 and imprisonment for not more than 60 days. Second or subsequent offense: a fine of not more than \$2,500 and imprisonment for not more than 90 days. Operator's or chauffeur's license may also be suspended. May be ordered to perform community service for any violation.
Consumption on public highway/open alcohol in vehicle	No alcoholic beverage can be consumed on public highways; no alcohol item can be open, uncapped, or seal broken in passenger area of vehicle.	Misdemeanor: not more than 90 days in jail, a fine of not more than \$500, or both. May be ordered to perform community service and undergo substance abuse screening and assessment at own expense. Licensing sanctions may also be imposed.
Disorderly person (intoxicated)	Intoxicated in public place and endangering the safety of another person or of property, or causing a disturbance.	Misdemeanor: not more than 90 days in jail, a fine of not more than \$500, or both.

Use of Weapons

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

Reporting a Crime

Suspicious Behavior on Campus

Calvin Seminary and Calvin 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 Seminary and 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 Seminary and Calvin College, or suspect that someone you know might be involved in a situation of harassment

or abuse, call the I Will Report It designated message line at 616-526-IWRI (616-526-4974). Students, faculty, and staff may call this line 24 hours a day, seven days a week, 365 days a year, and leave a recorded message. The Calvin Seminary and Calvin 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 Seminary and 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 35 of this Annual Security Report.

Confidential Reporting

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

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

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

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

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

Reporting Crimes at Non-Campus Locations

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

Help for Crime Victims

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

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

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

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

Calvin Seminary's policy governing sexual misconduct is under development. For a copy of the draft, contact Dean of Students Jeff Sajdak (616) 957-6042 or js036@calvinseminary.edu.

Definitions

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

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

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

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

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

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

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

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

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

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

- (P) "School district" means a general powers school district organized under the revised school code, 1976 PA 451, MCL 380.1 to 380.1852.
- (Q) "Sexual contact" includes the intentional touching of the victim's or actor's intimate parts or the intentional touching of the clothing covering the immediate area of the victim's or actor's intimate parts, if that intentional touching can reasonably be construed as being for the purpose of sexual arousal or gratification, done for a sexual purpose, or in a sexual manner for:
- i. Revenge.
 - ii. To inflict humiliation.
 - iii. Out of anger.
- (R) "Sexual penetration" means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, but emission of semen is not required.
- (S) "Victim" means the person alleging to have been subjected to criminal sexual conduct.

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

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

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

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home in which that other person is a resident and the sexual contact occurs during the period of that other person's residency. As used in this subdivision, "child care organization", "foster family home", and "foster family group home" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.

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

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

- (1) A person is guilty of criminal sexual conduct in the third degree if the person engages in sexual penetration with another person and if any of the following circumstances exist:
 - (a) That other person is at least 13 years of age and under 16 years of age.
 - (b) Force or coercion is used to accomplish the sexual penetration. Force or coercion includes but is not limited to any of the circumstances listed in section 520b (1) (f) (i) to (v).

- (c) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.
 - (d) That other person is related to the actor by blood or affinity to the third degree and the sexual penetration occurs under circumstances not otherwise prohibited by this chapter. It is an affirmative defense to a prosecution under this subdivision that the other person was in a position of authority over the defendant and used this authority to coerce the defendant to violate this subdivision. The defendant has the burden of proving this defense by a preponderance of the evidence. This subdivision does not apply if both persons are lawfully married to each other at the time of the alleged violation.
 - (e) That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school, and either of the following applies:
 - i. The actor is a teacher, substitute teacher, or administrator of that public school, nonpublic school, school district, or intermediate school district. This subparagraph does not apply if the other person is emancipated or if both persons are lawfully married to each other at the time of the alleged violation.
 - ii. The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
 - (f) That other person is at least 16 years old but less than 26 years of age and is receiving special education services, and either of the following applies:
 - i. The actor is a teacher, substitute teacher, administrator, employee, or contractual service provider of the public school, nonpublic school, school district, or intermediate school district from which that other person receives the special education services. This subparagraph does not apply if both persons are lawfully married to each other at the time of the alleged violation.
 - ii. The actor is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.
 - (g) The actor is an employee, contractual service provider, or volunteer of a child care organization, or a person licensed to operate a foster family home or a foster family group home, in which that other person is a resident, that other person is at least 16 years of age, and the sexual penetration occurs during that other person's residency. As used in this subdivision, "child care organization", "foster family home", and "foster family group home" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.
- (2) Criminal sexual conduct in the third degree is a felony punishable by imprisonment for not more than 15 years.

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

- (1) A person is guilty of criminal sexual conduct in the fourth degree if he or she engages in sexual contact with another person and if any of the following circumstances exist:
 - i. That other person is at least 13 years of age but less than 16 years of age, and the actor is 5 or more years older than that other person.
 - ii. Force or coercion is used to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the following circumstances:
 - i. When the actor overcomes the victim through the actual application of physical force or physical violence.
 - ii. When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute that threat.

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

Domestic Violence: Definition

The term “domestic violence” means:

- 1) Felony or misdemeanor crimes of violence committed—
 - a. By a current or former spouse or intimate partner of the victim;
 - b. By a person with whom the victim shares a child in common;
 - c. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - e. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- 2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

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

Dating Violence: Definition

The term “dating violence” means violence committed by a person

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

For the purposes of this definition-

- i. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- ii. Dating violence does not include acts covered under the definition of domestic violence.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Stalking: Definition

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

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

Michigan Criminal Law section 750.411h: Stalking.

- (1) As used in this section:
 - (a) "Course of conduct" means a pattern of conduct composed of a series of 2 or more separate non-continuous acts evidencing a continuity of purpose.
 - (b) "Emotional distress" means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.
 - (c) "Harassment" means conduct directed toward a victim that includes, but is not limited to, repeated or continuing unwanted contact that would cause a reasonable individual to suffer emotional distress and that actually causes the victim to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.
 - (d) "Stalking" means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
 - (e) "Unwanted 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. Unwanted contact includes, but is not limited to, any of the following:
 - i. Following or appearing within the sight of that individual.
 - ii. Approaching or confronting that individual in a public place or on private property.
 - iii. Appearing at that individual's workplace or residence.
 - iv. Entering onto or remaining on property owned, leased, or occupied by that individual.
 - v. Contacting that individual by telephone.
 - vi. Sending mail or electronic communications to that individual.
 - vii. Placing an object on, or delivering an object to, property owned, leased, or occupied by that individual.
 - (f) "Victim" means an individual who is the target of a willful course of conduct involving repeated or continuing harassment.
- (2) An individual who engages in stalking is guilty of a crime as follows:
 - (a) Except as provided in subdivision (b), a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than \$1,000.00, or both.

- (b) If the victim was less than 18 years of age at any time during the individual's course of conduct and the individual is 5 or more years older than the victim, a felony punishable by imprisonment for not more than 5 years or a fine of not more than \$10,000.00, or both.
- (3) The court may place an individual convicted of violating this section on probation for a term of not more than 5 years. If a term of probation is ordered, the court may, in addition to any other lawful condition of probation, order the defendant to do any of the following:
 - (a) Refrain from stalking any individual during the term of probation.
 - (b) Refrain from having any contact with the victim of the offense.
 - (c) Be evaluated to determine the need for psychiatric, psychological, or social counseling and if, determined appropriate by the court, to receive psychiatric, psychological, or social counseling at his or her own expense.
- (4) In a prosecution for a violation of this section, evidence that the defendant continued to engage in a course of conduct involving repeated unconsented contact with the victim after having been requested by the victim to discontinue the same or a different form of unconsented contact, and to refrain from any further unconsented contact with the victim, gives rise to a rebuttable presumption that the continuation of the course of conduct caused the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
- (5) A criminal penalty provided for under this section may be imposed in addition to any penalty that may be imposed for any other criminal offense arising from the same conduct or for any contempt of court arising from the same conduct

Education and Prevention Programs

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

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

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

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

Calvin Seminary implements an annual educational campaign¹ consisting of presentations that include distribution of educational materials to new students and new employees and that provides for ongoing prevention and awareness for

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.

all students and employees. This includes annual Haven Plus training provided for all incoming and returning students.

Definitions & Terms: VAWA Amendments to Clery

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

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

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

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

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

Bystander intervention includes:

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

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

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

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

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

Conducted in a manner that:

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

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

Proceeding: All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but

not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

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

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

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

Procedures for Reporting a Complaint

Through the Safe and Healthy Community Policy, Calvin Seminary has established procedures that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges. Written notification will be provided to students and employees regarding the availability of counseling, health, mental health, victim advocacy, legal assistance, financial aid, visa and immigration assistance and other services within the college and within the larger community (off campus) as well as additional remedies to prevent contact between a complainant² and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Calvin Seminary will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Campus Safety Department or local law enforcement. Students and employees should contact one of the following individuals:

Title IX Coordinator:

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

Safe and Healthy Community Coordinators:

Ms. Sarah Chun
Associate Dean of Students/International Student Advisor
616-957-6015
sc038@calvinseminary.edu

Dr. Ronald Feenstra
Academic Dean
616-957-7193
feenro@calvinseminary.edu

Rev. Jeff Sajdak
Dean of Students
616-957-6042

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

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

Dr. Mary Vanden Berg
Professor of Systematic Theology
616-957-6021

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.

Please note: The contact information for the Calvin Seminary Safer Spaces Coordinators is communicated annually to campus members, prospective students, and prospective employees. The list of Coordinators can be found at <https://semlink.calvinseminary.edu/wp-content/uploads/Safe-and-Healthy-Community-Coordinators-September-2017.pdf>. Coordinators are trained in all aspects of the resolution process and can serve as investigators and as members of Seminary hearing panel. Coordinators involved in the investigation or adjudication of domestic violence, dating violence, sexual assault, and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability, and, once trained, are required to attend annual refresher trainings. [The Coordinators participated in ATIXA Investigator Training on September 22-23, 2015, at Davenport College in Grand Rapids, MI, and in online Haven for Faculty and Staff Title IX training in December 2015-March 2016.]

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at the YWCA of Grand Rapids, Nurse Examiner Program (25 Sheldon Ave. SE, Grand Rapids, MI. 49503 (Tel. 616-776-7273)). In Michigan, evidence may be collected even if you chose not to make a report to law enforcement³ In the State of Michigan a victim of a sexual assault is not required to provide their name in order for evidence to be collected. For a victim of sexual assault who is unsure about participating in criminal prosecution, having the sexual assault evidence collection kit completed will help keep their options open. At the Nurse Examiner Program, evidence may be kept for 15 days as the victim considers their options of reporting the assault to police. The sexual assault evidence collection kit cannot be released to the police without the victim's signature on an authorization form.

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

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

Additional information about the Grand Rapids Police Department may be found online at: <http://grcity.us/police-department/Pages/default.aspx>

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

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

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 incurred on account of such an exam, or both."

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.

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 Calvin Seminary, the procedures listed below will be followed by Calvin Seminary:

Complaint Intake

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

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

Amnesty for Reporting Prohibited Misconduct

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

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

Bystander Intervention

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

False Complaints

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

Investigation

The Complaint will be referred to one or more Safe and Healthy Community Coordinators properly trained to do investigations. The investigation will be conducted with no pre-disposition position towards any particular finding or result. The investigation will be a fair, objective, impartial and thorough inquiry into the allegations of the Complaint,

the responses and defenses raised by the respondent, and other relevant issues. Complainants and respondents, as well as other witnesses, will be respected and their suggestions and input concerning the scope and focus of the investigation will be given due regard. When appropriate or needed, the Safe and Healthy Community Administrator may utilize outside assistance in conducting an investigation.

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

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

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

Results of Investigation

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

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

Complaint Resolution

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

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

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

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

Hearing

a. Seminary Hearing Panel - The Safe and Healthy Community Administrator will appoint a Chair and two additional Safe and Healthy Community Coordinators, none of whom have been previously involved with the complaint, to serve

on the hearing panel. The Safe and Healthy Community Administrator will consider the roles and functions of hearing panel members to ensure the panel has the necessary expertise to make sound judgments.

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

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

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

c. Fair Hearing Rights

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

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

Interim Actions and Remedies

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

The remedy must be reasonably designed to:

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

The remedies may include:

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

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

Seminary Hearing Panel’s Recommendation, Findings and Sanctions

The hearing panel will conduct its deliberations in closed session and will base its Recommended Findings and Sanctions solely on the evidence. The hearing panel will prepare its written Recommended Findings and Sanctions based on the “preponderance of evidence” (“more likely than not”) standard. The Recommended Findings and Sanctions will address each of the alleged policy violations and will list recommended sanctions. The Recommended Findings and Sanctions will be provided in writing to the Safe and Healthy Community Administrator, who will determine and confirm that the hearing procedure and the Recommended Findings and Sanctions is consistent with and has followed Seminary policies. Once the Safe and Healthy Community Administrator has endorsed the Recommended Findings and Sanctions as following proper procedures, the Safe and Healthy Community Administrator will distribute the

Recommended Findings and Sanctions to the following: The complainant, the respondent, the appropriate administrators (Academic Deans, Deans of Students, and/or Human Resources Manager), and the President. If the respondent is a faculty member, the Recommended Findings and Sanctions should also be provided to the Faculty Status and Development Committee.

Appeals

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

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

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

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

President's Review

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

Confidentiality

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

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

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

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

Assistance for Victims: Rights & Options

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

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

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

To review the entire WILLIAM VAN REGENMORTER CRIME VICTIM'S RIGHTS ACT of 1985, please visit:
[http://www.legislature.mi.gov/\(Sj0ktr4rt31qkzvelnswk2ozn\)\)/documents/mcl/pdf/mcl-87-1985-1.pdf](http://www.legislature.mi.gov/(Sj0ktr4rt31qkzvelnswk2ozn))/documents/mcl/pdf/mcl-87-1985-1.pdf)

Personal Protection Orders (PPO)

Any person who obtains an order of protection from Michigan or any reciprocal state (Per MCL. 600.2950 upon service, a personal protection order may also be enforced by another state, Indian tribe, or a territory of the United States) should provide a copy to the Campus Safety Department and the appropriate Safer Spaces coordinator. A complainant may then meet with Campus Safety to develop a Safety Action Plan, which is a plan for Campus Safety and the victim to reduce risk of harm while on campus or coming and going from campus. Calvin Seminary will assess need to implement interim or long-term protective measures to protect the complainant and if appropriate will provide a "No Trespass" directive to the accused party. Calvin Seminary cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). In Kent County a victim is required to apply directly for these services with the 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:
 1. "Course of conduct" means a pattern of conduct composed of a series of 2 or more separate non-continuous acts evidencing a continuity of purpose.
 - (d) "Stalking" means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested.

Statutory Requirements

Personal Protection Orders are not for civil matters such as custody and neighbor disputes. (For help in neighbor conflict, contact the Dispute Resolution Center at (616) 774-0121) Petitioner must be at least 18 years old unless accompanied by someone of that age or older who will consent to be petitioner's NEXT FRIEND, preferably a parent.

Forms Available

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

Other Requirements

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

Hours

General walk-in office hours Monday-Friday from 8:00am to 5:00pm.

Client interviews from 9:00am to 2:30pm.

PPO Expiration Date

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

Enforcement of a PPO

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

Change of Address

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

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

Calvin Seminary does not publish the name of crime victims nor house identifiable information regarding victims in the

Campus Safety Department's Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request in person to the office of the Jeff Sajdak, Dean of Students, Calvin Seminary, 3233 Burton St. SE., Grand Rapids MI 49546 (616) 957-6042 Email: js036@calvinseminary.edu

Accommodations and Protective Measures Available for Victims

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

At the victim's request, and to the extent of the victim's cooperation and consent, the 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.

On and Off Campus Services for Victims

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

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

Off Campus Services include the following:

Counseling	Address	Phone Number
YWCA Nurse Examiner Program	25 Sheldon Blvd. SE Grand Rapids, Mi. 49503	616-776-7273 24 hrs.
YWCA Domestic Crisis Center	25 Sheldon Blvd. SE Grand Rapids, Mi. 49503	616-451-2744 24 hrs.
YWCA Men Choosing Alternatives to Violence	25 Sheldon Blvd. SE Grand Rapids, Mi. 49503	616-459-4652
Safe Haven Ministries	3501 Lake Eastbrook Blvd. SE Suite 335 Grand Rapids, Mi. 49645	616-452-6664 24 hrs.
Adult Protective Services of Kent County	121 Franklin Street SE Grand Rapids, Mi. 49507	616-248-9600 24 hrs.

National Domestic Violence Hotline	N/A	1-800-799-7233 24 hrs.
Victim Witness of Kent County	180 Ottawa Ave. NE Suite 5400 Grand Rapids, Mi. 49503	1-877-451-8115
Network 180 Mental Health Services	790 Fuller Ave. NE Grand Rapids, Mi. 49503	616-336-3909 24 hrs.
17th Circuit Court Personal Protection Orders Department	180 Ottawa Ave. NE Suite Grand Rapids, Mi. 49503	616-632-5071
Pine Rest Christian Mental Health Services	300 68 th St. SE Grand Rapids, Mi. 49501	1-800-678-5500 24 hrs.
Forrest View Mental Health Hospital	1055 Medical Park Dr. SE Grand Rapids, Mi. 49546	1-800-949-8439
Legal Aid of West Michigan	89 Ionia NW Suite 400 Grand Rapids, MI 49503	1-800-442-2777
Legal Assistance Center	180 Ottawa Ave NW Suite 5100 Grand Rapids, Mi. 49503	616-632-6014
Lawyer Referral Service	N/A	616-632-6000
Dioceses of Grand Rapids Immigration Legal Services	213 Sheldon Blvd. SE Grand Rapids, Mi. 49503	616-551-4746
Hispanic Center of Western Michigan	1204 Grandville Ave. SE Grand Rapids, Mi. 49503	616-742-0200
Justice for Our Neighbors West Michigan - United Methodist Committee on Relief	207 East Fulton Street Grand Rapids, Mi. 49503	616-301-7461
Mercy Health – Saint Mary’s Hospital	200 Jefferson Ave. SE Grand Rapids, Mi. 49503	616-685-6789
Spectrum Health – Blodgett Hospital	1840 Wealth St. SE Grand Rapids, Mi. 49506	616-774-7444
Spectrum Health – Butterworth Hospital	100 Michigan St. NE Grand Rapids, Mi. 49503	616-391-1774
Metro Health Hospital	5900 Byron Center Ave. SW Wyoming, Mi. 49519	616-252-7200

Grand Rapids Police Department	1 Monroe Center NW Grand Rapids, Mi. 49503	616-456-3400
East Grand Rapids Public Safety Department	770 Lakeside Drive SE East Grand Rapids, Mi. 49506	616-949-7010
Kentwood Police Department	4742 Walma Ave SE Kentwood, MI 49512	616-698-6580
Kent County Sheriff Department	701 Ball Avenue NE Grand Rapids, MI 49503	616-632-6100
Pine Rest Christian Mental Health Services – Employee Assistance Program	300 68th St. SE Grand Rapids, Mi. 49501	616/455-6210 or 800/442-0809

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

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

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

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

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”⁵ 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 list⁶ of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911 or 526-3333 if you are on campus. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

Risk Reduction

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

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.

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

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

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. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Adjudication of Violations

Whether or not criminal charges are filed, Calvin Seminary⁷ or a person may file a complaint under the Safe and Healthy Community Policy and the Student Conduct Code, alleging that a student or employee violated Calvin Seminary's Policy related to domestic violence, dating violence, sexual assault or stalking. A Safe and Healthy Community investigator, in conjunction with a coordinator, will use the following steps to investigate and adjudicate a complaint.

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

- Take immediate steps to ensure the protection of the complainant/victim
- Immediately inform the complainant/victim of their options for addressing the issue
- Complete a fair, thorough and impartial investigation of the complaint as soon as possible (within 60 days unless extended due to extenuating circumstances)
- Be sure to provide updates to the complainant/victim of the status of the investigation on at least a weekly

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

basis or, with more frequency when needed.

- Determine the complainant/victim's willingness to participate in the adjudication of a case.
- Initiate the resolution process as determined in the Safe and Healthy Community Policy
- Notify both the complainant/victim and the accused simultaneously of the resolution decision.
- Notify both the complainant/victim and the accused simultaneously of the right to appeal the decision.

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

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

Sanctions and Protective Measures

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

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

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

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

Notification to Victims of Crimes of Violence

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

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

Sex Offender Registration

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

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

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

The Annual Security Report — Disclosure of Crime Statistics

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

Campus crime, arrest and referral statistics include those reported to the Campus Safety Department, designated campus officials (including, but not limited to, Vice Presidents, Deans, and Department Heads) and local law enforcement agencies (Kentwood, East Grand Rapids, and Grand Rapids Police Departments, Kent County Sheriff Department, Montcalm County 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, Facility Manager or Human Resources office. An e-mail notification is sent to all enrolled students, faculty, and staff that directs them to the annual report which is published on our website. The Annual Security and Fire Safety Report is made available to prospective students and employees through direct links found on the following web pages:

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

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

Crime Definitions

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

Sex Offenses

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

Rape:

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex

organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

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

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

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

Other Crime Definitions

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

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

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

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

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

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

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

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

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

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (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.

Definitions of Geographical Areas (as per the Clery Act)

On-Campus Property

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

On-Campus Student Housing Facility

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

Non-Campus Building or Property

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

Public Property

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

Daily Clery Act Public Log and Fire Log

The Campus Safety Department maintains a Daily Fire Log in combination with the Daily Clery Act Public Log. This log records all incidents reported to the Campus Safety Department. This includes all crimes, fire-related incidents and other serious incidents that occur on campus patrolled by the Campus Safety Department, as well as Grand Rapids,

Kentwood and East Grand Rapids Police Departments. This includes non-campus buildings or properties on public property that are used by Calvin Seminary.

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

The Campus Safety Department also maintains a paper copy of the daily Clery Act Public Crime Log and Fire Log at the front desk of the Campus Safety Department office, located on the second floor of the Mail and Print Building (3230 Lake Drive SE, Grand Rapids, MI. 49506). This log is available upon request for viewing during normal business hours and is updated one business day after an individual incident. The Campus Safety Department reserves the right to exclude reports from a log in certain circumstances as permitted by law.

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

Annual Fire Safety Report

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

Fire Log

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

Annual Fire Safety Report

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

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

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

Occupants should use the stairs to evacuate the building, avoiding the use of an elevator. If you are caught in an

elevator, push the emergency phone button. The emergency phones in elevators on campus will ring to the dispatcher at the Campus Safety Department.

Fire Protection Equipment and Systems

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

Fire Definitions

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

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

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

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

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

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

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

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

Fire Alarms Monitored by Campus Safety:

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

Fire Safety Training Programs

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

Fire Policies for On-Campus Student Housing Facilities

- Smoking is not permitted anywhere in the apartment buildings.
- The use or possession of fireworks or an explosive of any kind is prohibited.

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

If the Fire Alarm Sounds

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

If Trapped in a Room

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

If Caught in Smoke

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

If Forced to Advance Through Flames

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

When to Use a Fire Extinguisher

Only use an extinguisher to attempt to extinguish a small fire and only if you have been trained. An extinguisher can be used to suppress a fire that blocks your exit from the building. Remember PASS, the four basic steps to operating a fire extinguisher:

P: Pull the pin
A: Aim the extinguisher hose at the base of the fire
S: Squeeze the lever
S: Sweep from side to side

Fire Statistics

REPORTED FIRES FOR 2015 BY BUILDING LOCATION FOR ALL CALVIN SEMINARY ON CAMPUS APARTMENTS

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

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

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

St.									
Omega Apartments 3555 Burton St.	0	0	N/A	N/A	N/A	0	0	N/A	N/A

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

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

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

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

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

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

Crime Statistics

CRIME STATISTICS							
TYPE OF CRIME	DATE	ON CAMPUS	*RESIDENTIAL FACILITY	NON CAMPUS	PUBLIC PROPERTY	**UNFOUNDED CRIMES	TOTAL
Murder/ Non-Negligent Manslaughter	2015	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2017	0	0	0	0	N/A	0
Manslaughter by Negligence	2015	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2017	0	0	0	0	N/A	0
Rape	2015	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2017	0	0	0	0	N/A	0
Fondling	2015	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2017	1	0	0	0	N/A	1
Incest	2015	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2017	0	0	0	0	N/A	0
Statutory Rape	2015	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2017	0	0	0	0	N/A	0
Robbery	2015	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2017	0	0	0	0	N/A	0
Aggravated Assault	2015	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2017	1	0	0	0	N/A	1
Burglary	2015	7	0	1	0	N/A	8
	2016	1	0	0	0	N/A	1
	2017	0	0	0	0	N/A	0
Motor Vehicle Theft	2015	1	0	0	0	N/A	1
	2016	0	0	0	0	N/A	0
	2017	0	0	0	0	N/A	0
Arson	2015	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2017	1	0	0	0	N/A	1

* Resident Facilities are a subset of On Campus Property

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

Hate Crimes

NOTE: Calvin Seminary had no reported hate crimes for the years 2015-17.

Violence against Women Act Crime Statistics

VIOLENCE AGAINST WOMEN ACT CRIME STATISTICS							
TYPE OF CRIME	DATE	ON CAMPUS	*RESIDENTIAL FACILITY	NON CAMPUS	PUBLIC PROPERTY	**UNFOUNDED CRIMES	TOTAL
Domestic Violence	2015	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2017	0	0	0	0	N/A	0
Dating Violence	2015	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2017	0	0	0	0	N/A	0
Stalking	2015	0	0	0	0	N/A	0
	2016	1	0	0	0	N/A	1
	2017	1	0	0	0	N/A	1

Arrests

ARRESTS							
TYPE OF CRIME	DATE	ON CAMPUS	*RESIDENTIAL FACILITY	NON CAMPUS	PUBLIC PROPERTY	**UNFOUNDED CRIMES	TOTAL
Weapons: Carrying, Possessing, etc.	2015	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2017	0	0	0	0	N/A	0
Drug Abuse Violation	2015	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2017	1	0	0	0	N/A	1
Liquor Law Violation	2015	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2017	0	0	0	0	N/A	0

Disciplinary Referrals

DISCIPLINARY REFERRALS							
TYPE OF CRIME	DATE	ON CAMPUS	*RESIDENTIAL FACILITY	NON CAMPUS	PUBLIC PROPERTY	**UNFOUNDED CRIMES	TOTAL
Weapons: Carrying, Possessing, etc.	2015	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2017	0	0	0	0	N/A	0
Drug Abuse Violation	2015	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2017	0	0	0	0	N/A	0
Liquor Law Violation	2015	0	0	0	0	N/A	0
	2016	0	0	0	0	N/A	0
	2017	13	0	0	0	N/A	13

* Resident Facilities are a subset of On Campus Property

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

Definitions

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

Residential facilities: Any Campus Housing units owned by Calvin Seminary

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

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

Reporting Process

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

IMPORTANT TELEPHONE NUMBERS

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

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

Using an Off-Campus Phone (or cell phone)

Emergencies (On-Campus)	616-526-3333
Non-emergencies	616-526-6452
Escort Service	616-526-6452
Silent Observer	616-774-2345
Email	safety@calvin.edu
Website	www.calvin.edu/campus-safety

Off-Campus Resources (Hours: 24-7)

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

In case of Sexual Assault

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

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

Sex Offender Registry Information

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

Courts

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

Other Resources in Area

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

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

In case of Sexual Harassment

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

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

Additional Resources (Hours 24-7)

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

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

Non-Emergency Numbers

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

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

Local Emergency Rooms

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

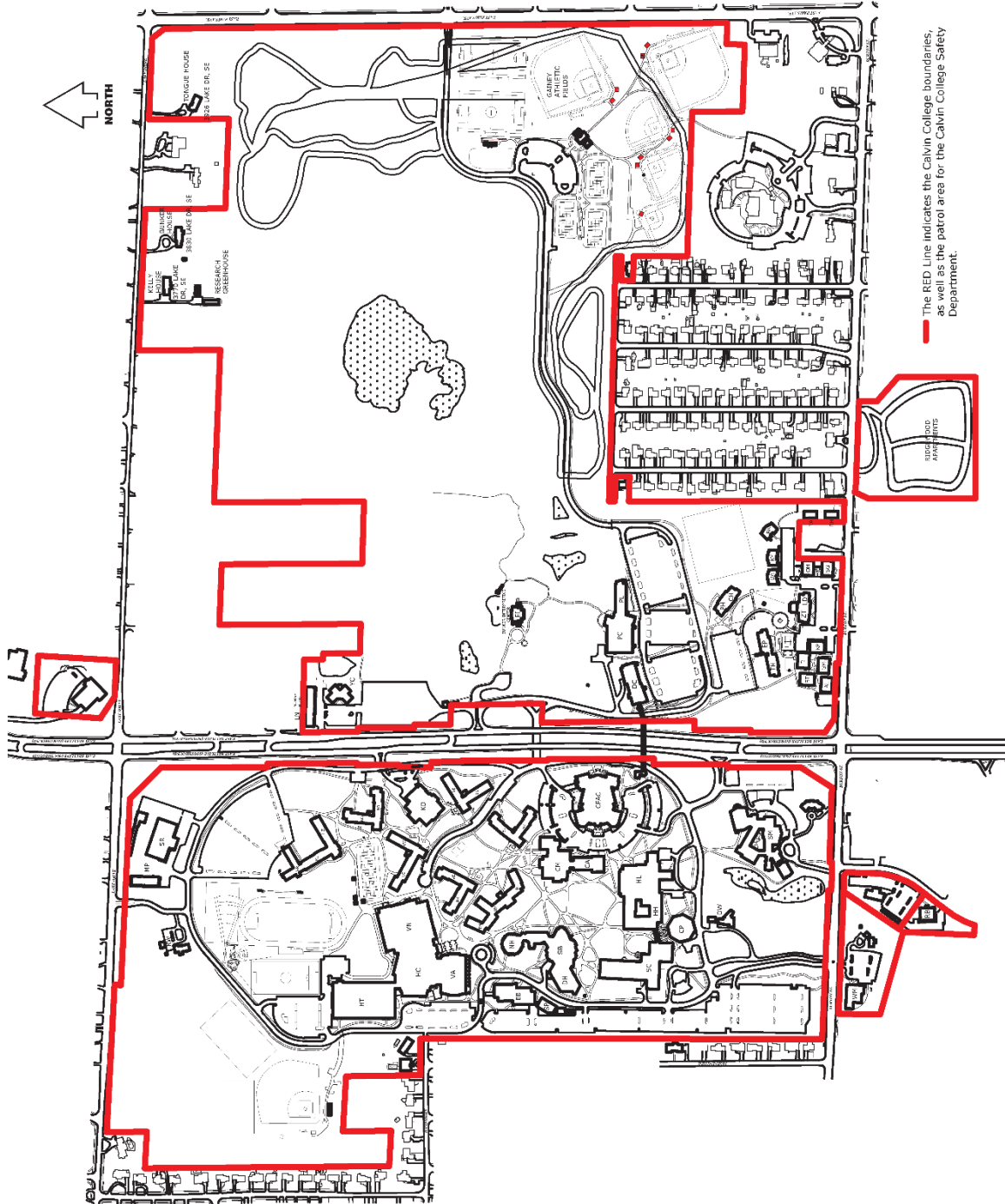
616-774-7444
616-391-1774
616-252-7200
616-685-6789

Mental Health Counseling Services

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

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

Calvin Campus Boundary Map



Calvin Campus Building Map

