Calvin

Annual Security and Fire Safety Report
October 1, 2020


calvin.edu/offices-services/campus-safety
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INTRODUCTION- FROM THE DIRECTOR

Dear Students and Families,

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

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

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

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

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

Sincerely,

Bill Corner, Campus Safety Director

CALVIN UNIVERSITY - CAMPUS SAFETY DEPARTMENT

Our Mission Statement:

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

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

- Director
- Assistant Director
- Systems Analyst
- Office Manager
- 2 Patrol Supervisors
- 12 Patrol Officers (full and part time)
- 7 Student Security Officers
- 1 Part Time Dispatcher
- 16 Student Dispatchers
The patrol supervisors and select patrol officers with prior law enforcement and military experience are armed employees who are the primary responders for all on campus occurrences, including any criminal incidents. They also enforce all university rules and regulations contained within the student, staff, and faculty handbooks. The patrol supervisors and patrol officers oversee the student security officers and their functions for the department. Student Security Officers are unarmed student employees who conduct building checks to ensure the security of campus buildings after they are closed. They check on the validity of persons in closed buildings and observe buildings for signs of intrusion and mechanical failures. Student security officers also assist providing escort services every night from dusk to dawn.

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

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

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

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

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

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

Campus Safety and Residence Life staff enforce the campus-wide ban on possession and use of alcohol and illegal drugs. Possession of dangerous weapons or firearms anywhere on campus, including all residential facilities, is a violation of the Student Conduct Code, and of Faculty and Staff employment policies.
SERVICES
A SAFE AND SECURE CAMPUS

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

LIGHTING

Calvin University has extensive exterior lighting for the hours of darkness. Problems with exterior lights should be reported immediately to the Campus Safety Dispatch (extension 6-6452 or 526-6452). During their regular patrols of the campus, Campus Safety officers report malfunctioning lights to the Facilities Department for repair.

LOCKING BUILDINGS

Calvin University’s campus is open to the public. The majority of academic and administrative buildings are open during normal business hours. Administrative and academic buildings are scheduled to locked and unlocked electronically through the Lenel access control system. Classrooms and offices requiring extra security are also controlled through the Lenel access control system. The Campus Safety Department’s Dispatch Center monitors the position of all card access doors, both exterior and interior, and responds to any alarms indicating a door is not secured by dispatching an officer to the door location.

The schedule for locking and unlocking of buildings is established by the Academic Building Access Policy and coordinated with Campus Safety and Event Services. Each week, Event Services submits an electronic version of events to the Campus Safety Department that notifies the department of any events taking place outside normal building access hours. The Campus Safety Department will adjust the access to these areas as needed, focusing on those areas requiring additional security. The Campus Safety Dispatch Center has the ability to lock and unlock doors from dispatch if a problem occurs with scheduling, or if a late request is received. Dispatchers are required to obtain supervisor or officer approval when changing the door schedule.

Access to individual labs are limited to those enrolled in the courses meeting in those spaces. Lab access is automatic through the class registration process or through a specific request made by a faculty member or department assistant who works in that specific area.

ACADEMIC BUILDING ACCESS

The Calvin University Academic Building Access Policy is designed to increase the safety of all faculty, staff and students who work and study in our academic buildings. It also attempts to increase the physical security of the university’s buildings and properties. This policy establishes normal building access hours as well as procedures for requesting student access outside of normal academic building access hours.

Due to safety precautions related to COVID-19, the following building access guidelines have been enacted for all residential and academic buildings to begin the 2020-2021 academic year. Adjustments will be made as conditions on-campus and in the region dictate.

Calvin University requires faculty, staff, students, and visitors to campus to use face masks in public spaces. This includes dorm lobbies, classrooms, dining halls, hallways, and other indoor spaces on
campus. Masks will also be required in outdoor spaces where social distancing is not possible. This is consistent with the state of Michigan’s current requirements and recommendations.

It is important for all students, faculty, and staff to know that they are required to visibly carry their Calvin University ID card on a lanyard in all public and classroom spaces. Additionally, all contractors, guests and visitors to campus buildings will be required to carry a visible Calvin University ID card on a lanyard.

Employees or departments that utilize contractors, or who have visitors or guests on campus will be required to obtain a contractor, guest, or visitor ID card for each individual. Requests for contractor, guest and visitor ID cards can be sent to Campus Safety at safety@calvin.edu.

Residence Halls and Apartments in Knollcrest East

Residence Halls: Students will only have standard card access to their own residence hall. Regular access will not be provided to other residence halls, but limited access on class days will be provided to students who have a class scheduled in a residence hall basement.

Knollcrest East Apartments: Students will only be given standard card access to their own apartment building along with Theta Epsilon due to the need for access to the KE front desk and mailboxes. Regular access will not be provided to other KE apartments.

Academic Buildings

Monday through Friday

Students: 7:30 a.m. to 9:30 p.m. (6:00 p.m. on Friday) – Card access is required. (ID card only during normal building hours, and card+ pin for afterhours access). Doors will remain secured. After the first two weeks of the semester, limited access can be authorized by faculty or staff for students to have access as needed until 11:00 p.m. Students can submit requests for access to their professor at Academic Building - request permission to be in a building after hours.

NOTE: The granting of access to academic buildings outside of normal business hours will be dependent upon any mandates issued by the governor’s office, the Kent County Health Department, and the status of Coronavirus cases in our community.

Access will be limited to the following needs.

- Research projects (including work for faculty/staff) that require attention outside of normal building hours
- Senior projects required for graduation

Employees: Card Access 24/7 to own academic building. Card access from 7:30 a.m. to 9:30 p.m. (6:00 p.m. on Friday) to all other academic buildings. Card access (ID card only during normal building hours, card+ pin for afterhours access). Doors will remain secured.

Hekman Library Hours: 7:30 a.m. to 9:30 p.m. (6:00 p.m. on Friday). Guidelines for access to the Hekman Library can be viewed at https://library.calvin.edu/reopening

Saturday and Sunday

Students: Closed with no access for the first two weeks of the semester, then limited access can be authorized by faculty or staff for students to have access as needed between 8:00 a.m. and 5:00
p.m. Students can submit requests for access to their professor at Academic Building - request permission to be in a building after hours.

NOTE: The granting of access to academic buildings outside of normal business hours will be dependent upon any mandates issued by the governor’s office, the Kent County Health Department, and the status of Coronavirus cases in our community.

Access will be limited to the following needs:

- Research projects (including work for faculty/staff) that require attention outside of normal building hours
- Senior projects required for graduation

Employees: Card Access 24/7 to own academic building (card + pin is required for access). All other buildings closed, no card access

HEKMAN LIBRARY

Hekman Library Hours: 1:00 p.m. to 5:00 p.m. on Saturday. NOTE: Vulnerable populations will be able to access the main second floor from 11:00 a.m. to 1:00 p.m. There is no Sunday access. Guidelines for access to the Hekman Library can be viewed at https://library.calvin.edu/reopening

TRADITIONAL FALL, INTERIM AND SPRING SEMESTER ACADEMIC BUILDING ACCESS SCHEDULE

<table>
<thead>
<tr>
<th>Normal academic building access hours are as follows*</th>
<th>Unlocked</th>
<th>Additional Student/Staff Card Access</th>
<th>Staff Card Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday: 7:30 a.m. to 10:00 p.m.</td>
<td></td>
<td>7:00 a.m. and until 1:00 a.m.</td>
<td>24/7/365 to assigned building</td>
</tr>
<tr>
<td>Friday: 7:30 a.m. to 8:00 p.m.</td>
<td></td>
<td>7:00 a.m. and until 1:00 a.m.</td>
<td>24/7/365 to assigned building</td>
</tr>
<tr>
<td>Saturday: 8:00 a.m. to 5:00 p.m.</td>
<td></td>
<td>7:00 a.m. and until 8:00 p.m.</td>
<td>24/7/365 to assigned building</td>
</tr>
<tr>
<td>Sunday: Closed</td>
<td></td>
<td>DeVos C.C. ONLY—1:00-6:00 p.m.</td>
<td>24/7/365 to assigned building</td>
</tr>
</tbody>
</table>

*Exceptions to regular building closure times are made for scheduled events that are being held in specific venues

The Hekman Library has different hours than listed hours for academic buildings**

<table>
<thead>
<tr>
<th>Unlocked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday: 7:30 a.m. to 12:00 midnight</td>
</tr>
<tr>
<td>Friday: 7:30 a.m. to 8:00 p.m.</td>
</tr>
<tr>
<td>Saturday: 9:00 a.m. to 8:00 p.m.</td>
</tr>
<tr>
<td>Sunday: 1:00 p.m. to 6:00 p.m. (Second floor lounge space ONLY)</td>
</tr>
</tbody>
</table>

**Exceptions to regular hours are posted on the Hekman Library web page: http://library.calvin.edu/hours/
The Commons (Johnny's) has different hours than listed hours for academic buildings.

Unlocked Student and Staff Card Access beyond normal hours

Monday - Saturday: 6:30 a.m. to 12:00 a.m. 12:00 a.m. to 2:00 a.m.
Sunday: 7:00 a.m. to 9:00 p.m. (North wing ONLY)

The Spoelhof Fieldhouse Complex has different hours than listed hours for academic buildings***

Unlocked

Monday - Thursday: 6:00 a.m. to 10:00 p.m.
Friday: 6:00 a.m. to 7:00 p.m.
Saturday: 10:00 a.m. to 6:00 p.m.
Sunday: 1:00 p.m. to 6:00 p.m.

***Exceptions to regular building closure times are made for scheduled events that are being held in specific venues.

Exceptions for students needing access outside of normal hours:

As a general policy, Calvin University prohibits students from being in academic building outside of normal access hours, unless there is an exception that has been approved with the Campus Safety Department. Unauthorized students located in academic buildings after the listed times will be removed from the buildings.

Students who need special access to academic buildings outside of normal access hours will need to obtain permission from a faculty or staff member. Students can find the permission request form online at Academic Building - request permission to be in a building after hours. The information must be submitted at least forty-eight hours prior to the date access is being requested and must be authenticated by the faculty or staff member who is granting permission.

Individual students will not be permitted to remain by themselves in academic buildings after normal building access times, even if they are in possession of an authenticated note of permission. A minimum of two students must be present due to concerns for personal safety and security issues. Students who are in academic buildings outside of academic building hours due to specific responsibilities as part of an on campus job are exempt from this restriction as long as they can confirm they are completing job related responsibilities.

SUMMER ACADEMIC BUILDING ACCESS SCHEDULE

Normal academic building access hours during the summer are as follows*

<table>
<thead>
<tr>
<th></th>
<th>Unlocked</th>
<th>Additional Student/Staff Card Access</th>
<th>Staff Card Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>7:30 a.m. to 5:00 p.m.</td>
<td>7:00 a.m. and until 8:00 p.m.</td>
<td>24/7/365 to assigned building</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed</td>
<td>7:00 a.m. and until 5:00 p.m.</td>
<td>24/7/365 to assigned building</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
<td>No Access</td>
<td>24/7/365 to assigned building</td>
</tr>
</tbody>
</table>

*Exceptions to regular building closure times are made for scheduled events that are being held in specific venues.
The Hekman Library has different summer hours than listed hours for academic buildings**

- Monday-Thursday: 8:00 a.m. to 8:00 p.m.
- Friday: 8:00 a.m. to 4:30 p.m.
- Saturday: 11:00 a.m. to 5:00 p.m.
- Sunday: Closed

The three weeks after the last summer session the library hours are:
- Monday - Friday: 8:00 a.m. to 4:30 p.m.
- Saturday - Sunday: Closed

The week prior to the start of the fall semester the library hours are:
- Monday–Friday: 8:00 a.m.–4:30 p.m.
- Saturday - Sunday: Closed

**Exceptions to regular hours are posted on the Hekman Library web page: [http://library.calvin.edu/hours/](http://library.calvin.edu/hours/)

The Spoelhof Fieldhouse Complex has different hours than listed hours for academic buildings***

- Monday – Thursday: 6:00 a.m. – 9:00 p.m.
- Friday: 6:00 a.m. – 7:00 p.m.
- Saturday - Sunday: Closed

***Exceptions to regular building closure times are made for scheduled events that are being held in specific venues.

UNIVERSITY HOLIDAYS

During specific holidays recognized by Calvin University, all academic buildings will remain closed and regular access will not be granted to students. Exceptions for students who need special access can be made following the process listed above. **NOTE:** Access will be limited to time sensitive issues such as delicate experiments, or plants/animals that need attention.

Recognized holidays when the university campus is closed:

- New Year’s Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday after Thanksgiving
- Christmas Day
- Normally defined workdays between Christmas Day and New Year’s Day

SECURING AND OPENING ACADEMIC BUILDINGS

Buildings that are on the university’s Lenel access control system (requiring ID access cards) will lock and unlock automatically at the times listed in the schedules above. Exceptions to normal building access hours are made for scheduled events as necessary (e.g. to permit access to the general public to attend special events, etc.).
Academic buildings that automatically lock and unlock based upon the university’s Academic Building Access Policy include:

- Hiemenga Hall
- Hekman Library
- Chapel
- Commons & Commons Annex
- Covenant Fine Arts Center
- DeVos Communications Center
- 2041 Raybrook
- Prince Conference Center
- Spoelhof University Center
- Spoelhof Fieldhouse Complex
- Science Building
- North Hall
- DeVries Hall
- Engineering Building
- Youngsma Center

During normal access hours, some doors will remain locked and access limited to card-access only, in order to provide added security to low-traffic or sensitive areas.

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

**LOCKDOWN BUTTONS**

Four colored lockdown buttons have been installed in the Dispatch Center.

- Yellow – Used for external threats and changes card readers to card only. Students/staff/faculty will have access into buildings with their ID cards.

- Red – Used for internal threats and changes card readers to “locked”. Only Campus Safety staff will have access into buildings with their ID cards.

- Blue – Used for situations when everyone on campus needs to take shelter in a building (i.e. tornado warnings). This changes all exterior card readers to “unlocked”.

- Green – Used to send an emergency notification to all students/staff/faculty of an “all clear” message.

**REQUESTS FOR NEW OR ADDITIONAL CARD ACCESS**

Requests for new or additional card access can be submitted on line at [https://calvin.edu/go/card-access-request](https://calvin.edu/go/card-access-request). The request is submitted to the Campus Safety office for processing. Faculty or staff members must submit any requests for new access for students. Student card access will only be programmed within academic building access hours. Any follow-up communication will be sent to the requester. Please allow 3-5 business days for processing.

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

**CONTRACTOR POLICY**

**Background Check Policy & Procedure**

Calvin University is home to thousands of students, and our goal is to provide them with a safe environment to live and to learn. Because of this goal and with Title IX, VAWA and the Clery Act in mind, Calvin University requires employment verification and background history of any individuals working on campus.

Calvin University reserves the right to perform criminal background checks on any service provider with the intent to work on the campus of Calvin University or Calvin Theological Seminary. Calvin University officials run checks through ICHAT (Michigan State Police: Internet Criminal History Access Tool) and NSOPW (U.S. Department of Justice: National Sex Offender Public Web Site). All contractors (and sub-contractors) working on-site will be requested to sign a waiver allowing the background check. Refusal to sign the waiver may result in the termination of contractor’s services.

An authorized representative of either the Campus Safety or Human Resources Department will review any results indicating felonious criminal history or sexual misconduct. A letter of explanation should be submitted to provide context to the charge.

Criminal history involving certain types of offenses may prevent the service provider from immediate access or could require an escort while service is being completed. These offenses include, but are not limited to:

- Sexual offenses (CSC), including (but not limited to) assault, violence, or misconduct
- Domestic or dating violence
- Stalking or “peeping tom” offenses
- Gun violence or terroristic threats

If background check results contain an incident involving an offense that may limit immediate access or require an escort by a University employee, Campus Safety will contact the Calvin Project Manager (or requestor of service) to arrange an escort. The on-campus service contact is responsible for escorting the contracted service provider during their time on campus. If the on-campus contact is not available, they may arrange a substitute escort. In the event no suitable escort can be arranged, Campus Safety reserves the right to limit or deny access to the individual and request a different service provider be dispatched to complete the service.

Any changes in criminal background history, such as a recent criminal offense, for any contractors who had previously been authorized to work on campus must be reported immediately to the Campus Safety Department at Calvin University by either the individual or contracted service provider.

Calvin University expects all contractors to comply with the Safer Spaces Policy as well as with any active investigations where a contractor’s input is requested. In response to any reported misconduct, the university will take appropriate steps to eliminate the misconduct, prevent its recurrence, and remedy its effects. The university will review and investigate all reports and provide for fair and impartial evaluation and resolution.

Additional information regarding Calvin University’s contractor policy can be found at https://calvin.edu/offices-services/campus-safety/contractor-authorization
LOCKING RESIDENCE HALLS

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

Residents can use back entrance doors to their own residence hall between the hours of 7:00 a.m. and midnight by swiping their ID card and entering their PIN number. If these exit doors are propped open for more than 5 minutes at any time of day, a local audible alarm will sound, and an alarm notification will be triggered at the dispatch center. If someone enters or exits these doors between midnight and 7:00 a.m., a forced door alarm will trigger the local audible alarm as well as the alarm notification at the dispatch center.

BREAK HOUSING During the academic year, the residence halls officially close for Christmas Break and Spring Break. Notices of specific times and dates are publicized by residence life and on Calvin’s academic calendar. Students are reminded to make travel arrangements accordingly. All students must vacate the residence halls during these breaks. Students who cannot return home or leave campus over the breaks may make arrangements to stay at the Knollcrest East apartments through the housing office.

LOCKING ON CAMPUS APARTMENTS

For security reasons, the outside doors to the Knollcrest East apartment buildings are locked 24 hours a day, 7 days a week. Students are issued ID cards that also act as their building access cards. Students gain entry by presenting their cards in front of the card access readers. The access system requires resident students to enter a PIN in order to gain after-hours entry to their apartments. Access is restricted to residents and other approved members of Calvin’s community. Residents are cautioned against permitting strangers to enter the building and to report any suspicious persons to Campus Safety. Campus Safety officers patrol the Knollcrest East apartment areas on a regular basis.

MAINTENANCE

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

RESIDENCE LIFE STAFF

Resident Directors and Area Coordinators are full time non-student staff members living in the halls who supervise the overall operation of the Calvin residential community. They are responsible for enacting Residence Life’s mission within the halls. RDs and Area Coordinators act as advisors to the RAs and student leaders as well as promote adherence to community expectations. They administrate the staff and services of the reception desk and are available to assist, counsel, and advise individual residents.
Graduate Assistants are part time non-student staff members living in halls who supervise the staff and services of the reception desk as well as plan events and activities for the hall with the Residence Hall Executive Team. They are available to assist and advise individual residents as well.

Resident Assistants (RAs) are students who live on each floor. RA’s are acquainted with the facilities and services at Calvin and are trained to help residents navigate university life, enforce University policies, and assist with challenges that may arise.

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

CRIME PREVENTION

Uniformed Campus Safety officers patrol the campus buildings and grounds on foot and in marked patrol vehicles to help ensure a safe environment for students, faculty, staff, and visitors. Additional crime prevention measures include such things as video surveillance, bicycle registration, safety phones, crime prevention programs, escort services, and posting the Clery Public Log, crime alerts and public safety advisories.

VIDEO SURVEILLANCE

Calvin University 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 university’s critical goals of security, and in a manner that is sensitive to interests of privacy.

The Calvin University Campus Safety Department is authorized to oversee and coordinate the installation and use of video equipment for safety and security purposes at Calvin University. Covert (hidden) camera surveillance is used periodically when Calvin University experiences patterns of criminal activity to either persons or property. Information obtained through video recordings are used for security and law enforcement purposes and in compliance with Calvin University policy. A digital recording system will record events temporarily unless retained by Campus Safety as part of a criminal or civil investigation or as otherwise approved. Video security recordings will be accessed only by designated Calvin University 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 University policies and limited to locations that do not violate the reasonable expectation of privacy as defined by Michigan Criminal Code section 750.539.

In 2020 Calvin University applied for and received a grant from the Michigan State Police Campus Sexual Assault Grant Program. As a result of the grant funds that were awarded, the University was able to increase surveillance capabilities on walking paths outside of residence halls and the Knolllcrest East apartments. A total of 15 video cameras have been added to the existing video surveillance infrastructure.
PERSONAL RECORDING DEVICES

The Calvin University Campus Safety Department uses the AXON Personal Recording System. The AXON Personal Recording System assists the Campus Safety Department in obtaining an ever increasingly higher degree of enhanced accountability to the community we 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 must comply with the Calvin University Video Surveillance Policy as well as the specific department policy regarding the use of these personal recording devices.

ALARM SYSTEMS

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

- **Fire Alarms** – Any alarms pertaining to the fire system, including smoke detection, sprinkler flow, heat detection and others.
- **Panic Alarms** – High-security spaces, or spaces more likely to have an incident with an unruly individual have panic switches installed that instantaneously trigger an alarm at the Dispatch Center.
- **AED Alarms** – Any time an AED device (positioned throughout the campus) is removed from its cabinet housing, an alarm is triggered at the Dispatch Center with the location of the alarm.
- **Door Position Alarms** – When a door is either propped open or does not close on its own, an alarm is triggered at the Dispatch Center showing the location (via map) of the door that did not secure in the allotted time.
- **Intrusion Alarms** – in certain high value storage areas Calvin University employs an intrusion alarm system, which monitors and alarms based on factors such as motion, door position or glass breakage.

BICYCLE REGISTRATION

To deter bicycle theft and aid in the recovery of stolen bicycles, mandatory bicycle registration is required through the Campus Safety Office. Registration is free and can be done online at our Campus safety website [http://calvin.edu/directory/policies/bicycle-regulations](http://calvin.edu/directory/policies/bicycle-regulations). Once a bike is registered, students, staff, and faculty must pick up a bike permit and display the permit on their bicycle.

Calvin University and the surrounding neighborhood go through periods when they are targeted by bicycle thieves.

Campus Safety advises these steps to deter bicycle theft, and if a theft does occur, to help in the possible recovery of your bicycle:

1. Lock your bicycle. Always secure your lock through the frame as well as both wheels. Do not merely lock your bicycle to itself, but to something solid. Also, make sure that your lock is adequate for the task. Bike thieves often check out bike racks looking for the best bikes with the flimsiest looking locks. U locks or chain locks work best. Thieves can easily cut cable locks.
2. Register your bicycle with Campus Safety. All bikes brought to campus must be registered and must display a bike registration sticker. Campus Safety will know you are the owner if your bike is stolen and recovered.
3. Record the serial number of your bicycle. If your bicycle is stolen, report the theft to the Campus Safety Department or the police and give them the serial number. If the bicycle is recovered, it can then be returned to you.

BLUE SAFETY PHONES

Calvin University has 14 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. The phones are connected directly to the Campus Safety Dispatch Center and are monitored 24 hours a day, 7 days a week including all holidays. A map of blue safety phone locations is found on page 111 of this report.

The phones have two buttons, labeled “Info” and “Push for Help”. When the “Info” button is pressed, it connects the caller to the general dispatch line. The “Info” button is used for requesting an escort, motorist assist, or to report suspicious or illegal activity. When the red “Push for Help” button is pressed, the caller is connected directly to the Calvin University emergency line. The blue light on top of the phone tower will also begin to strobe to bring attention to the location for which the call is placed.

Safety phones are tested on a weekly basis by Campus Safety staff to make sure they are operating properly. Any problems are reported to Campus Safety Dispatch and a work order is promptly submitted to Calvin Information Technology.

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. Resident students receive a Residence Hall Living booklet that contains a “Safety/Security” section covering safety tips, escorts, card access, theft, bike registration and parking. Resident assistants discuss security issues, the danger of propping exit doors and the importance of reporting suspicious behavior at their all floor meetings held at the beginning of each school year. Campus Safety provides a personal safety Information sheet to incoming students at Passport. The sheet provides information on what steps can be taken to decrease the likelihood of a crime occurring and what personal precautions against crime can be taken.

New faculty and staff receive information about safety procedures when starting their employment at Calvin. Each year, all faculty, staff, and students are invited to attend an Active Shooter response presentation given by Campus Safety. The presentation is also made available throughout the year to individual departments or classes by request. Staff and/or faculty members are appointed as emergency liaisons from each department or area around campus. The emergency liaisons aid in assisting with evacuations and are trained to assist in the event of an actual emergency.

Campus Safety offers numerous 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 safety tips can be found at http://www.calvin.edu/offices-services/campus-safety/safety-tips.html.

The Campus Safety Department also makes available a brochure put out by the Grand Rapids Police Department on “Protecting Yourself and Your Neighborhood”. The brochure is designed to help answer the most commonly asked questions regarding calling the police and police response to the call.

**SAFETY ESCORT SERVICE**

To aid in the prevention of criminal behavior, Campus Safety offers a Safety Escort Service for students, faculty, and staff who do not feel comfortable walking alone. The Safety Escort Service can be reached by calling the Dispatch line at (616)526-6452.

**RAD PROGRAM**

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

In 2020 Calvin University applied for and received a grant from the Michigan State Police Campus Sexual Assault Grant Program. As a result of the grant funds that were awarded, the University was able to ten new certified instructors for its RAD program as well as obtain new safety equipment for program participants.

**CARE TEAM**

The CARE Team is a behavioral intervention team consisting of the following members: Director of Campus Safety, Director of J. Broene Center for Counseling and Wellness, Director of Health Services, Dean of Students, Dean of Student Conduct or their designee, Director of Center for Intercultural Student Development, Associate Director for Center of Student Success, and one active faculty member.

The CARE Team provides a central resource to anyone who is concerned about an individual and may not be sure how best to help. The team reviews and intervenes in behavior concerns of students whose names are brought to the team. The team reaches out to address concerns through a course of action that takes into account the interests of the student and the university community.
CLERGY PUBLIC LOG

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

RESPONSIBILITIES OF THE CALVIN COMMUNITY FOR THEIR OWN PERSONAL SAFETY

Members of the Calvin community must assume responsibility for their own personal safety and the security of their personal property. Individuals are encouraged to take the following precautionary measures:

- Report all suspicious activity to Campus Safety immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. Use the Campus Safety escort service if needed.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones, computers, etc.) unattended.
- Always lock the door to your residence hall room or apartment, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
- Do not prop secured interior or exterior doors.
- Lock car doors and close windows when leaving your car.
- Do not leave valuables in your car, especially if they are easily noticed. Take valuables with you or lock them in the trunk.
- Inventory your personal property and write down serial numbers of items of value.
- Be aware of what is going on around you.

EMERGENCY PREPAREDNESS

Calvin University 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 of the ways Calvin University meets this commitment. Emergency incidents beyond the most routine level follow protocols of the Incident Command System (ICS), developed under the Federal Emergency Management Agency of the U.S. Department of Homeland Security. The university’s comprehensive emergency operation plan details immediate response and evacuation procedures, including the use of electronic and cellular communications (if appropriate). The Campus Safety Department has the responsibility of responding to and summoning the necessary resources to mitigate, investigate and document any situation that may constitute an emergency or dangerous situation.

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

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

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

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

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

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

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

**IMMEDIATE NOTIFICATIONS AND RESPONSE**

In times of crisis, Calvin University utilizes the Calvin Alert immediate notification system, which has been made available to all faculty, staff, and students. The Calvin Alert immediate notification system utilizes email and SMS text messaging to send out an immediate notification. All students, faculty and staff are automatically enrolled upon joining the institution and would need to opt-out to stop receiving alerts. Information on our alert system is found at [https://calvin.edu/offices-services/campus-safety/knightguard/calvinalert.html](https://calvin.edu/offices-services/campus-safety/knightguard/calvinalert.html). To sign up and receive immediate notifications, faculty, staff and students may go to [https://calvin.edu/offices-services/campus-safety/knightguard/calvinalert.html](https://calvin.edu/offices-services/campus-safety/knightguard/calvinalert.html). They will be required to then enter their Calvin username and password to select or change their preference for method of contact information. The Calvin Alert immediate emergency notification link can also be reached through the Faculty, Staff or Student Resource landing page under Directory Information. A direct link to the Calvin Alert immediate notification system is found under the Maintain Emergency Notification Preferences tab.

After responsible personnel have been made aware of and have made confirmation that a legitimate emergency or dangerous situation exists involving an immediate threat to the health and/or safety of faculty, staff and students on all or part of the Calvin University campus, the Calvin Alert immediate 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 immediate notification system may occur based upon the direction of local, state or federal emergency management officials, observations of a Campus Safety officer, notification from an emergency liaison, multiple witness telephone calls or an alarm system notification received at dispatch. The goal of the notification is to alert as many people as possible, as rapidly as possible with adequate follow up information as needed.

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

E-mail  
SMS text message  
Emergency Liaisons

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

E-mail  
SMS text message  
Emergency Liaisons

Faculty, staff, and students are responsible for providing all necessary information to insure a successful message delivery. Calvin University uploads the Calvin University email addresses for all faculty, staff, and students into the Calvin Alert immediate notification system. It is up to individual faculty, staff, and students to provide a different email address if they prefer not to use their Calvin email address. Calvin University cannot provide communication to those who fail to provide a correct and current phone number and/or email address information.

The message content will contain either pre-scripted brief messages or tailored content developed by the Director of Campus Safety or their designee. The information will be shared to help the public take action for their safety. An “all clear” message or follow up information will be disseminated as appropriate to the Calvin community through vocal telephone messages, emails, or SMS text messages using the Calvin Alert notification system. In addition to sending updates to the University community on the Calvin Alert notification system during a critical incident, the University will post information on the Calvin University website at http://www.calvin.edu. The larger community, including parents, neighbors, and other interested parties can access emergency information through the Calvin website (http://www.calvin.edu) and/or via the media. 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 immediate notification system via phone, email, text message or when contact is made by departmental Emergency Liaisons. The fire alarm
may be activated to clear each individual building. Members of the community should follow the posted evacuation routes and exits for a specific area and building. If people are instructed to evacuate campus, they will be asked to follow these instructions:

• Walk to the nearest exit of the building.

• Do not use elevators.

• Assist people with disabilities to the closest area of refuge. Emergency personnel should be notified of the location of the person with the disability so that they can take appropriate action to evacuate the person.

• Gather outside of individual buildings at designated gathering place and attempt to make certain all persons are accounted for. Stay at least 300 feet from the building.

• Campus Safety or emergency personnel should be made aware of people who are still in the building.

• Campus Safety, emergency personnel or an Emergency Liaison will provide information on the nature of the emergency that requires evacuation of the campus. This may include the distance and direction evacuees must travel from the campus, the possible duration of the evacuation, and the time by which the campus must be evacuated.

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

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

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

The following Calvin University officials shall have authority to authorize the Calvin Alert Immediate Notification System:

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

- Calvin University e-mail
- Personal e-mail
- SMS text to cell phone

The immediate notification system will be tested during the 1st week of classes each semester. 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 immediate notification system available in case of a true emergency condition.

Test messages will vary based on the semester and may include welcome back messages as well as safety tips.

**TIMELY WARNINGS**

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

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

- Flyers
- E-mail
- Campus Safety Department Website
- Campus Safety Facebook page
- Emergency Liaisons
Copies of active crime alerts can be found on the Campus Safety Department website at (http://www.calvin.edu/offices-services/campus-safety/clery-act/alert-bulletin.html) and is accessible to all faculty, staff and students as well as the public. Information will also be placed by the Campus Safety Department on Calvin’s electronic information systems Calvin News and Student News. Campus Safety officers and designated University emergency liaisons are responsible for posting flyers in campus buildings, which includes campus housing (residence halls and apartments), academic facilities and administrative buildings. Crime alerts will remain in effect for a period of one week (7 days), and then they will be removed unless it is determined there is a continued threat to the safety of the community.

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

PUBLIC SAFETY ADVISORIES

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

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

Public safety advisories will be issued by the Campus Safety Department using any and/or all the following methods:
Flyers
Campus Safety Department website
Campus Safety Facebook page
Emergency Liaisons

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

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

FACTORS FOR DETERMINING METHOD OF COMMUNICATION

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

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

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

A minimum of one fire drill per semester is conducted in each residence hall and Knollcrest East apartment. A minimum of one fire drill per academic year is conducted in the academic buildings.

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

Definitions for testing Emergency Response/Evacuation Procedures are as follows:

Test: Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

Drill: An activity that tests a single procedural operation.

Exercise: A test involving coordination of efforts. An exercise may be a tabletop, functional or full-scale exercise. An exercise includes tabletop exercises, functional exercises, and full-scale exercises.

Tabletop Exercise: A facilitated analysis of an emergency situation in an informal, stress-free environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on existing operational plans and identify where those plans need to be refined.

Functional Exercise: A fully simulated interactive exercise that tests the capability of an organization to respond to a simulated event. It is a coordinated response to a situation in a time-pressured, realistic simulation.

Full Scale Exercise: A full-scale exercise simulates a real event as closely as possible. It is designed to evaluate the operational capability of emergency management systems in a highly stressful environment that simulates actual response conditions. To accomplish this realism, it requires the mobilization and actual movement of emergency personnel, equipment, and resources.

TESTING OF EMERGENCY RESPONSE PROCEDURES

- March 19, 2019 - A drill was performed to test the functionality of installed lock down buttons.
- November 13, 2019 - An announced campus wide tabletop exercise involving the City of Grand Rapids Emergency Manager, who lead university officials in the management of the evacuation of a residence hall while using the principles of ICS levels 100 and 700. The tabletop exercise included the President, Cabinet members, Provost, Environmental Health and Safety, Information
Technology, Campus Safety, Facilities, Event Services, Human Resources, Dining Services, Financial Services, Student Life, Communications and Marketing, Diversity and Inclusion, Seminary, Counseling Center, Chaplain Office, Health Services, Financial Services, and Advancement. The tabletop exercise helped clarify specific roles and responsibilities of the participants and allowed the University to evaluate its current plans and procedures. An after-action report was completed to provide information on the strengths and weaknesses of the exercise and what corrective action was needed. Necessary changes and improvements were brought to the attention of the Emergency Management Planning Team.

FIRE DRILLS
- April 5, 2019 Spring semester fire drills in all residence halls and apartments (unannounced)
- July 30, 2019 Summer fire drill held in Kalsbeek Huizenga vanReken residence hall, where summer entrada students reside (unannounced)
- September 18, 2019 Fall semester fire drills in all residence halls (unannounced)
- October 7, 2019 Fall semester fire drills in apartments (unannounced)
- October 23, 2019 Academic Buildings
- November 8, 2019 Seminary

MISSING STUDENT POLICY

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

If a member of the Calvin Community has reason to believe that a student is missing, they are encouraged to call the Campus Safety Department at 616-526-6452. It does not matter whether or not the student resides on campus. All possible efforts are made to locate the student to determine his or her state of health and well-being through the collaboration of the Campus Safety Department and the Residence Life office. If the student is an on-campus resident the Campus Safety Department will secure authorization from a Residence Life dean to make a welfare entry into the student’s room. If it is an off-campus student resident, the Campus Safety Department will inform and enlist the aid of the director of Commuter Student Life in addition to the law enforcement agency having jurisdiction. The student may be placed on card watch to track whether or not they have entered a specific building area or their residence hall.

Concurrently, Campus Safety officers in collaboration with Residence Life will endeavor to determine the student’s location and well-being through contact with friends, associates, and/or employers of the student. We will also seek to determine whether the student has been attending classes, labs, scheduled organizational or academic meetings, or appearing at scheduled work shifts.

If the student is located, verification of the student’s state of health and intention of returning to campus is made. When and where appropriate, a referral will be made to the J. Broene Center for Counseling and Wellness, Residence Life and Health Services.

If the student has not been located, notification will be made to the student’s designated contact person within 24 hours of receiving the initial report by Campus Safety, or a dean of Residence Life to determine if they know of the location of the student. If the student is under 18 years of age, and not an emancipated individual, Calvin University is required by law to notify a custodial parent or guardian immediately. In addition to notifying a parent or guardian, confidential contacts will be notified if an alternate contact name was provided.
If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. Anyone who wishes to make an official missing person report on a student is requested to notify the Campus Safety Department immediately. Upon being made aware that a student is missing, the Campus Safety Department will notify the law enforcement agency with jurisdiction within 24 hours. The Campus Safety Department will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law.

All pertinent law enforcement agencies will be notified and requested to render assistance through direct telephone contact or visit by an employee of the Campus Safety Department. Suzanne’s Law, requiring local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing, was signed into law by President George W. Bush in the Spring of 2003 as part of the national “Amber Alert” Bill. The Crime Control Act of 1990, section 3701 (a) states: *IN GENERAL- Each Federal, State, and local law enforcement agency shall report each case of a missing child under the age of 21 (reported to such agency) to the National Crime Information Center of the Department of Justice.*

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

**ILLEGAL USE OF ALCOHOL AND OTHER DRUGS**

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

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

**POLICIES AND EXPECTATATIONS FOR CALVIN STUDENTS**

**Calvin University Alcohol Policy**

Calvin University is committed to the intellectual and personal development and Christian discipleship of all students. Alcohol misuse inhibits students’ development and is negatively correlated with academic success and personal safety. The vitality of the academic community relies on each member taking personal responsibility for his or her actions regarding alcohol use and for safeguarding the well-being of others.
Calvin University welcomes and supports the decision of any student not to consume alcohol. Calvin University seeks to emphasize education about the choices, risks, and personal responsibility regarding the use of alcohol. Students are expected to make conscious choices that do not diminish Christian community or impact one’s academic pursuit and do not risk the personal safety of community members.

Calvin University expects students to observe state laws regarding alcohol use, particularly those that address underage drinking, and the university holds students accountable for their choices regarding alcohol.

Students may not possess alcoholic beverages or empty alcohol containers on campus, on university property, in personal vehicles on university property, or in on-campus student living areas. Students present in a residence hall room, in an on-campus apartment, or an off-campus setting where alcohol is present and/or being consumed may face disciplinary action for complicity with an alcohol violation.

Calvin students who are 21 or older are free to make a decision whether or not to consume alcohol. These students are expected to consume alcohol responsibly and to honor the biblical expectations of moderation. Calvin students are expected to observe scriptural instructions that caution against intoxication. Intoxication can occur when consuming alcoholic beverages and also with a variety of other intoxicants, some of which are legal and some of which are not.

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

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

**Prohibited Conduct**

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

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

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

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

d. **Under the Influence of Alcoholic Beverages/Intoxication**
   **Definition:** A person who, having consumed alcoholic beverages, exhibits signs of intoxication, and/or experiences any loss of the normal use of his/her mental and/or physical faculties. Examples include but are not limited to slurred speech, vomiting, stumbling or needing assistance to walk, loss of motor coordination, aggression, brief loss of memory, or abusive behavior.
e. **Extreme Alcohol Intoxication**  
*Definition:* A person who, having consumed alcoholic beverages, exhibits signs of significant and/or dangerous intoxication. Examples include but are not limited to: blacking out, loss of consciousness or limited responsiveness, no withdrawal from painful stimuli, loss of bladder/bowel functions, excessive vomiting, or severe physical depression (slow or shallow breathing, pale or blue-tinged skin, or reduced heart rate).

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

g. **Provision and/or Distribution of Alcohol to Students Under 21 Years of Age**  
*Definition:* Purchasing for, providing to or distributing alcohol to any individual under 21 years of age.

h. **Irresponsible Hosting of Alcohol Event**  
*Definition:* Irresponsible hosting occurs when students have gatherings where underage guests (invited and uninvited) are consuming alcohol, where persons are misusing alcohol or consuming alcohol to the point of intoxication, where persons are using illegal or prohibited drugs, where excessive amounts of alcohol are present and/or alcohol is being misused as defined in items (d) and (e) above.

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

### Health Risks Associated with Alcohol Use

#### Short-Term Health Risks

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

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

#### Long-Term Health Risks

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

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

By not drinking too much, one can reduce the risk of these short- and long-term health risks.
<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>SUMMARY OF VIOLATION</th>
<th>POSSIBLE PENALTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OWI (drunk driving)</strong></td>
<td>A person licensed or not, under the influence of alcohol, drugs, or both, driving in a public place.</td>
<td>First offense: misdemeanor, not more than 93 days in jail, and/or fine of $100-$500, and/or community service not more than 360 hours. As part of sentence, court may order suspension and/or restrictions of operator's license. Vehicle forfeiture or immobilization may also be required. Up to six points may be added to driver record. If the person has a blood alcohol content of 0.17 grams or more, the person is guilty of a felony punishable by not more than 20 years in prison and/or a fine of $2,500-$10,000.</td>
</tr>
<tr>
<td>Permitting person under the influence to drive.</td>
<td>Allowing intoxicated person to drive in area open to the public</td>
<td>Misdemeanor: not more than 93 days in jail, or fine not less than $100 or more than $500, or both; vehicle can be impounded.</td>
</tr>
<tr>
<td>Minor possessing or transporting alcohol in motor vehicle.</td>
<td>Person under 21 years of age may not possess or transport alcohol in a vehicle. (Does not apply to transport of alcohol by a minor if a person of at least 21 years of age is present inside the motor vehicle.)</td>
<td>Civil Infraction First Offense. Fine of not more than $100, undergo substance abuse screening at their own expense, and perform community service. Misdemeanor: for any subsequent violations</td>
</tr>
<tr>
<td>Operating while visibly impaired (OWVI)</td>
<td>A person driving in areas open to public while impaired from alcohol, drugs, or both.</td>
<td>First offense: community service for not more than 360 hours; and/or imprisonment for not more than 93 days; and/or a fine of not more than $300. May be required to immobilize vehicle. Restrictions on driver license may also be imposed.</td>
</tr>
<tr>
<td>Operating with any presence of a Schedule I drug (OWPD)</td>
<td>A person driving in areas open to the public with any amount of a schedule I or other designated controlled substance in the body.</td>
<td>One or more of: community service for not more than 360 hours; imprisonment for not more than 93 days; or a fine of not less than $100 or more than $500. The vehicle may be ordered immobilized.</td>
</tr>
<tr>
<td>OWI causing death of another person</td>
<td>A person driving under the influence of alcohol or a controlled substance causes the death of another person.</td>
<td>Felony: imprisonment of not more than 15 years, a fine of $2,500-$10,000, or both. Vehicle may be forfeited or immobilized.</td>
</tr>
<tr>
<td>OWI causing serious impairment</td>
<td>A person driving under the influence of alcohol or a controlled substance causes a serious impairment of a body function of another person.</td>
<td>Felony: imprisonment for not more than 5 years, a fine of $1,000-$5,000, or both. Vehicle may be forfeited or immobilized.</td>
</tr>
<tr>
<td>Crime Description</td>
<td>Description</td>
<td>Punishment</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Purchase/possession/consumption or attempt to purchase/possess/consume by minor (MIP)</td>
<td>Person under 21 years of age may not purchase, possess, or consume alcohol.</td>
<td>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.</td>
</tr>
<tr>
<td>Using false ID to purchase alcohol</td>
<td>A minor shall not use fraudulent identification to purchase alcohol, nor shall another individual furnish fraudulent identification to a minor.</td>
<td>Imprisonment for not more than 93 days, a fine of not more than $100, or both.</td>
</tr>
<tr>
<td>Selling or furnishing alcohol to a minor</td>
<td>Alcohol shall not be sold or furnished to a minor.</td>
<td>First offense: a fine of not more than $1,000 and imprisonment for not more than 60 days. Second or subsequent offense: a fine of not more than $2,500 and imprisonment for not more than 90 days. Operator’s or chauffeur’s license may also be suspended. May be ordered to perform community service for any violation.</td>
</tr>
<tr>
<td>Consumption on public highway/open alcohol in vehicle</td>
<td>No alcoholic beverage can be consumed on public highways; no alcohol item can be open, un-capped, or seal broken in passenger area of vehicle.</td>
<td>Misdemeanor: not more than 90 days in jail, a fine of not more than $500, or both. May be ordered to perform community service and undergo substance abuse screening and assessment at own expense. Licensing sanctions may also be imposed.</td>
</tr>
<tr>
<td>Disorderly person (intoxicated)</td>
<td>Intoxicated in public place and endangering the safety of another person or of property or causing a disturbance.</td>
<td>Misdemeanor: not more than 90 days in jail, a fine of not more than $500, or both.</td>
</tr>
</tbody>
</table>
Calvin University Drug Policy for Students

The Drug-Free Schools and Communities Act of 1989 requires institutions of higher education to adopt and implement effective policies that prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Colleges and universities are required to review policies and sanctions to determine effectiveness, implement needed changes, and ensure that conduct sanctions are consistently enforced.

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

Calvin University observes and strictly enforces all local, state, and federal laws related to possession, use, sale or distribution of a controlled substance (including marijuana), and of designer drugs.

Students who are found responsible for violations of the University drug policies are subject to serious disciplinary action from the University, up to or including disciplinary suspension from the University.

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

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

Individuals who are involved in any drug-related violation may be subject to criminal action, as the University may report these individuals to the legal authorities. Students who are convicted of any criminal offense involving the possession or sale of a controlled substance risk continued eligibility to receive Financial Aid.

Students are accountable for upholding Calvin University drug policies even when traveling to states or countries in which certain drugs have been decriminalized. Though some impairing substances may be legal to purchase in some states, Calvin University prohibits the possession and/or use of these substances by its students. Students are responsible for knowing, understanding and observing Calvin University’s drug policies.

Prohibited Conduct

Violations of the Drug Policy and Definitions.

a. **Use or Possession of Prohibited, Controlled, or Illegal Substances.**

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

- 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 University, 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 university property is prohibited and that campus and community drug programs are available. This Act and the provisions Calvin University has taken to conform to the Act can be found in the Calvin University Student Handbook http://www.calvin.edu/offices-services/student-life/forms-policies/student-handbook.html and the Calvin University Employee Handbook (http://www.calvin.edu/admin/hr/handbook).

Resources are made available to members of the Calvin community on the topics of drug and alcohol abuse. These resources can be obtained through the Student Life Office, Residence Life Office, J. Broene Center for Counseling and Wellness and Health Services. The Office of Student Conduct provides additional resources regarding drug abuse and alcohol use at https://calvin.edu/offices-services/student-conduct/drug-info-resources.html?dotcmsredir=1.

Students who are caught with alcohol participate in an alcohol education module Crossroads through the Office of Student Conduct or they participate in a J. Broene Center for Counseling and Wellness sponsored group called Taking Control. Information on Drug and Alcohol Abuse Education may also be obtained through the National Clearinghouse for Alcohol and Drug Information at 1-800-729-6686. The following area resources for help are provided to students and staff either through the J. Broene Center for Counseling and Wellness and the Student Conduct Office.

Local Resources for Substance Abuse Treatment

Westbrook Recovery Center
3210 Eagle Run Drive NE #200
Grand Rapids, MI 49525
(616)957-1200
Toll Free: (866)964-7280
Call: 24 Hours a Day 7 Days a Week
Office Hours: Monday–Friday 8 a.m.–5 p.m.
www.westbrookrecovery.com/
Pine Rest Christian Mental Health Services  
300 68th Street SE  
Grand Rapids, MI 49512  
(866)852-4001  
www.pinerest.org/drug-addiction-treatment-center

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

Alcohol Screening Assessment  
http://www.rehabs.com/assessments/alcohol-addiction-quiz/

Additional Resources
- Addiction Center https://www.addictioncenter.com/ 1-844-359-5766
- Al-Anon Family Group Headquarters https://al-anon.org/ Self-Assessment Quizzes are available on their website 1-757-563-1600
- Substance Abuse and Mental Health Services Administration 1-877-726-4727
- National Council on Alcoholism and Drug Dependence 1-800-NCA-CALL
- National Center on Drug Abuse Hotline 1-800-662-HELP
- Help Crisis Line 616-459-2255
- Alcoholics Anonymous 616-913-9216
- National Institute on Alcohol Abuse and Alcoholism Provides general information about Alcoholism https://www.niaaa.nih.gov/

Suspension of Financial Aid Eligibility for Drug Related Offenses

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

<table>
<thead>
<tr>
<th>If convicted of an offense involving:</th>
<th>Ineligibility Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>POSSESSION OF A CONTROLLED SUBSTANCE</strong></td>
<td></td>
</tr>
<tr>
<td>First Offense</td>
<td>One Year</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Two Years</td>
</tr>
<tr>
<td>Third Offense</td>
<td>Indefinite</td>
</tr>
<tr>
<td><strong>SALE OF A CONTROLLED SUBSTANCE</strong></td>
<td></td>
</tr>
<tr>
<td>First Offense</td>
<td>Two Years</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

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

a. the student satisfactorily completes a drug rehabilitation program that –
   i. complies with the criteria prescribed in the federal regulations; and
   ii. includes two unannounced drug tests; or

b. the conviction is reversed, set aside, or otherwise rendered nugatory.
Readmission Policy

Calvin University develops return criteria for students who leave the university due to drug and/or alcohol policy violations. The return criteria are developed on a case-by-case basis. Students are encouraged to participate in an intervention that addresses the issues that caused them to leave the university.

Generally, students are eligible to reapply to Calvin University one calendar year after they are dismissed. If a student applies for readmission, the student provides a summary of their activities and outcomes.

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

Employee Substance Abuse Policy

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

Overview

Calvin University recognizes that its future is largely dependent upon the physical and psychological health of its employees. Accordingly, it is the right obligation and intent of Calvin University to maintain a safe, healthy and efficient working environment for all of its employees and to protect Calvin’s reputation, property, equipment and operations.

Calvin University maintains a short-term employee assistance program (EAP) that offers up to three free clinical visits to staff seeking assistance for alcohol and drug abuse. Faculty and staff may directly contact the EAP or may be referred by the Human Resources Department. With these basic objectives in mind, Calvin University has established the following policy with regard to the possession, use, distribution or abuse of alcohol, marijuana, or illegal drugs.

Policy Statement

Pre-employment Screening

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

On-the-job Use, Possession, or Distribution of Drugs or Alcohol

a. Alcohol: Being under the influence of alcohol by any employee while performing Calvin business or while on Calvin property is prohibited. Possession or consumption of alcohol in a Calvin vehicle is prohibited at all times. On Calvin property, possession or consumption of alcohol is prohibited with the exception of (approved) events hosted at the Prince Conference Center.

- Under the Influence – means for the purposes of this policy, that an employee is affected by a drug or alcohol or a combination of a drug and alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by a professional opinion, a scientifically valid test and in some cases by a layperson’s opinion.
b. **Marijuana**: Being impaired by marijuana while performing Calvin business or while on Calvin property is prohibited. The possession or consumption of marijuana in a Calvin vehicle and/or while on Calvin property is prohibited at all times.

c. **Illegal Drugs**: The use, sale, purchase, transfer, or possession of an illegal drug by an employee while on Calvin property, while in a Calvin vehicle or while performing Calvin business is prohibited. The presence of any detectable amount of any illegal drug in an employee while performing Calvin business, while in a Calvin vehicle or while on Calvin property is prohibited at all times.

**Notification**

**Criminal Drug Conviction**

Employees who are convicted of any workplace related criminal drug activity are required to inform Calvin of such conviction within five business days of their conviction. Notification must be made to the director of Human Resources. It is a condition of employment with Calvin that all employees provide this notification.

**Agency Notification**

Calvin will be required to notify Federal contracting officers or Federal granting officers within ten (10) days of receiving notification of an employee’s criminal drug conviction under the provisions of the Drug-Free Workplace Act of 1988 as incorporated in the Federal Acquisition Regulation, if and when this act applies to Calvin.

**Modification of Policy**

The administration of Calvin University is authorized and directed to modify this policy in order that it would continue to remain in compliance with the Drug Free Workplace Act of 1988, and related regulations.

**Discipline**

An employee that violates the Substance Abuse Policy could be subject to disciplinary action up to and including termination of employment. Ordinarily, the determination on the disposition of discipline is made by the employee’s supervisor in consultation with their department head, divisional vice president and the director of human resources.

**Drug and Alcohol Screening**

Calvin may require a blood test, urinalysis or other drug/alcohol screening of those persons suspected of using, being impaired or under the influence of drugs or alcohol where circumstances or workplace conditions justify it. Employee consent to submit to such a test is required as a condition of employment.

**Employee Assistance Program**

**Substance Abuse Policy: Relationship to Employee Assistance Program**

Calvin University maintains a short-term employee assistance program (EAP) that offers up to three free clinical visits to employees seeking assistance for alcohol or drug abuse (including illegal drugs). Employees may directly contact the EAP or may be referred by the Human Resources Department. It is, however, the responsibility of each employee to seek assistance before alcohol and drug problems lead to a disciplinary offense. Once a violation of this policy occurs, subsequently using the EAP will not necessarily lessen disciplinary action and may, in fact, have no bearing on the determination of appropriate disciplinary action. An employee’s decision to seek prior assistance through a department of human resources’ referral to the EAP or through one of Calvin’s health care benefits will not be used as the basis for disciplinary action and will not be used in any disciplinary proceeding.
Employees seeking information about the EAP program can review program information on the Human Resources website at https://calvin.edu/offices-services/human-resources/employment/benefits-insurance/resources/.

Searches

Calvin Property and Facilities

Calvin may conduct unannounced searches for drugs or alcohol anywhere in Calvin facilities or vehicles on Calvin property. Employees are expected to cooperate in the conducting of such searches which may be conducted at any time and do not have to be based on reasonable suspicion.

Searches of Employees and Their Personal Property

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 University.

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.

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. Michigan Regulation and Taxation of Marihuana Act (2018) list the following penalties: “A person who commits any of the following acts, and is not otherwise authorized by this act to conduct such activities, may be punished only as provided in this section and is not subject to any other form of punishment or disqualification, unless the person consents to another disposition authorized by law:

1. Except for a person who engaged in conduct described in sections 4(1)(a), 4(1)(b), 4(1)(c), 4(1)(d), 4(1)(g), or 4(1)(h), a person who possesses not more than the amount of marihuana allowed by section 5, cultivates not more than the amount of marihuana allowed by section 5, delivers without receiving any remuneration to a person who is at least 21 years of age not more than the amount of marihuana allowed by section 5, or possesses with intent to deliver not more than the amount of marihuana allowed by section 5, is responsible for a civil infraction and may be punished by a fine of not more than $100 and forfeiture of the marihuana.

2. Except for a person who engaged in conduct described in section 4, a person who possesses not more than twice the amount of marihuana allowed by section 5, cultivates not more than twice the amount of marihuana allowed by section 5, delivers without receiving any remuneration to a person who is at least 21 years of age not more than twice the amount of marihuana allowed by section 5, or possesses with intent to deliver not more than twice the amount of marihuana allowed by section 5:
   (a) for a first violation, is responsible for a civil infraction and may be punished by a fine of not more than $500 and forfeiture of the marihuana;
   (b) for a second violation, is responsible for a civil infraction and may be punished by a fine of not more than $1,000 and forfeiture of the marihuana;
   (c) for a third or subsequent violation, is guilty of a misdemeanor and may be punished by a fine of not more than $2,000 and forfeiture of the marihuana.

3. Except for a person who engaged in conduct described by section 4(1)(a), 4(1)(d), or 4(1)(g), a person under 21 years of age who possesses not more than 2.5 ounces of marihuana or who cultivates not more than 12 marihuana plants:
   (a) for a first violation, is responsible for a civil infraction and may be punished as follows:
      (1) if the person is less than 18 years of age, by a fine of not more than $100 or community service, forfeiture of the marihuana, and completion of 4 hours of drug education or counseling; or
      (2) if the person is at least 18 years of age, by a fine of not more than $100 and forfeiture of the marihuana.
   (b) for a second violation, is responsible for a civil infraction and may be punished as follows:
      (1) if the person is less than 18 years of age, by a fine of not more than $500 or community service, forfeiture of the marihuana, and completion of 8 hours of drug education or counseling; or
      (2) if the person is at least 18 years of age, by a fine of not more than $500 and forfeiture of the marihuana.

4. Except for a person who engaged in conduct described in section 4, a person who possesses more than twice the amount of marihuana allowed by section 5, cultivates more than twice the amount of marihuana allowed by section 5, or delivers without receiving any remuneration to a person who is at least 21 years of age more than twice the amount of marihuana allowed by section 5, shall be responsible
for a misdemeanor, but shall not be subject to imprisonment unless the violation was habitual, willful, and for a commercial purpose or the violation involved violence."

**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 oxandroline.

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

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

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

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

| Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana) |
|----------------------------------|------------------|------------------|------------------|------------------|
| Schedule | Substance/Quantity | Penalty | Substance/Quantity | Penalty |
| II | Cocaine 500-4999 grams mixture | **First Offense:** Not less than 5 yrs. and not more than 40 yrs. | Cocaine 5 kilograms or more mixture | **First Offense:** Not less than 10 yrs. and not more than life. |
| II | Cocaine Base 28-279 grams mixture | | Cocaine Base 280 grams or more mixture | |
| II | Fentanyl 40-399 grams mixture | | Fentanyl 400 grams or more mixture | |
| I | Fentanyl Analogue 10-99 grams mixture | **Second Offense:** Not less than 10 yrs. and not more than 5 million if an individual, $25 million if not an individual. | Fentanyl Analogue 100 grams or more mixture | **Second Offense:** Not less than 20 yrs. |
| I | Heroin 100-999 grams mixture | | Heroin 1 kilogram or more mixture | |

Federal Trafficking Penalties for Schedules II and IV (except Marijuana)

| Schedule | Substance/Quantity | Penalty | Substance/Quantity | Penalty |
| II | Cocaine 500-4999 grams mixture | **First Offense:** Not less than 5 yrs. and not more than 40 yrs. | Cocaine 5 kilograms or more mixture | **First Offense:** Not less than 10 yrs. and not more than life. |
| II | Cocaine Base 28-279 grams mixture | | Cocaine Base 280 grams or more mixture | |
| II | Fentanyl 40-399 grams mixture | | Fentanyl 400 grams or more mixture | |
| I | Fentanyl Analogue 10-99 grams mixture | **Second Offense:** Not less than 10 yrs. and not more than 5 million if an individual, $25 million if not an individual. | Fentanyl Analogue 100 grams or more mixture | **Second Offense:** Not less than 20 yrs. |
| I | Heroin 100-999 grams mixture | | Heroin 1 kilogram or more mixture | |

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)
<table>
<thead>
<tr>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Amount of Other Schedule I &amp; II Substances</td>
<td><strong>First Offense</strong>: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine $1 million if an individual, $5 million if not an individual.</td>
</tr>
<tr>
<td>Any Drug Product Containing Gamma Hydroxybutyric Acid Flunitrazepam (Schedule IV) 1 Gram or less</td>
<td><strong>Second Offense</strong>: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.</td>
</tr>
<tr>
<td>Any Amount of Other Schedule III Drugs</td>
<td><strong>First Offense</strong>: Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual. <strong>Second Offense</strong>: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.</td>
</tr>
<tr>
<td>Any Amount of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)</td>
<td><strong>First Offense</strong>: Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual. <strong>Second Offense</strong>: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.</td>
</tr>
<tr>
<td>Any Amount of All Schedule V Drugs</td>
<td><strong>First Offense</strong>: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. <strong>Second Offense</strong>: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.</td>
</tr>
</tbody>
</table>
### Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances

<table>
<thead>
<tr>
<th>Substance</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana 1,000 kilograms or more</td>
<td>Not less than 10 yrs. or more than life. If death or serious bodily injury,</td>
<td>Not less than 20 yrs. or more than life. If death or serious bodily injury,</td>
</tr>
<tr>
<td>marijuana mixture or 1,000 or more</td>
<td>not less than 20 yrs., or more than life. Fine not more than $10 million</td>
<td>life imprisonment. Fine not more than $20 million if an individual, $75 million</td>
</tr>
<tr>
<td>marijuana plants</td>
<td>if an individual, $50 million if other than an individual.</td>
<td>if other than an individual.</td>
</tr>
<tr>
<td>Marijuana 100 to 999 kilograms</td>
<td>Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury,</td>
<td>Not less than 10 yrs. or more than life. If death or serious bodily injury,</td>
</tr>
<tr>
<td>marijuana mixture or 100 to 999</td>
<td>not less than 20 yrs. or more than life. Fine not more than $5 million</td>
<td>life imprisonment. Fine not more than $8 million if an individual, $50 million</td>
</tr>
<tr>
<td>marijuana plants</td>
<td>if an individual, $25 million if other than an individual.</td>
<td>if other than an individual.</td>
</tr>
<tr>
<td>Marijuana 50 to 99 kilograms</td>
<td>Not more than 20 yrs. If death or serious bodily injury, not less than</td>
<td>Not more than 30 yrs. If death or serious bodily injury, life imprisonment.</td>
</tr>
<tr>
<td>marijuana mixture, 50 to 99</td>
<td>20 yrs. or more than life. Fine $1 million if an individual, $5 million</td>
<td>Fine $2 million if an individual, $10 million if other than an individual.</td>
</tr>
<tr>
<td>marijuana plants</td>
<td>if other than an individual.</td>
<td></td>
</tr>
<tr>
<td>Hashish more than 10 kilograms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil 1 kilogram</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana less than 50 kilograms</td>
<td>Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an</td>
<td>Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than</td>
</tr>
<tr>
<td>marijuana (but does not include</td>
<td>individual.</td>
<td>individual.</td>
</tr>
<tr>
<td>50 or more marijuana plants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 to 49 marijuana plants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish 10 kilograms or less</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil 1 kilogram or less</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### USE OF WEAPONS

No weapons of any kind are allowed on campus whether openly displayed or concealed, except as authorized by the Board of Trustees. Weapons include but are not limited to firearms, ammunition, explosives, switchblades, paint-ball guns, "Air-soft" guns, BB guns, rifles, pistols, potato launchers, bows and arrows, rockets, daggers, slingshots or knives of more than six inches when opened. Exceptions for Campus Safety supervisors and Campus Safety officers are governed by the university's Use of Force Policy. Calvin University also prohibits the use of fireworks or explosives on campus or at university sponsored events.
REPORTING A CRIME / SUSPICIOUS BEHAVIOR ON CAMPUS

University community members, students, faculty, staff and guests are encouraged to report all crimes in an accurate, prompt and timely manner. Accurate and prompt reporting ensures that the Campus Safety Department is able to evaluate, consider and send timely warning reports, disclose crimes through ongoing disclosure processes such as the posting of crimes in the Daily Crime Log and accurately documenting reportable crimes in its annual statistical disclosure.

The Campus Safety Department can be contacted by telephone, blue light emergency phones, in person and by e-mail. Potential criminal actions and other campus emergencies can be reported directly to the Campus Safety Department by calling our Dispatch Center at 616-526-6452. The Campus Safety Dispatch Center is available 24/7 for any calls. Upon receipt of a call, Campus Safety personnel are dispatched to the site of the complaint and makes a formal report, contacting local police if necessary. Campus Safety promptly notifies the university community of reported crimes that are considered a potential threat to the community, allowing the community to take steps to prevent a similar occurrence. Calvin University also uses Silent Observer for those who wish to report a crime and remain anonymous. One may report a crime by calling 774-2345 or online at www.silentobserver.org.

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

Persons who are victims of crime and are hesitant to report the crime to the Campus Safety Department are encouraged to meet persons identified by their role and not their title as Campus Security Authorities. A list of who specifically qualifies as a CSA is provided in the next section titled Confidential Reporting. As a third party, the Campus Security Authority can file a report when a victim is unable or unwilling to report a crime.

Calvin University has specific procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. The specific procedures are listed beginning on page 66 of this Annual Security Report.

CONFIDENTIAL REPORTING

Persons who decide not to pursue action with the criminal justice system or with Calvin University’s judicial system may want to consider making a confidential report. The Director of Campus Safety can file a report on the details of the incident without revealing a victim’s identity. The purpose of a confidential report is to comply with the victim’s wish to keep the matter confidential, while taking steps to ensure the future safety of others. With such information, the University can keep accurate records of the number of incidents involving faculty, staff, and students, determine whether there is a pattern of crime, and alert the campus community to potential danger.

Confidential reports can also be given to any Campus Security Authority. The definition of a Campus Security Authority, according to the Clery Act is as follows: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.”

Campus Security Authorities include:
- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department.
• Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

• 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

• An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution

Calvin University has specifically identified all coaches, assistant coaches, resident assistants, resident directors, club advisors, off campus program leaders, Campus Safety staff, Human Resources staff, Safer Spaces coordinators, Student Conduct deans, deans and assistant deans of Student Life, Vice President of Student Life, Director of Health Center and Director of Counseling and Wellness Center (when not functioning in counseling role) and spring break leaders as Campus Security Authorities.

Campus Security Authorities file a confidential electronic report, which is received by the Campus Safety Department. A copy of the reporting form is located in the Clery Act section of the Campus Safety Department’s website. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution; however, identifying information remains anonymous.

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

Campus professional counselors and ministry staff, when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion into the Annual Security Report. These positions are defined as follows:

• **Pastoral Counselor** – A person who is associated with a religious order or denomination is recognized by that religious order of denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

• **Professional Counselor** – A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

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

**REPORTING CRIMES AT NONCAMPUS LOCATIONS**

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

The University has several houses located in the city of Grand Rapids that are used for student housing which would be considered non-campus locations. Project Neighborhood (PN) is an off-campus housing option for sophomore, junior and senior students. A select co-ed group of students live together in a Project Neighborhood house with mentors. Housemates invest in their intentional communities, share
responsibilities for food preparation and care for the house (e.g., cleaning, raking leaves, etc.), and participate in service in the nearby community.

Other non-campus locations would include areas used by our sports teams for practice, university owned property used for academic purposes, and places our students stay for more than one night when travelling with a Calvin program.

**CALVIN OFF CAMPUS PROGRAM SAFETY INFORMATION**

Calvin’s Off-Campus Programs (OCP) Office takes its responsibility seriously to do its utmost to provide a secure environment in which students can live and learn. Although no one can guarantee or assure the safety of participants or eliminate all risks from an off-campus study experience, the goal of the Off Campus Programs Office is to minimize risks and keep students and parents aware of special situations as they make decisions about studying off-campus. While the OCP office and the program director will do everything possible to assure student safety while studying abroad, students must also recognize their responsibility for their security while studying off-campus.

Experience tells us that students who make themselves a "hard" target rather than an "easy" mark are much more likely to be safe while studying abroad. This means that one needs to be constantly aware of their surrounding and make good decisions related to their behaviors.

Students on study abroad programs may find that other cultures and societies have a much different understanding of what might be considered sexual harassment than is typically the case in the United States. Likewise, there can be great variation in the roles of men and women and in their forms of social interaction. Part of the study abroad experience is to learn how another culture and society organizes everyday life. What might be perceived as sexual harassment at Calvin might be regarded by some as being socially acceptable in another country, albeit obnoxious and unsettling behavior.

While American laws do not extend beyond the borders of the United States, Calvin students studying abroad are bound by University policy regarding social behavior and sexual harassment presented in the student handbook. With regard to the actions of others, if you feel that you have been the subject of sexual harassment during an off-campus experience, you should first report this to the program director or instructor as well as the Off-Campus Programs office. Calvin will do all that it can to provide resources to the student and deal with the situation in accordance with the procedures outlined in the student handbook.

As you live and study off-campus (especially internationally) remember the following to try to avoid sexual harassment and assault:

- Dress conservatively.
- Avoid walking alone at night or in questionable neighborhoods.
- Do not agree to meet a person whom you do not know.
- Be aware that some men from other cultures tend to mistake the friendliness of North American women for romantic interest. Be serious and firm. Again, be straightforward and firm if propositioned; you may have to deny propositions multiple times.
- Do not be afraid to be "rude." Protect your own comfort and safety.
- Avoid eye contact with unknown men.
- Recognize that the stereotype that American women are morally loose and uninhibited about sex is quite prevalent in other countries.
- **Always remember that no one has the right to take sexual advantage of you. If you are victimized in this way, be sure to get help from your program director and/or another person in authority.** This is important for your physical and mental well-being and to protect others from becoming victims in the future.
The Off-Campus Programs Office provides a profile for each off-campus program that is offered at Calvin. The profile ranks the current safety and security concerns in each country and informs students whether the area they will be travelling is in a low, moderate, or high security risk area. The profile also ranks health considerations, cultural acclimation difficulty, and physical demands of the program. Additional information regarding specific programs or other off campus program information can be found at https://calvin.edu/offices-services/off-campus-programs/programs/.

HELP FOR CRIME VICTIMS

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

Calvin University offers free counseling through the J. Broene Center for Counseling and Wellness to students who are victims of violent crimes. Information provided by the victim will be held confidential unless the victim authorizes otherwise. Campus Safety also has contact information for a number of additional resources both on and off campus. This information is available through printed information at the Campus Safety Office, the resource tab on the Campus Safety website, and the back pages of the Annual Security Report.

CALVIN UNIVERSITY STATEMENT OF NON-DISCRIMINATION

Calvin University prohibits unlawful discrimination on the basis of race, color, national origin, age, religion, disability, gender, marital status, sexual orientation or other characteristics protected by federal, state or local statute or ordinance. Discrimination is defined as unequal treatment of an individual because of his or her protected legal status, such as race, age, or gender.

In addition, there are other forms of harassment and discrimination, based on characteristics that are not protected by these statutes. It is the policy of Calvin University that, although the law may not expressly prohibit such behaviors, such behaviors nevertheless have no place here; they violate this policy and will be subject to disciplinary action. Illustrative examples include harassment or discrimination based upon physical appearance or social or economic status.

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

Calvin University 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 University 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 University official. In this context, Calvin University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking as defined by the Violence Against Women Reauthorization Act (VaWA) and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community. For a complete copy of Calvin University’s policy governing sexual misconduct, visit:

Students: http://calvin.edu/directory/policies/student-conduct-code#IIIIE

Faculty: https://calvin.edu/contentAsset/raw-data/225e6a56-bd6a-49a6-b7c9-a0992dc57399/fullTextPdf

Staff: http://www.calvin.edu/admin/hr/handbook/employment/#college
A. Definitions

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

Consent: The State of Michigan does not have a specific definition for consent; however, Calvin University 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 university 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.

The United States 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.

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

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

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

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

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

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

(a) "Actor" means a person accused of criminal sexual conduct.

(b) "Developmental disability" means an impairment of general intellectual functioning or adaptive behavior that meets all of the following criteria:

(i) It originated before the person became 18 years of age.
(ii) It has continued since its origination or can be expected to continue indefinitely.

(iii) It constitutes a substantial burden to the impaired person's ability to perform in society.

(iv) It is attributable to one or more of the following:

   Intellectual disability, cerebral palsy, epilepsy, or autism.

   Any other condition of a person that produces a similar impairment or requires treatment and services similar to those required for a person described in this subdivision.

(c) "Electronic monitoring" means that term as defined in section 85 of the corrections code of 1953, 1953 PA 232, MCL 791.285.

(d) "Intellectual disability" means that term as defined in section 100b of the mental health code, 1974 PA 258, MCL 330.1100b.

(e) "Intermediate school district" means a corporate body established under part 7 of the revised school code, 1976 PA 451, MCL 380.601 to 380.705.

(f) "Intimate parts" includes the primary genital area, groin, inner thigh, buttock, or breast of a human being.

(g) "Mental health professional" means that term as defined in section 100b of the mental health code, 1974 PA 258, MCL 330.1100b.

(h) "Mental illness" means a substantial disorder of thought or mood that significantly impairs judgment, behavior, capacity to recognize reality, or ability to cope with the ordinary demands of life.

(i) "Mentally disabled" means that a person has a mental illness, is intellectually disabled, or has a developmental disability.

(j) "Mentally incapable" means that a person suffers from a mental disease or defect that renders that person temporarily or permanently incapable of appraising the nature of his or her conduct.

(k) "Mentally incapacitated" means that a person is rendered temporarily incapable of appraising or controlling his or her conduct due to the influence of a narcotic, anesthetic, or other substance administered to that person without his or her consent, or due to any other act committed upon that person without his or her consent.

(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 childcare 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 one or more other persons and either of the following circumstances exists:

(i) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(ii) The actor uses force or coercion to accomplish the sexual penetration. Force or coercion includes, but is not limited to, any of the circumstances listed in subdivision (f).

(e) The actor is armed with a weapon or any article used or fashioned in a manner to lead the victim to reasonably believe it to be a weapon.

(f) The actor causes personal injury to the victim and force or coercion is used to accomplish sexual penetration. Force or coercion includes, but is not limited to, any of the following circumstances:

(i) When the actor overcomes the victim through the actual application of physical force or physical violence.

(ii) When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute these threats.

(iii) When the actor coerces the victim to submit by threatening to retaliate in the future against the victim, or any other person, and the victim believes that the actor has the ability to execute this threat. As used in this subdivision, "to retaliate" includes threats of physical punishment, kidnapping, or extortion.
(iv) When the actor engages in the medical treatment or examination of the victim in a manner or for purposes that are medically recognized as unethical or unacceptable.

(v) When the actor, through concealment or by the element of surprise, is able to overcome the victim.

(g) The actor causes personal injury to the victim, and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(h) That other person is mentally incapable, mentally disabled, mentally incapacitated, or physically helpless, and any of the following:

(i) The actor is related to the victim by blood or affinity to the fourth degree.

(ii) The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.

(2) Criminal sexual conduct in the first degree is a felony punishable as follows:

(a) Except as provided in subdivisions (b) and (c), by imprisonment for life or for any term of years.

(b) For a violation that is committed by an individual 17 years of age or older against an individual less than 13 years of age by imprisonment for life or any term of years, but not less than 25 years.

(c) For a violation that is committed by an individual 18 years of age or older against an individual less than 13 years of age, by imprisonment for life without the possibility of parole if the person was previously convicted of a violation of this section or section 520c, 520d, 520e, or 520g committed against an individual less than 13 years of age or a violation of law of the United States, another state or political subdivision substantially corresponding to a violation of this section or section 520c, 520d, 520e, or 520g committed against an individual less than 13 years of age.

(d) In addition to any other penalty imposed under subdivision (a) or (b), the court shall sentence the defendant to lifetime electronic monitoring under section 520n.

(3) The court may order a term of imprisonment imposed under this section to be served consecutively to any term of imprisonment imposed for any other criminal offense arising from the same transaction.

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

(1) A person is guilty of criminal sexual conduct in the second degree if the person engages in sexual contact with another person and if any of the following circumstances exists:

(a) That other person is under 13 years of age.

(b) That other person is at least 13 but less than 16 years of age and any of the following:

   (i) The actor is a member of the same household as the victim.
(ii) The actor is related by blood or affinity to the fourth degree to the victim.

(iii) The actor is in a position of authority over the victim and the actor used this authority to coerce the victim to submit.

(iv) The actor is a teacher, substitute teacher, or administrator of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled.

(v) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(vi) The actor is an employee, contractual service provider, or volunteer of a child care organization, or a person licensed to operate a foster family home or a foster family group home in which that other person is a resident and the sexual contact occurs during the period of that other person's residency. As used in this subdivision, "child care organization", "foster family home", and "foster family group home" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.

(c) Sexual contact occurs under circumstances involving the commission of any other felony.

(d) The actor is aided or abetted by 1 or more other persons and either of the following circumstances exists:

(i) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(ii) The actor uses force or coercion to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the circumstances listed in section 520b(1)(f).

(e) The actor is armed with a weapon, or any article used or fashioned in a manner to lead a person to reasonably believe it to be a weapon.

(f) The actor causes personal injury to the victim and force or coercion is used to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the circumstances listed in section 520b(1)(f).

(g) The actor causes personal injury to the victim and the actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(h) That other person is mentally incapable, mentally disabled, mentally incapacitated, or physically helpless, and any of the following:

(i) The actor is related to the victim by blood or affinity to the fourth degree.

(ii) The actor is in a position of authority over the victim and used this authority to coerce the victim to submit.

(i) That other person is under the jurisdiction of the department of corrections and the actor is an employee or a contractual employee of, or a volunteer with, the department of corrections who knows that the other person is under the jurisdiction of the department of corrections.
(j) That other person is under the jurisdiction of the department of corrections and the actor is an employee or a contractual employee of, or a volunteer with, a private vendor that operates a youth correctional facility under section 20g of the corrections code of 1953, 1953 PA 232, MCL 791.220g, who knows that the other person is under the jurisdiction of the department of corrections.

(k) That other person is a prisoner or probationer under the jurisdiction of a county for purposes of imprisonment or a work program or other probationary program and the actor is an employee or a contractual employee of or a volunteer with the county or the department of corrections who knows that the other person is under the county's jurisdiction.

(l) The actor knows or has reason to know that a court has detained the victim in a facility while the victim is awaiting a trial or hearing, or committed the victim to a facility as a result of the victim having been found responsible for committing an act that would be a crime if committed by an adult, and the actor is an employee or contractual employee of, or a volunteer with, the facility in which the victim is detained or to which the victim was committed.

(2) Criminal sexual conduct in the second degree is a felony punishable as follows:

(a) By imprisonment for not more than 15 years.

(b) In addition to the penalty specified in subdivision (a), the court shall sentence the defendant to life time electronic monitoring under section 520n if the violation involved sexual contact committed by an individual 17 years of age or older against an individual less than 13 years of age.

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

(1) A person is guilty of criminal sexual conduct in the third degree if the person engages in sexual penetration with another person and if any of the following circumstances exist:

(a) That other person is at least 13 years of age and under 16 years of age.

(b) Force or coercion is used to accomplish the sexual penetration. Force or coercion includes but is not limited to any of the circumstances listed in section 520b(1)(f)(i) to (v).

(c) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(d) That other person is related to the actor by blood or affinity to the third degree and the sexual penetration occurs under circumstances not otherwise prohibited by this chapter. It is an affirmative defense to a prosecution under this subdivision that the other person was in a position of authority over the defendant and used this authority to coerce the defendant to violate this subdivision. The defendant has the burden of proving this defense by a preponderance of the evidence. This subdivision does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(e) That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school, and either of the following applies:

(i) The actor is a teacher, substitute teacher, or administrator of that public school, nonpublic school, school district, or intermediate school district. This subparagraph does not apply if the other person is emancipated or if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school,
or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(f) That other person is at least 16 years old but less than 26 years of age and is receiving special education services, and either of the following applies:

(i) The actor is a teacher, substitute teacher, administrator, employee, or contractual service provider of the public school, nonpublic school, school district, or intermediate school district from which that other person receives the special education services. This subparagraph does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(g) The actor is an employee, contractual service provider, or volunteer of a child care organization, or a person licensed to operate a foster family home or a foster family group home, in which that other person is a resident, that other person is at least 16 years of age, and the sexual penetration occurs during that other person's residency. As used in this subdivision, "child care organization", "foster family home", and "foster family group home" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.

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

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

(1) A person is guilty of criminal sexual conduct in the fourth degree if he or she engages in sexual contact with another person and if any of the following circumstances exist:

(a) That other person is at least 13 years of age but less than 16 years of age, and the actor is 5 or more years older than that other person.

(b) Force or coercion is used to accomplish the sexual contact. Force or coercion includes, but is not limited to, any of the following circumstances:

(i) When the actor overcomes the victim through the actual application of physical force or physical violence.

(ii) When the actor coerces the victim to submit by threatening to use force or violence on the victim, and the victim believes that the actor has the present ability to execute that threat.

(iii) When the actor coerces the victim to submit by threatening to retaliate in the future against the victim, or any other person, and the victim believes that the actor has the ability to execute that threat. As used in this subparagraph, "to retaliate" includes threats of physical punishment, kidnapping, or extortion.
(iv) When the actor engages in the medical treatment or examination of the victim in a manner or for purposes which are medically recognized as unethical or unacceptable.

(v) When the actor achieves the sexual contact through concealment or by the element of surprise.

(c) The actor knows or has reason to know that the victim is mentally incapable, mentally incapacitated, or physically helpless.

(d) That other person is related to the actor by blood or affinity to the third degree and the sexual contact occurs under circumstances not otherwise prohibited by this chapter. It is an affirmative defense to a prosecution under this subdivision that the other person was in a position of authority over the defendant and used this authority to coerce the defendant to violate this subdivision. The defendant has the burden of proving this defense by a preponderance of the evidence. This subdivision does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(e) The actor is a mental health professional and the sexual contact occurs during or within 2 years after the period in which the victim is his or her client or patient and not his or her spouse. The consent of the victim is not a defense to a prosecution under this subdivision. A prosecution under this subsection shall not be used as evidence that the victim is mentally incompetent.

(f) That other person is at least 16 years of age but less than 18 years of age and a student at a public school or nonpublic school, and either of the following applies:

(i) The actor is a teacher, substitute teacher, or administrator of that public school, nonpublic school, school district, or intermediate school district. This subparagraph does not apply if the other person is emancipated or if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is an employee or a contractual service provider of the public school, nonpublic school, school district, or intermediate school district in which that other person is enrolled, or is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(g) That other person is at least 16 years old but less than 26 years of age and is receiving special education services, and either of the following applies:

(i) The actor is a teacher, substitute teacher, administrator, employee, or contractual service provider of the public school, nonpublic school, school district, or intermediate school district from which that other person receives the special education services. This subparagraph does not apply if both persons are lawfully married to each other at the time of the alleged violation.

(ii) The actor is a volunteer who is not a student in any public school or nonpublic school, or is an employee of this state or of a local unit of government of this state or of the United States assigned to provide any service to that public school, nonpublic school, school district, or intermediate school district, and the actor uses his or her employee, contractual, or volunteer status to gain access to, or to establish a relationship with, that other person.

(h) The actor is an employee, contractual service provider, or volunteer of a childcare organization, or a person licensed to operate a foster family home or a foster family group home, in which that
other person is a resident, that other person is at least 16 years of age, and the sexual contact occurs during that other person's residency. As used in this subdivision, "child care organization", "foster family home", and "foster family group home" mean those terms as defined in section 1 of 1973 PA 116, MCL 722.111.

(2) Criminal sexual conduct in the fourth degree is a misdemeanor punishable by imprisonment for not more than 2 years or a fine of not more than $500.00, or both.

**Domestic Violence:** The definition from the Violence against Women Act for “domestic violence” is as follows:

1) Felony or misdemeanor crimes of violence committed—

   a. By a current or former spouse or intimate partner of the victim;
   b. By a person with whom the victim shares a child in common;
   c. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
   d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
   e. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

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

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

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

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

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

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

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

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

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

**Dating Violence:** The definition from the Violence against Women Act for “dating violence” is violence committed by a person

1) who is or has been in a social relationship of a romantic or intimate nature with the victim and

2) The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition-

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

(ii) Dating violence does not include acts covered under the definition of domestic violence.
For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

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

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

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

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

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

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

   (a) This section or an ordinance of a political subdivision of this state substantially corresponding to this section.
   
   (b) Section 81a, 82, 83, 84, or 86.
   
   (c) A law of another state or an ordinance of a political subdivision of another state substantially corresponding to this section or section 81a, 82, 83, 84, or 86.
(5) This section does not apply to an individual using necessary reasonable physical force in compliance with section 1312 of the revised school code, 1976 PA 451, MCL 380.1312.

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

**Stalking:** The definition from the Violence against Women Act for "stalking" is as follows:

1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

2) **Course of conduct** means two or more acts including, but not limited to:

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

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

   (iii) **Reasonable persons** means a reasonable person under similar circumstances and with similar identities to the victim.

3) For the purposes of complying with the requirements of this section and section United States Federal Regulation 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 unconsented contact that would cause a reasonable individual to suffer emotional distress and that actually causes the victim to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose.

   (d) **"Stalking"** means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
(e) "Unconsented contact" means any contact with another individual that is initiated or continued without that individual's consent or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Unconsented contact includes, but is not limited to, any of the following:

(i) Following or appearing within the sight of that individual.

(ii) Approaching or confronting that individual in a public place or on private property.

(iii) Appearing at that individual's workplace or residence.

(iv) Entering onto or remaining on property owned, leased, or occupied by that individual.

(v) Contacting that individual by telephone.

(vi) Sending mail or electronic communications to that individual.

(vii) Placing an object on, or delivering an object to, property owned, leased, or occupied by that individual.

(f) "Victim" means an individual who is the target of a willful course of conduct involving repeated or continuing harassment.

(2) An individual who engages in stalking is guilty of a crime as follows:

(a) Except as provided in subdivision (b), a misdemeanor punishable by imprisonment for not more than 1 year or a fine of not more than $1,000.00, or both.

(b) If the victim was less than 18 years of age at any time during the individual's course of conduct and the individual is 5 or more years older than the victim, a felony punishable by imprisonment for not more than 5 years or a fine of not more than $10,000.00, or both.

(3) The court may place an individual convicted of violating this section on probation for a term of not more than 5 years. If a term of probation is ordered, the court may, in addition to any other lawful condition of probation, order the defendant to do any of the following:

(a) Refrain from stalking any individual during the term of probation.

(b) Refrain from having any contact with the victim of the offense.

(c) Be evaluated to determine the need for psychiatric, psychological, or social counseling and if, determined appropriate by the court, to receive psychiatric, psychological, or social counseling at his or her own expense.

(4) In a prosecution for a violation of this section, evidence that the defendant continued to engage in a course of conduct involving repeated unconsented contact with the victim after having been requested by the victim to discontinue the same or a different form of unconsented contact, and to refrain from any further unconsented contact with the victim, gives rise to a rebuttable presumption that the continuation of the course of conduct caused the victim to
feel terrorized, frightened, intimidated, threatened, harassed, or molested.

(5) A criminal penalty provided for under this section may be imposed in addition to any penalty that may be imposed for any other criminal offense arising from the same conduct or for any contempt of court arising from the same conduct.

B. **Education and Prevention Programs**

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

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

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

a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
c. Defines what behavior and actions constitute consent to sexual activity in the State of Michigan and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent;
d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
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.
Calvin University has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students. Additionally, participating in and presenting information and materials during new employee orientation.

Definitions & Terms: VAWA Amendments to Clery

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

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

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

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

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

Bystander intervention includes:

- Recognizing situations of potential harm
- 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.

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

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**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.

The proceeding will be 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 University offered the following primary prevention and awareness programs for all incoming students in 2019:**

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every Choice</td>
<td>1/1/19 to 12/31/19</td>
<td>Online</td>
<td>SA, DaV, S</td>
</tr>
<tr>
<td>Step-Up Dramas</td>
<td>8/31/2019</td>
<td>CFAC</td>
<td>SA</td>
</tr>
</tbody>
</table>

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

**The University offered the following primary prevention and awareness programs for all new employees in 2019:**

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus SaVe Act, Title IX &amp; Sexual Misconduct, Sexual Harassment</td>
<td>Online – 2019</td>
<td>N/A</td>
<td>SA, DaV, S, Harassment</td>
</tr>
</tbody>
</table>

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking
Campus SaVE Act for Employees – Sexual Violence Awareness and Sexual Assault remain a significant problem on university campuses, even though federal law guarantees all students the right to an education free from sexual harassment and sexual violence. The effects of sexual violence can be long lasting as well as emotionally and physically devastating, even disrupting a student’s academic career. This course educates university staff on proper identification, response, and handling of incidents of sexual violence. The course is required for every employee at .10 FTE and higher.

Calvin University offered the following ongoing awareness and prevention programs for students in 2019:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD Classes</td>
<td>Interim- January 7, 9, 14, and 16</td>
<td>Hoogenboom</td>
<td>SA</td>
</tr>
<tr>
<td>The Dating Project</td>
<td>1/15/19</td>
<td>Commons Lecture Hall</td>
<td>Sexual Violence</td>
</tr>
<tr>
<td>Addressing Justice and Forgiveness</td>
<td>1/22/19</td>
<td>Covenant Fine Arts Center</td>
<td>SA, Harassment, DaV DoV</td>
</tr>
<tr>
<td>Study on Sexual Violence – Campus Climate Survey</td>
<td>2/11/19</td>
<td>Hiemenga Hall 336</td>
<td>SA, Harassment, DaV DoV,</td>
</tr>
<tr>
<td>Be the Change</td>
<td>3/4/19</td>
<td>Fieldhouse</td>
<td>SA, Harassment, DaV DoV,</td>
</tr>
<tr>
<td>Safe Church Ministry</td>
<td>3/7/19</td>
<td>Hiemenga Hall 336</td>
<td>SA, Harassment, DaV DoV</td>
</tr>
<tr>
<td>Sexual Wholeness and Healing Group</td>
<td>8 weeks Spring Semester</td>
<td>Undisclosed location. Led by Campus Ministries</td>
<td>SA, Harassment, DaV DoV</td>
</tr>
<tr>
<td>Survival Support for Women</td>
<td>Wed. evenings – spring semester</td>
<td>Undisclosed location. Led by Counseling and Wellness</td>
<td>SA, Harassment, DaV DoV</td>
</tr>
<tr>
<td>Support Sexual Assault Awareness</td>
<td>4/9/19</td>
<td>Men’s Lacrosse Game</td>
<td>SA, Harassment, DaV DoV</td>
</tr>
<tr>
<td>Liturgy Against Sexual Violence – Dorm Worship</td>
<td>4/17/19</td>
<td>Commons Lawn</td>
<td>Sexual Violence</td>
</tr>
<tr>
<td>Decorate a Flag – Sexual Violence</td>
<td>4/8/19 thru 4/15/19</td>
<td>HH 427, Johnny’s Cafe</td>
<td>Sexual Violence</td>
</tr>
<tr>
<td>Flag Display and Prayer</td>
<td>4/18/19</td>
<td>Commons Lawn</td>
<td>SA, Harassment, DV</td>
</tr>
<tr>
<td>Mandatory Athletic Meeting regarding Sexual Harassment and Violence</td>
<td>September 2019</td>
<td>Fieldhouse Target audience - Coaches, and students</td>
<td>SA, Harassment, DaV DoV</td>
</tr>
<tr>
<td>Sexual Assault- Bystander Training</td>
<td>11/18/19 and 12/8/19</td>
<td>Fieldhouse</td>
<td>Sexual Violence</td>
</tr>
<tr>
<td>Sexual Assault Prevention Team</td>
<td>Fall Semester – 6 times biweekly</td>
<td>Hiemenga Hall 336</td>
<td>SA, Harassment, DaV DoV</td>
</tr>
<tr>
<td>Trial run of Love, Sex and Power Workshop</td>
<td>12/3/19</td>
<td>Hiemenga Hall 336</td>
<td>SA, Harassment, DaV DoV</td>
</tr>
</tbody>
</table>

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking
Calvin University offered the following ongoing awareness and prevention programs for employees in 2019:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD Classes</td>
<td>Interim- January 7, 9, 14, and 16</td>
<td>Hoogenboom</td>
<td>SA</td>
</tr>
<tr>
<td>Addressing Justice and Forgiveness</td>
<td>1/22/19</td>
<td>Covenant Fine Arts Center</td>
<td>SA, Harassment, DaV DoV</td>
</tr>
<tr>
<td>Study on Sexual Violence – Campus Climate Survey</td>
<td>2/11/19</td>
<td>Hiemenga Hall 336</td>
<td>SA, Harassment, DaV DoV</td>
</tr>
<tr>
<td>Safe Church Ministry</td>
<td>3/7/19</td>
<td>Hiemenga Hall 336</td>
<td>SA, Harassment, DaV DoV</td>
</tr>
<tr>
<td>Survival Support for Women</td>
<td>Wed. evenings – spring semester</td>
<td>Undisclosed location. Led by Counseling and Wellness</td>
<td>SA, Harassment, DaV DoV</td>
</tr>
<tr>
<td>Support Sexual Assault Awareness</td>
<td>4/9/19</td>
<td>Men’s Lacrosse Game</td>
<td>SA, Harassment, DaV DoV</td>
</tr>
<tr>
<td>Liturgy Against Sexual Violence – Chapel Worship</td>
<td>4/17/19</td>
<td>Commons Lawn</td>
<td>Sexual Violence</td>
</tr>
<tr>
<td>Decorate a Flag – Sexual Violence</td>
<td>4/8/19 thru 4/15/19</td>
<td>HH 427, Johnny’s Cafe</td>
<td>Sexual Violence</td>
</tr>
<tr>
<td>Flag Display and Prayer</td>
<td>4/18/19</td>
<td>Commons Lawn</td>
<td>SA, Harassment, DV</td>
</tr>
<tr>
<td>Mandatory Athletic Meeting regarding Sexual Harassment and Violence</td>
<td>September 2019</td>
<td>Fieldhouse Target audience - Coaches, and students</td>
<td>SA, Harassment, DaV DoV</td>
</tr>
</tbody>
</table>

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

**Sexual Assault Prevention Team**

Calvin University has a Sexual Assault Prevention Team. This team consists of a group of students, staff and faculty who are dedicated to prevention and advocacy work to end rape, sexual assault, and harassment. SAPT seeks to do this by educating the Calvin community for change in attitudes and behaviors and by equipping compassionate and knowledgeable respondents. Specific information on how to receive help if sexually assaulted or how to help a friend who has been sexually assaulted can be found on their web page, which is located at [https://calvin.edu/offices-services/student-organizations/sexual-assault-prevention-team](https://calvin.edu/offices-services/student-organizations/sexual-assault-prevention-team).

The Sexual Assault Prevention Team regularly updates their Facebook page with upcoming programs focusing on sexual assault. The Facebook page provides links to various resources regarding victim’s rights and responsibilities and how to stay safe. Photos of past events are posted encouraging students to get involved. The Chimes student newspaper will also publish articles highlighting the activities led by the Sexual Assault Prevention Team.
C. Procedures for Reporting a Complaint

Through its Safer Spaces Policy, Calvin University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges. Written notification will be provided to students and employees regarding the availability of counseling, health, mental health, victim advocacy, legal assistance, financial aid, visa and immigration assistance and other services within the university and within the larger community (off campus) as well as additional measures to prevent contact between a complainant and an accused party, such as changes in housing, academic, transportation and work assignments, if reasonably available. Calvin University will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to Calvin University, the Campus Safety Department or local law enforcement.

The Director of Safer Spaces serves as the Title IX Coordinator and oversees implementation of Calvin University’s policy on equal opportunity, harassment, and nondiscrimination. The Director of Safer Spaces/Title IX Coordinator has the primary responsibility for coordinating Calvin University’s efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy. Reports of harassment, discrimination and/or retaliation should be promptly reported to the Director of Safer Spaces/Title IX Coordinator or one of the university’s Safer Spaces Deputy Coordinators. Deputy Coordinators, assigned by appointment or as part of their position, to assist the Title IX coordinator in carrying out these responsibilities. They provide oversight of procedures that promptly and equitably eliminate discrimination and harassment, prevent its recurrence, and address its effects on individuals and the Calvin community. Finally, the Coordinators organize and direct the review, inquiry, and resolution of reports and ensure that all appropriate interim measures are implemented.

Students and employees may contact the Director of Safer Spaces/Title IX Coordinator or one of the following Safer Spaces Deputy Coordinators:

- **Director of Safer Spaces/Title IX Coordinator**
  
  Jane Hendriksma  
  Spoelhof University Center 364  
  Calvin University  
  Grand Rapids MI 49546  
  jhendrik@calvin.edu  
  (616) 526-6117

- **Safer Spaces Deputy Coordinators**
  
  Andrew George, Director of Human Resources  
  Spoelhof University Center 370 D  
  alg35@calvin.edu  
  (616) 526-6056

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2 This document will use the terms "victim" and "complainant," "perpetrator" and "accused party" interchangeably. Each institution needs to use language consistent with their institutional policies.
After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at the YWCA of Grand Rapids, Nurse Examiner Program (25 Sheldon Ave. SE, Grand Rapids, Mi. 49503 (Tel. 616-776-7273)). In Michigan, evidence may be collected even if you chose not to make a report to law enforcement. In the State of Michigan a victim of a sexual assault is not 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 Safer Spaces investigators or the police.

Although Calvin University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether to make such a report, and victims have the right to decline involvement with the police. The Campus Safety Department will assist any victim with notifying local police if they so desire. The Grand Rapids Police Department may be reached directly by calling 616-456-3400, or in person at 1 Monroe Center NW. Additional information about the Grand Rapids Police Department may be found online at: https://www.grandrapidsmi.gov/Government/Departments/Police-Department.

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3 Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”
Calvin University also has portions of its campus located in East Grand Rapids and Kentwood police jurisdictions. If an incident occurs in East Grand Rapids, the East Grand Rapids Public Safety Department may be reached by calling 616-949-7010. If an incident happens in Kentwood, the Kentwood Police Department may be reached by calling 616-698-6580.

A report can be made by calling, writing or coming into the Safer Spaces coordinator’s office to report in person as well as at the Campus Safety Department (if the victim so desires.) Calvin University 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 a formal complaint of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a formal complaint regarding an incident, he or she nevertheless should consider speaking with Campus Safety or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to a Safer Spaces coordinator, listed below are the procedures that Calvin University will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

<table>
<thead>
<tr>
<th>Incident Being Reported:</th>
<th>Procedure Institution Will Follow:</th>
</tr>
</thead>
</table>
| **Sexual Assault (Sexual Misconduct)** | 1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with referrals for medical care.  
2. Institution will assess immediate safety needs of complainant.  
3. Institution will assist complainant with contacting local police if complainant requests AND complainant with contact information for local police department.  
4. Institution will provide complainant with referrals to on and off campus mental health providers.  
5. Institution will assess need to implement interim or term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties.  
6. Institution will provide a “No Trespassing” directive to accused party for non-members if deemed appropriate. |
| **Evidentiary Standard**       | Preponderance of the evidence                                                                  |

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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.
| **7.** Institution will provide written instructions on how to apply for a protective order. |
| **8.** Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution. |
| **9.** Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is. |
| Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting the investigation. |

| **Stalking** |
| **1.** Institution will assess immediate safety needs of complainant. |
| **2.** Institution will assist complainant with contacting local police if complainant requests and complainant provided with contact information with local police department. |
| **3.** Institution will provide written instructions on how to apply for Protective Order. |
| **4.** Institution will provide written information to complainant on how to preserve evidence. |
| **5.** Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. |
| **6.** Institution will provide a “No Trespass” directive to accused party for non-members if deemed appropriate. |

| **Preponderance of the evidence** |

| **Dating Violence** |
| **1.** Institution will assess immediate safety needs of complainant. |
| **2.** Institution will assist complainant with contacting local police if complainant requests and complainant provided with contact information for local police department. |
| **3.** Institution will provide written instructions on how to apply for Protective Order. |
| **4.** Institution will provide written information to complainant on how to preserve evidence. |
| **5.** Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. |
| **6.** Institution will provide a “No Trespass” directive to accused party for non-members if deemed appropriate. |
| Domestic Violence | 1. Institution will assess immediate safety needs of complainant  
2. Institution will assist complainant with contacting local police if complainant requests and complainant provided with contact information for local police department.  
3. Institution will provide written instructions on how to apply for Protective Order.  
4. Institution will provide written information to complainant on how to preserve evidence.  
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate  
6. Institution will provide a “No Trespass” directive to accused party for non-members if deemed appropriate. | Preponderance of the evidence |

**D. Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal or formal complaint or whether the offense is alleged to have occurred on or off campus, Calvin University 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 87 of 1985, please visit: [http://www.legislature.mi.gov/(S(j0ktr4rt31qkzvelnswk2ozn))/documents/mcl/pdf/mcl-87-1985-1.pdf](http://www.legislature.mi.gov/(S(j0ktr4rt31qkzvelnswk2ozn))/documents/mcl/pdf/mcl-87-1985-1.pdf)
Personal Protection Orders

Note: Parties file for an order of protection in the county where the unwanted contact occurred. The written instructions below are specifically for filing for an order in Kent County.

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 University will assess the need to implement interim or long-term protective measures to protect the complainant and if appropriate will provide a “No Trespass” directive to the accused party. Calvin University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). In Kent County, a victim is required to apply directly for these services with the 17th Circuit Court Personal Protection Orders Department (180 Ottawa NW, Suite 3500, Grand Rapids, MI 49503 (Tel. 616-632-5071)). Personal Protection Orders may be obtained through The Personal Protection Orders Department who assists victims of domestic violence and victims of stalking in obtaining personal protection orders, assists the petitioning party with processing extensions and addressing violations. They also assist restrained parties with the processing of making objections.

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

Criteria for a PPO

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

MCLA 750.411h states:
(1) As used in this section:
(a) "Course of conduct" means a pattern of conduct composed of a series of 2 or more separate non-continuous acts evidencing a continuity of purpose.
(b) "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 into 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.

Enforcement of a PPO

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

Change of Address

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

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

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

If a student victim request changes to their academic, living, transportation and/or working situations or protective measures, they should contact Jane Hendriksma, Safer Spaces Coordinator whose office is located in Spoelhof Center Room 365. The Safer Spaces Coordinator can also be contacted by calling 616-526-6117 or through e-mail at jhendrik@calvin.edu. If an employee victim requests changes to their working situation and/or requires protective measures, they should contact Andrew George, Director of Human Resources, whose office is located in Spoelhof Center room 370D. The Director of Human Resources can also be contacted by calling 616-526-6056 or through e-mail at alg35@calvin.edu.

On and Off Campus Services for Victims

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

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

<table>
<thead>
<tr>
<th>Counseling</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Services</td>
<td>Hoogenboom Health and Recreation Center, Room 181</td>
<td>616-526-6187</td>
</tr>
<tr>
<td>Campus Safety Department</td>
<td>Mail and Print Building Room 200</td>
<td>616-526-6452</td>
</tr>
<tr>
<td>J. Broene Center for Counseling and Wellness</td>
<td>Spoelhof University Center, Room 366</td>
<td>616-526-6123</td>
</tr>
<tr>
<td>Director of Safer Spaces Title IX Coordinator Jane Hendriksma</td>
<td>Spoelhof University Center, Room 364P</td>
<td>616-526-6117</td>
</tr>
<tr>
<td>Safer Spaces Deputy Coordinator</td>
<td>Spoelhof University Center, Room 370 D</td>
<td>616-526-6056</td>
</tr>
<tr>
<td>--------------------------------</td>
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</tr>
<tr>
<td>Andrew George</td>
<td><a href="mailto:abg35@calvin.edu">abg35@calvin.edu</a></td>
<td></td>
</tr>
<tr>
<td>Safer Spaces Deputy Coordinator</td>
<td>Spoelhof University Center, Room 384</td>
<td>616-526-8703</td>
</tr>
<tr>
<td>Michelle Loyd-Paige</td>
<td><a href="mailto:lopa@calvin.edu">lopa@calvin.edu</a></td>
<td></td>
</tr>
<tr>
<td>Safer Spaces Deputy Coordinator</td>
<td>Hoogenboom Health and Recreation Center, Room 229</td>
<td>616-526-7635</td>
</tr>
<tr>
<td>Rebecca Hilgert</td>
<td><a href="mailto:rah29@calvin.edu">rah29@calvin.edu</a></td>
<td></td>
</tr>
<tr>
<td>Safer Spaces Deputy Coordinator</td>
<td>Spoelhof University Center, Room 364M</td>
<td>616-526-6547</td>
</tr>
<tr>
<td>John Witte</td>
<td><a href="mailto:jwitte@calvin.edu">jwitte@calvin.edu</a></td>
<td></td>
</tr>
<tr>
<td>Safer Spaces Deputy Coordinator</td>
<td>Hekman Library Room 306B</td>
<td>616-526-6072</td>
</tr>
<tr>
<td>David Malone</td>
<td><a href="mailto:dbm9@calvin.edu">dbm9@calvin.edu</a></td>
<td></td>
</tr>
<tr>
<td>Visa and Immigration Coordination Admissions &amp; Financial Aid Office</td>
<td>Spoelhof University Center, Room 264</td>
<td>616-526-6897</td>
</tr>
<tr>
<td>Office of Student Conduct – Student Life</td>
<td>Spoelhof University Center, Room 364</td>
<td>616-526-6116</td>
</tr>
<tr>
<td>I Will Report It – Sexual harassment reporting phone line</td>
<td>Make a confidential report. NOTE: Calvin University is limited in responding to confidential reports</td>
<td>616-526-IWRI (4974)</td>
</tr>
<tr>
<td>Sexual Assault Prevention Team</td>
<td>Spoelhof University Center, Room 366</td>
<td>616-526-6123</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Spoelhof University Center, Room 370</td>
<td>616-526-6495</td>
</tr>
<tr>
<td>Campus Ministries</td>
<td>Commons Annex 150</td>
<td>616-526-8861</td>
</tr>
</tbody>
</table>

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

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

http://www.rainn.org - Rape, Abuse and Incest National Network  
https://www.justice.gov/ovw/sexual-assault - Department of Justice  
http://www2.ed.gov/about/offices/list/ocr/index.html - Department of Education, Office of Civil Rights  
http://www.michigan.gov/campussexualassault

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”

We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help.

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. Below is a list of some ways to be an active bystander:

1. Talk to your friends honestly and openly about sexual assault.
2. Don’t be a bystander – if you see something, intervene in any way you can.
3. Trust your gut. If something looks like it might be a bad situation, it probably is.
4. Be direct. Ask someone who looks like they may need help if they are okay.
5. Get someone to help you if you see something – enlist a friend, RA, or host to help step in.
6. Keep an eye on someone who has had too much to drink.
7. If you see someone who is too intoxicated to consent, enlist their friends to help them leave safely.
8. Recognize the potential danger of someone who talks about planning to target another person at a party.
9. Be aware if someone is deliberately trying to intoxicate, isolate, or corner someone else.
10. Speak up when someone discusses plans to take sexual advantage of another person.
11. Get in the way by creating a distraction, drawing attention to the situation, or separating them.
12. Understand that if someone does not or cannot consent to sex, it is rape.
13. Never blame the victim.
14. If you are a victim or survivor or helping someone in that situation go to www.notalone.gov to get the resources and information you need. You can also call the National Sexual Assault Hotline at 1-800-656 HOPE.
15. Refer people to on or off campus resources listed in this document for support in health, counseling or with legal assistance.

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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 do not know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably is not the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don’t allow yourself to be isolated** with someone you don’t trust or someone you don’t know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Do not 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. **Do not 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, do not 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**. Do not feel obligated to do anything you don’t want to do. "Don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
   c. **Have a code word with your friends or family** so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
   d. **Lie**. If you don’t want to hurt the person’s feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use include needing to take care of a friend or family member, not feeling well, having somewhere
else that you need to be, etc.

16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

### E. Adjudication of Violations

Whether or not criminal charges are filed, Calvin University⁶ or a person may file a complaint under the Safer Spaces Policy and the Student Conduct Code, alleging that a student or employee violated Calvin University’s Policy related to domestic violence, dating violence, sexual assault or stalking. A Safer Spaces investigator in conjunction with a coordinator will use the following steps to investigate and adjudicate a complaint.

When a report is received, the Safer Spaces coordinator will:

- Take immediate steps to ensure the protection of and offer supportive measures to the complainant/victim
- Immediately inform the complainant/victim of their options for addressing the issue
- Upon receipt of a formal complaint, initiate the formal grievance process outlined in the Calvin University Safer Spaces policy
- Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Safety will automatically be referred to the Title IX Coordinator regardless of if the complainant choses to pursue criminal charges.

**The Safer Spaces Policy provides the following process:**

**Reporting a Problem**

The Safer Spaces policy provides several choices to report a problem for any Title IX violation for gender-based harassment and discrimination.

1. Send an email summary of incident to Jane Hendriksma (Director of Safer Spaces/Title IX Coordinator), or email/talk with someone from the Safer Spaces team.
2. Reporting through a trusted Calvin University employee (supervisor, mentor, advisor, professor, Residence Life staff member, etc.). Please note, all Calvin University employees are considered mandatory reporters except for confidential resources (Chaplain’s office, Counseling and Wellness and Health Services).
3. Report online, using the reporting form posted at [https://calvin.edu/offices-services/safer-spaces/report/](https://calvin.edu/offices-services/safer-spaces/report/) or by telephone to **I WILL REPORT IT** at 616-526-IWRI (616-525-4974). Please note, although we do accept anonymous reports. Such reports often limit the university’s ability to understand and respond to situations. Students are encouraged to discuss their report or situation with a trusted person who can offer support and direction in the reporting process.

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⁶Title 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 “University” may assume the role of the complainant.
Reporting carries no obligation to initiate a formal response. Calvin University respects the reporting parties wishes and unless there is a compelling threat to health and/or safety, the reporting party is largely in control and can maintain privacy by making a report that allows Calvin University to provide supportive measures and to discuss options with the impacted party.

**Formal Complaint**

A Formal Complaint means a written or electronic document signed by the Complainant or by the Title IX Coordinator, Deputy Coordinator, or member of the Safer Spaces team alleging a policy violation by a Respondent and requesting that Calvin University investigate the allegation(s). Since a formal complaint will initiate the formal grievance process, the university will provide an overview of the process as part of the filing of a formal complaint.

**Initial Assessment**

After a report, an intake meeting, and/or a formal complaint of an alleged violation, the Title IX Coordinator begins an initial assessment. The initial assessment typically lasts between 1 to 5 business days and can include:

1. Considering the wishes of the impacted party regarding pursuing filing a formal complaint or informal options.
2. If the impacted party prefers a Formal Grievance Process, the Title IX Coordinator determines if the reported misconduct falls within the scope of Title IX:
   a. If the report falls under the scope of Title IX, the Director of Safer Spaces/Title IX Coordinator will initiate the formal investigation and grievance process, assigning an investigator(s) and directing the investigation to address the incident or the pattern of alleged misconduct.
   b. If the report does not fall under the scope of Title IX, the Director of Safer Spaces/Title IX Coordinator will “dismiss” that aspect of the complaint. Please note that dismissing a complaint under Title IX is procedural and does not limit Calvin’s authority or options to address a complaint with an alternate appropriate process.

**Formal Grievance Process: Notice of Investigation and Allegations (NOIA)**

The Director of Safer Spaces/Title IX Coordinator will provide written notice of the investigation and allegations the “NOIA” to the respondent upon commencement of the Formal Grievance Process. The notice will include a meaningful summary of the allegations, name of the reporting party, and a statement regarding presumption of non-responsibility until the completion of the grievance process. The complainant will also receive a copy of the NOIA.

**Selecting an Advisor**

Each party has the option to have an advisor of their choice present with them for all meetings and interviews within the resolution process. The parties may select whoever they wish to serve as their advisor as long as the advisor is eligible and available. Advisors may accompany students to meetings and provide quiet advice to the student. Advisors do not directly participate in the process meetings or answer questions on behalf of the student. In the event that the report goes to a formal hearing, the advisor would ask the questions on behalf of the party.

The advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. If a party choose an advisor from outside Calvin University, the advisor will participate in an advisor orientation meeting to understand the advisor role and will sign the advisor agreement.
Parties can request that the Title IX Coordinator assign a trained advisor for any party.

Parties also have the right to choose not to have an advisor in the initial stages of the resolution process, prior to a hearing. The university reserves the right to remove disruptive advisors from participation in the process.

**Formal Grievance Process: Investigation**

The Title IX Coordinator will assign a trained investigator to the formal complaint. 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. The investigation will be conducted with a presumption of non-responsibility and will focus on gathering evidence regarding the claim, both inculpatory and exculpatory evidence will be sought. Complainants and respondents, as well as other witnesses, will have an opportunity to raise suggestions and give input concerning the scope and focus of the investigation.

Safer Spaces team members involved in the investigation or adjudication 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 both parties and promotes accountability.

**Formal Grievance Process: Results of Investigation**

The Safer Spaces investigator will summarize the key evidence and present relevant elements of the parties’ written responses into the final *Report of the Results of Investigation* (RRI), include any additional relevant evidence, make any necessary revisions, and work with the Title IX coordinator to review and finalize the report.

The coordinator will review the results of the investigation to confirm that the investigation has been fair, objective, impartial, and thorough and that University policies have been followed. The coordinator may recommend further investigation, dismissal, or transfer to adjudication and a hearing.

The investigator will incorporate the input and simultaneously share the RRI with all parties and their advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report.

**Informal Resolution**

There is an option for an informal resolution if all parties and the Coordinator agree in writing to the informal process.

The informal process will be based on agreement between the Safer Spaces adjudicator and respondent on findings, sanctions, and remedies. The complainant is also informed of the outcome of a resolution without a hearing.

Any party may request (in writing) to return to the formal grievance process up until the respondent signs a resolution agreement.

**Formal Process: Hearing**

Calvin University will designate a single decision-maker who may also be the Hearing facilitator. The decision maker will not have had any previous involvement with the investigation.

The parties may submit a written impact statement prior to the hearing for the consideration of the decision-maker(s) at the sanction stage of the process in the case where a determination of responsibility is reached.
The hearing will include:

1. Introductions and explanation of procedure
2. Testimony, questioning, cross-examination (Advisors will ask questions on behalf of parties)

Hearings (but not deliberations) are recorded by Calvin University for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

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 university officials
- To have an advisor during the process.
- To have an opportunity to review and respond to the contents of the RRI and any other directly related evidence.
- To a decision based solely on evidence that is reviewed by all parties.

Deliberation, Decision-making, and Standard of Proof

The decision-maker/chair will deliberate in closed session and base their recommended findings and sanctions solely on the evidence and based on the preponderance of the evidence standard; whether it is more likely than not that the Respondent violated the Policy as alleged.

The decision-maker/chair will then prepare a written determination statement and deliver it to the Title IX coordinator, detailing the determination, rationale, the evidence used in support of their determination, the evidence disregarded, credibility assessments, and any sanctions and remedies [or recommendations].

This report typically should not exceed three (3) to five (5) pages in length and must be submitted to the Title IX coordinator within two (2) business days of the end of deliberations, unless the director of Safer Spaces/Title IX coordinator grants an extension. If an extension is granted, the coordinator will notify the parties.

Notice of Outcome

Using the written determination statement, the Title IX coordinator will work with the decision-maker/chair to prepare a Notice of Outcome. The Title IX coordinator will share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their advisors within 5 business days of receiving the decision-maker’s written determination statement.

The Notice of Outcome will be shared with the parties simultaneously.

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. University sanctions including disciplinary suspension and a letter of no-trespass for confirmed violations of the sexual misconduct policy. Disciplinary probation up to disciplinary suspension with the possibility of the issuance of a letter of no contact or a letter of no-trespass and/or mandated counseling or mentorship may be specified for instances of a confirmed violation of the policy related to domestic or dating violence. University sanctions including the issuance of a no contact rule or a no-trespass letter, mandated counseling or mentorship, personal probation, disciplinary probation up to disciplinary suspension may be specified for confirmed violations of the policy related to stalking.

Calvin University may implement supportive and protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions:
Supportive Measures and Process Options

Following a report, a Safer Spaces team member will meet with the reporting party to hear their perspective on the situation and offer options for supportive and interim measures (range of options are described below). The Safer Spaces team member will also review process options and answer questions for the reporting party. The reporting party retains the right to choose whether or not to pursue a formal complaint.

Range of Possible Supportive and Interim Measures:

- Referral to Center for Counseling and Wellness
- Referral to Campus Ministries
- Referral to Health Services
- Referral to Academic Services for on-going academic support, granting academic options
- Referral to Immigration Assistance
- Referral to local resources: YWCA, RAINN, External Counseling
- Initiate a mutual no-contact rule between parties
- Provide campus safety escorts, and/or other security arrangements
- Alter housing, work assignments, schedules, academic assignments, and/or responsibilities
- Recommendations to informative and/or supportive articles

POSSIBLE SANCTIONS for VAWA VIOLATIONS:

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

| **Stalking** | **Verbal Warning, Written Reprimand, Disqualification from Privileges, Suspension, Dismissal** |
| Admonition, Warning, Warning Status, Personal Probation, Loss of Privileges, Fines (up to $500), Restitution, Restoration, Community Service, Parent/Guardian Notification, Disciplinary Sanctions, Disciplinary Probation, Suspension from Campus Housing, Disciplinary Suspension, University Expulsion, Academic Sanctions, and/or Provisional Suspension, No contact rule, Ban from campus, Mandated referrals | Verbal Warning, Written Reprimand, Disqualification from Privileges, Suspension, Dismissal |
| *Suspension may be paid or unpaid, based on the nature of the infraction. Requirements for reinstatement may include a reflection paper, mentoring, counseling through the EAP, report from the EAP counselor indicating required goals have been met, and a treatment plan.* | Verbal Warning, Written Warning, Suspension without Pay, Demotion, Discharge/Termination |

The Safer Spaces/Title IX Coordinator or their designee will offer interim safety measures to the reporting party. Examples of interim safety measures include, but are not limited to a University order of mutual no contact, offering reporting parties residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. 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 the formal grievance process. More permanent remedies may be imposed to the responding party upon a finding of responsibility as a part of sanctions and remedies.

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

Any party may file a request for appeal in writing to the Title IX Coordinator within 5 days of the delivery of the Notice of Outcome.

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

1. Procedural irregularity that affected the outcome of the matter.
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter.
3. The Title IX coordinator, investigator(s), or decision-maker/Chair had a conflict of interest or bias for or against complainants or respondents generally, or the specific complainant or respondent that affected by the outcome of the matter.

The Title IX coordinator will choose panel of three safer spaces team members who were not involved in the complaint previously, to consider appeal requests. Appeal decisions will be delivered in writing to both parties within seven (7) days of the decision. Once an appeal is decided, the outcome is final and binding: further appeals are not permitted.

Calvin University reserves the right to update these policies for clarity, to align policy and procedure as necessary based on mandates. This policy is subject to Board of Trustees review and approval is expected in November 2020.

The most recent and accurate version of the Safer Spaces policy and process can be found at https://calvin.edu/offices-services/safer-spaces/policy-and-process/  

Other Relevant Policies:

Amnesty for Reporting Prohibited Misconduct

Calvin University seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. The university recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for his/her own conduct. An individual who reports misconduct, either as a complainant or a third party witness, will not be subject to disciplinary action by the university for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that the specific incident has not come to the university’s attention via normal reporting channels and/or any such violations did not and do not place the health or safety of any other person at risk. The university may, however, initiate an educational discussion or pursue other educational measures regarding alcohol or other drugs.

Bystander Intervention

Calvin University 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 university and protected from retaliation.

False Complaints

Calvin University 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.
Confidentiality

Calvin University 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.

Victims may request that directory information on file be removed from public sources by requesting this in person to the Center of Student Success Office - the Director of Academic Services, Tom Steenwyk, in Spoelhof Center 361F, by e-mail to steeto@calvin.edu, or by telephone at 616-526-6549.

Regardless of whether a victim has opted-out of allowing the university 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 university 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.

Other Procedures

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

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

Notification to Victims of Crimes of Violence

Calvin University 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.

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8 "Hostile Environment" is the term used by Title VII in employment law as it relates to action taken against a person in retaliation of a complaint of sexual harassment or for cooperating with a sexual harassment investigation. Under Title IX, the term used is "retaliation." Institutions may choose to provide both terms for clarification although it is not required.
Sex Offender Registration

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

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


REPORTS

THE ANNUAL SECURITY REPORT – DISCLOSURE OF CRIME STATISTICS

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

Campus crime, arrest and referral statistics include those reported to the Campus Safety Department, Office of Student Conduct, Campus Security Authorities, local law enforcement agencies (Kentwood, East Grand Rapids Public Safety Department, Grand Rapids Police Department, Kent County Sheriff Department, Montcalm County Sherriff Department and the Michigan State Police), and law enforcement agencies associated with off campus programs throughout the United States and various foreign countries. A written request for statistical information is requested annually from each agency in compliance with the Clery Act. A written request for statistical information is also made at the end of each semester to all Campus Security Authorities. CSAs receive online training on what crimes need to be reported. Crime statistics are recorded in the calendar year the crime was reported not the academic year.

The Annual Security Report is published each year by October 1 to meet the requirement of the Crime Awareness and Campus Security Act of 1990 (Reauthorized in 2013). The report is available to the entire campus community and a copy can be obtained by contacting the Campus Safety Office, Human Resources or the Admissions Office. An e-mail notification is sent to all enrolled students, faculty, and staff that directs them to the annual report which is published on our website. The Annual Security and Fire Safety Report is made available to prospective students and employees through direct links found on the following web pages:

Admissions website (http://www.calvin.edu/admissions/facts-standards/),
Provost website (http://www.calvin.edu/admin/provost/openings/),
Human Resources website (http://www.calvin.edu/admin/hr/hiring/).

Additional information regarding the Annual Security and Fire Safety Report is also placed on some of the direct mailing fliers sent to perspective 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 pages 57-58 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 page 56 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, gender, religion, disability, sexual orientation, gender identity or ethnicity/national origin.

**NOTE:** On August 14, 2008, the Clery Act was amended to include larceny/simple assault, intimidation, and destruction/damage/vandalism (except arson) as reportable categories of hate crimes. These new reporting categories are only reported if motivated by bias as determined by one the designated bias categories.

To ensure uniformity in reporting nationwide, the following definitions have been adopted for use in hate crime reporting:

- **Bias:** A preformed negative opinion or attitude toward a group of persons base on their race, religion, disability, sexual orientation or ethnicity/national origin.

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

- **Note:** Even if the offender was mistaken in their perception that the victim was a member of the group the offender was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

- **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 aforesaid. (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 59-61 for further explanation).

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

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

**Geography Definitions** (Definitions of geographical areas as per the Clery Act)

**On—Campus Property**

1) Any building or property owned or controlled by an institution within the same reasonably contiguous
geographic area and used by the institution in direct support of or in a manner related to the institution’s
educational purposes, including residence halls; and

2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1),
that is owned by the institution but controlled by another person, is frequently used by students and
supports institutional purposes (such as a food or retail vendor).

**On-campus Student Housing Facility**

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

**Non—Campus Building or Property**

1) Any building or property owned or controlled by a student organization that is officially recognized by the
institution; or

2) Any building or property owned or controlled by an institution that is used in direct support of or in relation
to the institution’s educational purposes, is frequently used by students, and is not within the same
reasonably contiguous geographic area of the institution.

**Public Property**

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

**DAILY CLERY PUBLIC CRIME LOG AND FIRE LOG**

The Campus Safety Department maintains a Daily Fire Log in combination with the Daily Clery Act Public
Log. These logs cover the most recent 60-day period of activity and are open for public inspection. The
logs are records of all criminal incidents reported to the Campus Safety Department. This includes all
crimes and fire-related incidents that occur on campus patrolled by the Campus Safety Department, as well
as Grand Rapids, Kentwood, and East Grand Rapids Police Departments. This log also includes non-
campus buildings or properties on public property that are used by Calvin University.

Clery crime log information that is older than 60 days can still be accessed on the Campus Safety website
under the Clery Act Report Archives link [https://calvin.edu/offices-services/campus-safety/clery-act/report-
archives.html](https://calvin.edu/offices-services/campus-safety/clery-act/report-archives.html). The current year and previous year logs are archived on the webpage.

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

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

The Campus Safety Department also submits the Daily Clery Act Public Crime Log to the university newspaper, the Chimes, to be published weekly during the fall semester, interim and spring semester. The Chimes can be viewed online at www.calvin.edu/chimes.

ANNUAL FIRE SAFETY REPORT

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

1) FIRE LOG

Institutions must keep a fire log that states the nature of a fire, date, time and general location of each fire in on-campus student housing facilities. Calvin University complies with this rule by including all fire-related incidents online daily in the Clery Act Public Crime Log. To view the most recent sixty days of information please visit the Campus Safety website: http://www.calvin.edu/admin/campus-safety/weekly-archives.html. Additionally, the public can also view archived weekly logs for the previous three years. A paper copy of the Clery Fire Log is maintained at the Campus Safety Department front desk and is available for review upon request.

2) ANNUAL FIRE SAFETY REPORT

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

NOTIFICATION OF FIRE

If a fire occurs in any building, community members should immediately notify Campus Safety by dialing the emergency number #3-3333 from any campus phone or (616) 526-3333 from any cell phone. Campus Safety will respond to the scene as well as contact the Grand Rapids Fire Department to respond. If a member of the Calvin community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety has already responded, that member should immediately notify Campus Safety to investigate and document the incident. Environmental Health and Safety will also be notified of the incident.
The campus fire alarm systems alert community members of potential hazards. Community members are required to heed an activated fire alarm system and evacuate a building immediately. Use the nearest available exit to evacuate the building. Gather outside at least 300 feet away from the building at designated gathering places. Emergency Liaisons will assist with evacuations. Community members should familiarize themselves with the exits in each building.

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

**Fire Protection Equipment/Systems**

All residence halls, campus apartments, and academic buildings are equipped with automatic fire detection and alarm systems which are monitored by the Campus Safety Department 24 hours a day, 365 days a year. Other campus housing is equipped with automatic fire detection and alarm systems, which alarm locally, but do not report into the Campus Safety Department.

Facilities have the following life safety systems: portable fire extinguishers, emergency lighting, stairwells, emergency exit signs and doors. Each building is inspected by trained building inspectors on a regular basis to ensure that our fire alarm systems are in working condition and include yearly fire alarm systems test and inspection.

**Health and Safety Inspections**

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

**PLANS FOR FUTURE IMPROVEMENTS TO FIRE SAFETY**

Calvin University is continually looking for opportunities to improve fire safety on campus as well as to upgrade fire systems on campus. The fire systems on campus are evaluated and upgraded as needed and/or required. The following fire safety improvements have been implemented over the last 5 years.

<table>
<thead>
<tr>
<th>RESIDENCE HALL</th>
<th>RECENT IMPROVEMENT</th>
<th>DATE OF INSTALLATION COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schultze Eldersveld</td>
<td>Installed full fire sprinkler system</td>
<td>August 31, 2016</td>
</tr>
<tr>
<td>Noordewier Vander Werp</td>
<td>Installed full fire sprinkler system</td>
<td>September 30, 2017</td>
</tr>
<tr>
<td>Theta Epsilon</td>
<td>New fire panel</td>
<td>June 2018</td>
</tr>
<tr>
<td>Boer Bennink</td>
<td>Installed full fire sprinkler system</td>
<td>August 30, 2018</td>
</tr>
<tr>
<td>Bolt Heyns</td>
<td>Installing full fire sprinkler system</td>
<td>September 30, 2019</td>
</tr>
<tr>
<td>Timmer</td>
<td>Installed full fire sprinkler system</td>
<td>May 31, 2020</td>
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</table>
The following fire safety improvements are planned to be implemented in the next 5 years. As deficiencies or improvements are identified, they are added to this list and prioritized.

<table>
<thead>
<tr>
<th>RESIDENCE HALLS</th>
<th>PLANNED IMPROVEMENT</th>
<th>DATE OF INSTALLATION COMPLETION</th>
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<tr>
<td>Rooks Van Dellen</td>
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<td>September 30, 2021</td>
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<tr>
<td>Kalsbeek Huizenga</td>
<td>Installing full fire sprinkler system</td>
<td>September 30, 2022</td>
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</tbody>
</table>

**FIRE DEFINITIONS**

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

**Buildings protected with automatic sprinkler system:** Indicates where an automatic sprinkler system protects areas of a building. Please note, most residence halls and apartments are not equipped with sprinkler systems.

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

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

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

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

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

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

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

**Causes of Fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.

- **Unintentional Fire** – A fire that does not involve an intentional human act to ignite or spread into an area where the fire should not be.
Intentional Fire – A fire that is ignited, or that results from the deliberate action, in circumstances where the person knows there should not be a fire.

Undetermined Fire – A fire in which the cause cannot be determined.

Emergency Evacuation (Fire) Drills:

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

Fire Alarms Monitored by Campus Safety:

Fire alarms are monitored 24 hours a day, 365 days a year by the Campus Safety Department Dispatch Center. Upon receipt of a fire alarm at the Dispatch Center, a dispatcher will send all units 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 University or City of Grand Rapids to occupants of residence halls and apartments concerning fire prevention and preparedness. Resident Directors and Resident Assistants receive instruction on the proper use of a fire extinguisher and fire preparedness. Residential students receive information on fire procedures, fire alarms and smoke detectors found in the Residence Hall Living booklet. Fire escape maps are found on the back of each residence hall room. Evacuation routes are also posted in classroom/department areas.

Fire Policies for On-Campus Student Housing Facilities

- Candles, incense, and electric potpourri pots are prohibited. In addition to the risk of fire, these items produce aromas that are difficult to contain in one area.
- Smoking is not permitted anywhere in the residence halls.
- The use or possession of fireworks or an explosive of any kind is prohibited.
- Smoke detectors may not be removed or tampered with in any way. Students may not remove batteries. A fine will be levied for tampering with or relocating the smoke detector. The Facilities Department. Facilities Department staff may undertake periodic room checks to make certain that the units are operating properly.
- Floor and desk lamps are permitted but must be UL approved. The university reserves the right to remove them if they are deemed to be a fire hazard. The use of CFL bulbs is encouraged.
- By order of the City of Grand Rapids Fire Hazard Inspector, no electrical extension cord shall be fastened or run through any doorway, partition wall, floor baseboard or casting, or run across any doorway or walking area, or placed under any rug.
- For the safety of all students, the floor hallways of the residence halls must be kept clean and may not be used for storage. Items left in the halls are subject to a fine and removal by maintenance staff.
- Tampering with fire extinguishers, fire alarms, smoke detectors, or emergency procedure signs in or around the residence hall are prohibited. Violators are subject to a $500 fine and possible suspension.
Rules Regarding Portable Electric Appliances in Student Housing Facilities

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

Open Flames:

Fire, or smoke and flame producing items are prohibited in all campus buildings. Open flame devices include but are not limited to candles, potpourri burners, torches, bonfires, oil lamps, incense, butane burners or any other flame producing devices. Calvin has an Open Flame Policy as well as a form to request exemptions. This Open Flame Policy and the request for exemption form can be found on the Environmental Health and Safety site at: https://calvin.edu/directory/policies/open-flame-policy

The objective of the Open Flame policy is to provide guidelines and procedures by which open flame devices may be used upon the Calvin University campus and Calvin’s public buildings (including spaces leased and used by Calvin). It is the intent of this policy to reduce potential hazards which may contribute to loss of property or life at Calvin University. The Grand Rapids Fire department prohibits the use of outdoor fire pits and recreational fires without a Grand Rapids Fire Department issued permit.

Smoking Policy:

NOTE: Smoking on the Calvin University campus in 2020 has been banned due to restrictions put into place to address health and safety concerns related to the COVID-19 pandemic.

Smoking on campus is permitted only in a limited number of designated outdoor areas. These designated areas are clearly marked by appropriate signage and cigarette butt receptacles. Smoking is prohibited inside all campus buildings, including all residence halls. For the purpose of this policy, smoking is defined as the act of lighting, smoking, carrying a lighted or smoldering cigar, and inhaling e-cigarettes, vaporizers, and the like. Hookah use is not permitted on campus. Smoking cessation programs are available through Calvin’s Health Services Department.

General Guidelines Regarding Fires/Fire Alarms

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

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

- Shut all doors and windows in the vicinity of the fire
- If the fire is small, use fire extinguishers to put it out
- Exit by nearest safe stairway
- Do not use elevators
- Do not run
- If there is smoke in the room, keep low to the floor
- Try to exit the room, feel the doorknob
  - If it is hot, do not open the door
  - If the doorknob is not hot, brace yourself against the door and crack it open
  - If there is heat or heavy smoke, close the door and stay in your room
- Don’t panic
- Seal up the cracks under the door with towels or sheets
• If there is smoke in the room, crack the windows at the bottom and at the top, if possible, to allow for ventilation
• Hang a sheet or towel from the window to announce that you are in your room
• Call Campus Safety at (616)526-3333; be sure to give your room number and your location
• If you can exit the room, put on shoes (and if necessary, a coat). If smoke is evident, get a wet towel to cover your face
• Close all doors
• If in exiting the building you are blocked by fire, go to the safest fire-free area, or stairwell. If a phone is available call Campus Safety or find a window, and signal that you are still in the building.
• Be aware of obstacles. Storage of any items in the corridors, such as chairs, desks, and other items is prohibited in all exit ways, including stairwells. Blocked exits and obstacles impede evacuation, especially during dark and smoky conditions.
• Assist people with disabilities with getting to the closest area of rescue assistance, which is in the stairwell area, past the fire doors.
• Notify Campus Safety or Fire personnel if you suspect someone is trapped in the building.
• Gather outside the building at your designated assembly area and attempt to make certain all persons are accounted for. Stay at least 300 feet from the building.
• Remain outside until notified by the emergency personnel or Campus Safety staff that it is safe to return to the building.

Student Residence Hall Fire Evacuation Procedures in Case of a Fire:

• The fire alarm system may be used to evacuate a building(s) if there is a potential threat to the health and safety of that segment of the community.
• Activate the building fire alarm if it is not already sounding. Pull a fire alarm station on the way out.
• Before opening any doors, feel the metal knob. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay out of that room.
• Go to the nearest exit or stairway. If the nearest exit is blocked by fire, heat, or smoke, go to another exit. Always use an exit stairway, (not an elevator). Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Stairway fire doors will keep out fire and smoke, if they are closed, and will protect you until you get outside.
• Crawl if there is smoke. Cleaner, cooler air will be near the floor. Get Low and Go. Hold your breath as much as possible. Breathe slowly through nose using a towel or shirt as a filter.
• Close as many doors as possible between you and the fire as you leave. This helps to confine the fire. Total and immediate evacuation is safest.
• Only use a fire extinguisher if the fire is very small and you know how to do it safely.
• Do not delay calling emergency responders or activating the building fire alarm. If you cannot put out the fire, leave immediately. Make sure the fire department is called—even if you think the fire is out.
• If you are trapped, keep the doors closed. Place cloth material (wet, if possible) around and under door to prevent smoke from entering.
• Be prepared to signal your presence from a window.
• Signal for help. Hang an object at the window (jacket, shirt) to attract the fire department’s attention. If there is a phone in the room, call 911 or (616)526-3333 from a cellular phone, and report that you are trapped. Be sure to give your room number and location. If all exits from a floor are blocked, go back to your room, close the door, seal cracks, open the windows if safe, wave something out the window, and shout or phone for help.
• If you are on fire, stop, drop and roll, wherever you are. Rolling smothers fire.
• Cool burns. Use cool tap water on burns immediately. Do not use ointments. If skin is blistered or charred, call for an ambulance.
• Be aware of obstacles. Storage of any items in the corridors, such as bicycles, chairs, desks, and other items is prohibited in all exit ways, including stairwells. Blocked exits and obstacles impede evacuation, especially during dark and smoky conditions.
• Assist people with disabilities with getting to the closest area of rescue assistance, which is in the stairwell area, past the fire doors.
• Notify Campus Safety or Fire personnel if you suspect someone is trapped in the building.
• Gather outside the building at your designated assembly area and attempt to make certain all persons are accounted for. Stay at least 300 feet from the building.
• Remain outside until notified by the emergency personnel or Campus Safety that it is safe to return to the building.
• If you are a person with a disability (even temporarily), you should do the following:
  – Learn about fire safety
  – Plan ahead for fire emergencies
  – Be aware of your own capabilities and limitations
  – Identify another individual who can help you evacuate the building during a fire

**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
<table>
<thead>
<tr>
<th>Location</th>
<th>Total Fires</th>
<th>Fire Number</th>
<th>Date</th>
<th>Time</th>
<th>Cause</th>
<th>Number of Injuries that Required Treatment at Medical Facility</th>
<th>Number of Deaths</th>
<th>Value of Property Damaged</th>
<th>Incident Report Number</th>
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REPORTED FIRES FOR 2017 BY BUILDING LOCATION FOR ALL CALVIN UNIVERSITY
OVERFLOW HOUSING FOR STUDENTS AT THE RIDGEWOOD APARTMENT COMPLEX

<table>
<thead>
<tr>
<th>Location On-Campus Apartments</th>
<th>Total Fires</th>
<th>Fire Number</th>
<th>Date</th>
<th>Time</th>
<th>Cause</th>
<th>Number of Injuries that Required Treatment at Medical Facility</th>
<th>Number of Deaths</th>
<th>Value of Property Damaged</th>
<th>Incident Report Number</th>
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*In Spring 2017 Calvin University had housing for married students at the Ridgewood Apartment Complex. No Ridgewood Apartments were used in the Fall of 2017.

REPORTED FIRES FOR 2017 BY BUILDING LOCATION FOR ADDITIONAL CALVIN UNIVERSITY
ON CAMPUS HOUSES (PERKIN’S HOUSE and 3151 HAMPSHIRE)

<table>
<thead>
<tr>
<th>Location On-Campus Apartments</th>
<th>Total Fires</th>
<th>Fire Number</th>
<th>Date</th>
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REPORTED FIRES FOR 2018 BY BUILDING LOCATION FOR ADDITIONAL CALVIN UNIVERSITY
ON CAMPUS HOUSES (PERKIN’S HOUSE and 3151 HAMPSHIRE)

<table>
<thead>
<tr>
<th>Location On-Campus Houses</th>
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<td>Perkins House 3222 Lake Dr.</td>
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<td>Cause</td>
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<td>Number of Deaths</td>
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### Reported Fires for 2019 by Building Location for All Calvin University on Campus Residence Halls and Apartments

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<th>On-Campus Residence Halls</th>
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<th>Date</th>
<th>Time</th>
<th>Cause</th>
<th>Number of Injuries that Required Treatment at Medical Facility</th>
<th>Number of Deaths</th>
<th>Value of Property Damaged</th>
<th>Incident Report Number</th>
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<th>Date</th>
<th>Time</th>
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<th>Number of Injuries that Required Treatment at Medical Facility</th>
<th>Number of Deaths</th>
<th>Value of Property Damaged</th>
<th>Incident Report Number</th>
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REPORTED FIRES FOR 2019 BY BUILDING LOCATION FOR ADDITIONAL CALVIN UNIVERSITY ON CAMPUS HOUSES (PERKIN’S HOUSE and 3151 HAMPSHIRE)

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<th>Time</th>
<th>Cause</th>
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RESIDENTIAL FIRE SAFETY AMENITIES BY BUILDING LOCATION FOR ALL CALVIN UNIVERSITY ON-CAMPUS RESIDENCE HALLS

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<th>Building Equipped with Full Sprinkler System</th>
<th>Building Equipped with Partial Sprinkler System</th>
<th>Building has Fire Alarms, Smoke Detectors, and Fire Extinguishers</th>
<th>Evacuation Plans Posted and Fire Safety Conducted</th>
<th>Number of Evacuation Drills Conducted Each Academic Year</th>
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# Residential Fire Safety Amenities by Building Location for All Calvin University Apartments, Perkin’s House and 3151 Hampshire

<table>
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<tr>
<th>Location</th>
<th>Fire Alarms Monitored by Campus Safety</th>
<th>Building Equipped with Full Sprinkler System</th>
<th>Building Equipped with Partial Sprinkler System</th>
<th>Building has Fire Alarms, Smoke Detectors, and Fire Extinguishers</th>
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<th>Number of Evacuation Drills Conducted Each Academic Year</th>
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<tr>
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*Calvin University arranged overflow housing for students at the Ridgewood Apartment Complex. Only 2167 Ridgecrest and 2109 Woodburn apartments were used in 2017.

# Residential Fire Safety Amenities by Building Location for All Calvin University Overflow Housing at the Ridgewood Apartment Complex

<table>
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<tr>
<th>Location</th>
<th>Fire Alarms Monitored by Campus Safety</th>
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<th>Building Equipped with Partial Sprinkler System</th>
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*Calvin University arranged overflow housing for students at the Ridgewood Apartment Complex. Only 2167 Ridgecrest and 2109 Woodburn apartments were used in 2017.
<table>
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<th>*RESIDENTIAL FACILITY</th>
<th>NON CAMPUS</th>
<th>PUBLIC PROPERTY</th>
<th>**UNFOUNDED CRIMES</th>
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* Resident Facilities are a subset of On Campus Property  
** Unfounded crimes can only be documented by certified law enforcement

NOTE: Calvin University had no reported hate crimes for the years 2017 through 2019.

** VIOLENCE AGAINST WOMEN ACT CRIME STATISTICS **

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## DISCIPLINARY REFERRALS

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<tr>
<td>Weapons: Carrying, Possessing, etc.</td>
<td>2017</td>
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</tr>
<tr>
<td></td>
<td>2019</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Drug Abuse Violation</td>
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<td>4</td>
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<td>0</td>
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<tr>
<td></td>
<td>2018</td>
<td>5</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>2019</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Liquor Law Violation</td>
<td>2017</td>
<td>20</td>
<td>7</td>
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<td>0</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>2018</td>
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<td>24</td>
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<td>0</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>2019</td>
<td>18</td>
<td>18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>18</td>
</tr>
</tbody>
</table>

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

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

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

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

REPORTING PROCESS

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

In addition, the Calvin University Campus Safety department reports the required annual statistics to the U.S. Department of Education. This information is available online: http://ope.ed.gov/security
IMPORTANT TELEPHONE NUMBERS

Campus Safety Department (Hours: 24-7)

Using an On-Campus Phone

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

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
Text Messaging 33333@calvin.edu

J. Broene Center for Counseling and Wellness (Monday - Friday 8:00 am - 5:00 pm)

Using an On-Campus Phone x-66123
Using an Off-Campus Phone 616-526-6123
Irene Kraegel, Counseling and Wellness Center Counselor 616-526-7016
Sheri Rodriguez, Counseling and Wellness Center Counselor 616-526-7348

Health Services (Monday - Friday 8:00 am - 5:00 pm)

Non-emergency Medical Assistance (On-Campus) x-66187
Non-emergency Medical Assistance (Off-Campus) 616-526-6187
Dr. Laura Champion 616-526-6678

Off-Campus Resources (Hours: 24-7)

Help Crisis Line 616-459-2255
Crime Victim Assistance 616-632-5400
Alcoholics Anonymous 616-913-9216
Emergencies (Off-Campus) 911
National Domestic Violence Hotline 1-800-799-7233
National Council on Alcoholism and Drug Dependence 1-800-NCA-CALL
Rape, Abuse and Incest National Network 1-800-656-4673
National Center on Drug Abuse Hotline 1-800-662-HELP

In case of Sexual Assault

Campus Safety * 616-526-3333
On-Call Resident Director 616-540-8732
YWCA Nurse Examiner 616-776-7273
Irene Kraegel, Broene Center Counselor 616-526-7016
Dr. Laura Champion, Calvin Health Services 616-526-6678
J. Broene Center for Counseling and Wellness 616-526-6123
Michigan Sexual Assault Hotline 855-VOICES4
In case of Sexual Harassment

I Will Report It  616-526-IWRI (526-4974)
Director of Safer Spaces/Title IX Coordinator – Jane Hendriksma  616-526-6117
Student Life Sexual Harassment Resource Page
https://calvin.edu/offices-services/safer-spaces/?dotcmsredir=1

Local Resources for Substance Abuse Treatment

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

Pine Rest Christian Mental Health Services
300 68th Street SE
Grand Rapids, MI 49512
(866)852-4001
www.pinerest.org/drug-addiction-treatment-center

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

Alcohol Screening Assessment

http://www.rehab.com/assessments/alcohol-addiction-quiz/

Additional Resources for Alcohol and Substance Abuse

Addiction Center  https://www.addictioncenter.com/  1-844-359-5766
Al-Anon Family Group Headquarters  https://al-anon.org/  1-757-563-1600
Self-Assessment Quizzes are available on their website
Substance Abuse and Mental Health Services Administration  1-877-726-4727
National Council on Alcoholism and Drug Dependence  1-800-NCA-CALL
National Center on Drug Abuse Hotline  1-800-662-HELP
Help Crisis Line  616-459-2255
Alcoholics Anonymous  616-913-9216
National Institute on Alcohol Abuse and Alcoholism
Provides general information about Alcoholism  https://www.niaaa.nih.gov/

Non-Emergency Numbers

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

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

Mental Health Counseling Services

Broene Center for Counseling and Wellness 616-526-6123
Network 180 616-336-3909
Pine Rest 616-455-9200
Forest View 616-942-9610
Help Crisis Line 616-459-2255
Suicide Hot Line 1-800-273-TALK
The Employee Assistance Program 616-455-6210 or 1-800-442-0809

Sex Offender Registry Information

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

Courts

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

Other Resources in Area

Kent County Victim Witness 616-632-5400
Legal Aid of West Michigan 616-774-0672
The map above shows the locations for all **blue light safety phones** on the Calvin University campus.
The map above indicates the Calvin University boundaries as well as the patrol area for the Calvin University Campus Safety Department.