



# Annual Security and Fire Safety Report

## October 1, 2024

Jeanne Clery Disclosure of Campus Security Policy  
and Campus Crime Statistics Act, as amended by the  
Violence Against Women Reauthorization Act of 2013  
[calvin.edu/campus-safety](https://calvin.edu/campus-safety)

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## INTRODUCTION- FROM THE DIRECTOR

Dear Students, Staff, Faculty, and Families of the Calvin Community,

Welcome to Calvin University!

Like other universities, we take the safety of our students, staff, and faculty seriously as well as the safety of visitors, contractors, and guests. Through our facilities, educational programs, policies, and officer patrols, the Campus Safety Department strives to maintain a campus environment that is safe and respectable. We encourage all to make Calvin a safer community by familiarizing themselves with safety and emergency procedures, practicing good personal safety, and reporting crimes or suspicious activity right away.

We provide the Annual Security and Fire Safety Report 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 report in compliance with the Clery Act. We want all students, staff, faculty, 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.

Should you have any questions, comments, or suggestions regarding the information contained within this publication or any related Campus Safety policies, procedures, or operations, please feel free to contact me.

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
- Physical Security Specialist
- Administrative Assistant
- 3 Patrol Supervisors
- 10 Patrol Officers (full and part time)
- 6 Student Security Officers
- Dispatch Manager (*new*)
- 2 Part Time Dispatchers
- 16 Student Dispatchers

## **Campus Safety Enforcement Authority**

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.

Criminal incidents may be investigated for possible criminal prosecution by the local police departments. College rule violations are sent to the Office of Student Support, Accountability, and Restoration for disciplinary action.

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 Support, Accountability, and Restoration Code, and of Faculty and Staff employment policies.

## **Campus Safety Arrest Authority**

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 a retail fraud has occurred. Local police are called in to conduct any arrests relating to violations of city or state laws.

## **Campus Safety Jurisdiction**

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.

## **Campus Safety Working Relationships with Other Local and State Law Enforcement Agencies**

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 exceeds the capabilities of the Campus Safety Department.

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 Written Memorandums of Understanding with Local Police**

The Campus Safety Department has a memorandum of understanding with the Grand Rapids Police Department regarding the investigation of alleged criminal offenses. Additionally, an informal cooperation between Calvin University and the City of Grand Rapids, the City of East Grand Rapids, City of Kentwood, and Kent County Sheriff Department allows for the investigation of alleged crimes, emergency response, special event coordination, training, and prevention efforts on campus.

## **Campus Safety Staff Training**

Campus Safety officers participate in quarterly firearms training, and annual active shooter response training, including joint training with the East Grand Rapids Public Safety Department in 2024. Campus Safety officers also receive annual training on defensive tactics, legal updates, medical first response (including CPR and AED certification), verbal de-escalation, and mental health responder training.

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

## **SERVICES**

### **A SAFE AND SECURE CAMPUS**

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

### **SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF FACILITIES**

Facilities are maintained in a manner designed to minimize the potential for hazardous conditions. Parking lots and pathways are illuminated with lighting and Campus Safety regularly patrols the campus and reports malfunctioning lights and other unsafe 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. The campus's overall safety and security program is supplemented by a variety of technological systems including access control, video surveillance, emergency phones, fire detection, suppression, and reporting systems. Campus Safety is often consulted on security measures during construction and renovation projects.

### **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 be 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. Campus Safety officers regularly patrol the interiors and exteriors of all campus facilities.

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 report 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 adjusts the access to these areas

so selected buildings will unlock/lock to accommodate special events occurring on campus. 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 is limited to individuals enrolled in the courses meeting in those spaces. Lab access is automatically assigned through the class registration process or through a specific request made by a faculty member or department assistant who works in that specific area.

## **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, 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. During this time only students who receive permission from Residence Life are permitted to be in the residence halls; all other students must leave the halls prior to the closing times. Failure to leave on time and/or staying without permission may result in disciplinary action and/or a fine.

All students and student athletes who need to reside on campus during any portion of these break periods *must* sign up and receive approval by Residence Life prior to the specified deadlines.

## **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.



## 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.

### FALL AND SPRING SEMESTER ACADEMIC BUILDING ACCESS SCHEDULE

**Normal academic building** access hours are as follows\*

|                 | <u>Unlocked</u>        | <u>Additional Student/Staff Card Access</u> | <u>Staff Card Access</u>      |
|-----------------|------------------------|---|-------------------------------|
| Monday – Friday | 7:30 a.m. to 6:00 p.m. | 7:00 a.m. and until 1:00 a.m.               | 24/7/365 to assigned building |
| Saturday:       | Card Access Only       | 7:30 a.m. and until 8:00 p.m.               | 24/7/365 to assigned building |
| Sunday:         | Closed                 | .   | 24/7/365 to assigned building |

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

Sunday student card access to DeVos Communication Center/School of Business 1:00 pm – 6:00 pm

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

|                    | <u>Unlocked</u>         |
|--------------------|-------------------------|
| Monday - Thursday: | 8:00 a.m. to 10:00 p.m. |
| Friday:            | 8:00 a.m. to 6:00 p.m.  |
| Saturday:          | 12:00 p.m. to 4:00 p.m. |
| Sunday:            | Closed                  |

\*\*Exceptions to regular hours are posted on the Hekman Library web page: <http://library.calvin.edu/hours/>

**The Commons Union in Hekman Library** has different hours than listed hours for academic buildings.

|                    | <u>Unlocked</u>        | <u>Student and Staff Card Access</u> |
|--------------------|------------------------|--------------------------------------|
| Monday - Thursday: | 7:30 a.m. 10:00 p.m.   | 7:00 a.m. to 1:00 a.m.               |
| Friday:            | 7:30 a.m. to 6:00 p.m. | 7:00 a.m. to 1:00 a.m.               |
| Saturday:          | 9:00 a.m. to 4:00 p.m. | 7:00 a.m. to 12:00 a.m.              |
| Sunday:            |                        | 12:00 p.m. to 8:00 p.m.              |

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

|                    | <u>Unlocked</u>        | <u>Student and Staff Card Access</u> |
|--------------------|------------------------|--------------------------------------|
| Monday - Thursday: | 6:00 a.m. to 6:00 p.m. | 6:00 a.m. to 10:00 p.m.              |
| Friday:            | 6:00 a.m. to 6:00 p.m. | 6:00 a.m. to 8:00 p.m.               |
| Saturday:          | 9:00 a.m. to 6:00 p.m. |                                      |
| Sunday:            |                        | 1:00 p.m. to 5:00 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 <https://calvin.edu/go/building-permission-request>. This form only grants permission to be in an academic building outside of normal building access hours. It does not provide additional card access to the requester. 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. **Faculty and staff** members who have building access requests should send all specific requests to [safety@calvin.edu](mailto:safety@calvin.edu).

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\*

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

\*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-Friday: 8:00 a.m. to 5:00 p.m.  
Saturday: Closed  
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/>

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

Monday – Thursday: 6:00 a.m. – 8:00 p.m.

Friday: 6:00 a.m. – 6:00 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
- Martin Luther King Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday after Thanksgiving
- Christmas Eve
- 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               | • Science Building        |
| • Hekman Library              | • North Hall              |
| • Chapel                      | • DeVries Hall            |
| • Commons & Commons Annex     | • Engineering Building    |
| • Covenant Fine Arts Center   | • Mail and Print Services |
| • DeVos Communications Center |                           |
| • 2041 Raybrook               |                           |
| • Prince Conference Center    |                           |
| • School of Business          |                           |
| • Spoelhof University Center  |                           |
| • Spoelhof Fieldhouse Complex |                           |

During normal access hours, some doors will remain locked, and access limited to card access only, in order to provide added security for 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 to 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 to the Campus Safety e-mail address at [safety@calvin.edu](mailto:safety@calvin.edu). 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 online at <https://calvin.edu/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 who intends to work on the campus of Calvin University and/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 subcontractors) 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/policies/contractor-authorization>.

## **RESIDENCE LIFE STAFF**

Area Coordinators are 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. 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. RAs 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/life-calvin/residence-life/resources/safety-services> 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 is 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.

## **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 attaining a higher level of 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 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 at <https://calvin.edu/policies/bicycle-regulations>. Once a bike is registered, students, staff, and faculty must pick up their bike permit and display the permit on their bicycle.

Calvin University and the surrounding neighborhood go through periods when bicycle thieves target them.

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 safety phones on our 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.

Safety phones are tested on a weekly basis by Campus Safety staff to make sure they are operating properly. Calvin University is currently in the process of replacing old safety phones with plans to replace them with new safety phones that include a public address system for the campus. Calvin has applied for a nonprofit security grant, with funds earmarked for new safety phones.

## **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 makes available 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 <https://calvin.edu/campus-safety/safety-tips>.



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. Students may also request a virtual escort through the KnightGuard app. The virtual escort request will notify the Dispatch Center where the requestor is located and will track them to their final destination.

### **KNIGHT GUARD SAFETY APP**

The KnightGuard safety app. can be located at the Google play store for android phones and the Apple app store for Apple phones. The KnightGuard app. has many safety features, including:

- Emergency Notifications
- Reporting crimes
- Emergency contacts
- Mobile Blue lights
- Emergency Response plan
- Mental Health resources
- Support services
- Parking information

### **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 RAD instructors.

### **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 or their designee, Director of Student Support, Accountability, and Restoration, Director of Center for Intercultural Student Development, and the Assistant Director for Student Success.

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.

### **CLERY PUBLIC LOG**

The Clery Public Log that lists criminal 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 <https://calvin.edu/campus-safety/clery-act>. 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.

## **CALVIN OFF CAMPUS PROGRAM SAFETY INFORMATION AND ADVICE**

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 surroundings 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/off-campus-programs>.

## 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/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 seven permanent members of the Executive Safety Committee include the Vice President for Finance (ESC chair), Provost (or their designee), Executive Vice President for Student Experience and Strategy (or their designee), Vice President of Information Technology, Vice President for Marketing and Communications, Associate Vice President of Human Resources, 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 the development of operational plans relative to the specified objectives outlined by the Executive Safety Committee in the Emergency Preparedness Plan. The eleven permanent members of the Emergency Management Planning Team (EMPT) are the Director of Campus Safety (Chair), Director of Facilities and Environmental Health and Safety Officer, Associate Director of Facilities, Director of Health Services, Dean of Students, Director of Employee Relations, Associate CIO for Information Services, Dean of Academic Affairs, Associate Director of Public Relations, Risk Manager, 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 e-mail and SMS text messaging to send out an immediate notification. All students, faculty and staff are automatically enrolled to receive email messages upon joining the institution and would need to opt-out to stop receiving e-mail alerts. To receive SMS text messages, all students, faculty, and staff must log into their Workday account, go to their profile, and add a cell phone number in their contact page. To sign up and receive immediate notifications, faculty, staff and students may go to <https://calvin.edu/campus-safety/knightguard/calvinalert>. They will be required to then enter their Calvin username and password to select or change their preference for method of contact information.

After responsible personnel have been made aware of and have made confirmation that a legitimate emergency or dangerous situation exists involving an immediate threat to the health and/or safety of faculty, staff, and students on all or part of the Calvin 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 of these methods of communication may be activated in the event of a localized incident on campus. These methods of communication include the use of 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 of these methods of communication may be activated in the event of an immediate threat to the Calvin University community. These methods of communication include the use of 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 ensure a successful message delivery. Calvin University uploads the Calvin 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 <https://calvin.edu>. The larger community, including parents, neighbors, and other interested parties can access emergency information through the Calvin website at <http://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 Department that the area can be reoccupied. Updated information will be disseminated via the Calvin website, and 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 Finance and Chief Financial Officer  
 Executive Vice President for Student Experience and Strategy  
 Provost  
 Campus Safety Director  
 Campus Safety Assistant Director  
 Campus Safety Patrol Supervisors  
 Campus Safety Dispatchers  
 Dean of Students  
 Vice President for Marketing and Communications  
 Associate Director for Public 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 first 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 will be issued as soon as pertinent information is available, in a manner that is timely, and with the goal of aiding in the prevention of similar crimes or occurrences. Timely warnings are sent 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:**

- Calvin Alert text message
- Flyers
- E-mail
- Campus Safety Department Website
- Campus Safety Facebook page
- Emergency Liaisons
- Viva Engage

Copies of active crime alerts can be found on the Campus Safety Department website at <https://calvin.edu/campus-safety/clery-act/alert-bulletin> 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. Public safety advisories are not generally time sensitive or considered to be a continuing threat, but they are incidents that are important for the campus community to be aware of. 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. The public safety advisory is written by either the Director or the Assistant Director of Campus Safety.

Public safety advisories will be issued by the Campus Safety Department using any and/or all the following methods:

- Calvin Alert text message
- Flyers
- Campus Safety Department website
- Campus Safety Facebook page
- Emergency Liaisons
- Viva Engage

Copies of active public safety advisories can be found on the Campus Safety Department website at <https://calvin.edu/campus-safety/clery-act/alert-bulletin> is accessible to all faculty, staff and students as well as the public. Information may also be placed by the Campus Safety Department on Calvin's electronic information systems Calvin News and Student News. Campus Safety officers and designated 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.



## CAMPUS SAFETY ALERT DISTRIBUTION MATRIX

| PRIMARY METHODS   | PRIMARY MESSAGE CREATOR | BACKUP MESSAGE CREATOR  | AUTHORITY TO APPROVE /SEND  | PRIMARY MESSAGE SENDER                              | BACKUP MESSAGE SENDER   |
|---|-------------------------|---|---|---|---|
| <b>Mass Text and E-mail Notification through Calvin Alert</b> | Director, Campus Safety | Assistant Director, or their designee or Marketing and Communications office  | If time allows, consult with the VP for Student Life or their designee. If time does not allow, the primary sender can proceed. | Director, Campus Safety                             | Assistant Director, or their designee; or any trained member from the Marketing and Communications office |
| <b>Campus Safety website</b>                                  | Director, Campus Safety | Assistant Director, or their designee; or Marketing and Communications office | Director of Campus Safety; or designee  | Marketing and Communications will place on website. | Any trained member from Marketing and Communications  |

| SECONDARY METHODS  | PRIMARY MESSAGE CREATOR             | BACKUP MESSAGE CREATOR  | AUTHORITY TO APPROVE /SEND               | PRIMARY MESSAGE SENDER  | BACKUP MESSAGE SENDER   |
|--|-------------------------------------|---|--|---|---|
| <b>Postings on Entrance Doors, Lobby Areas, or Bulletin Boards</b> | Director, Campus Safety             | Assistant Director, or their designee   | Director Campus Safety or their designee | Director, Campus Safety   | Assistant Director, or their designee; or any trained member from the Marketing and Communications office |
| <b>Social Media Platforms</b>                                      | Director, Campus Safety             | Assistant Director, or their designee; or Marketing and Communications office | Director of Campus Safety; or designee   | <b>Website</b> Marketing and Communications<br><b>Facebook Page</b> – Director of Campus Safety | <b>Website</b> Marketing and Communications designee<br><b>Facebook Page</b> Admin. Assistant             |
| <b>Press Releases</b>  | Marketing and Communications Office | Marketing and Communications designee   | Marketing and Communications Office      | Marketing and Communications Office   | Marketing and Communications designee   |

## 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/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 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 a 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**

On November 15, 2023, from 1:00 pm to 4:00 pm. an announced tabletop emergency exercise was conducted by the Campus Safety Department and included members of Calvin University and Calvin Theological Seminary's response to an active shooter incident on campus. The emergency manager for the City of Grand Rapids leads university officials along with community partners in law enforcement, fire, EMS, and hospitals in the management of a response and recovery operation related to an active shooter incident. This exercise was conducted using the principles of the national Incident Command System as outlined in the university's emergency plans. This Tabletop Exercise (TTX) was developed by the Grand

Rapids emergency manager with assistance from university and public safety officials, based on real life probable scenarios. The tabletop exercise included the president, cabinet members, Provost office, Information Technology, Campus Safety, Human Resources, Financial Services, Student Life, Marketing and Communications, the Office of Diversity and Inclusion, Advancement, Facilities, Creative Dining, and Calvin Theological Seminary.

This 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 12, 2023, Spring semester fire drills in all residence halls (unannounced)

April 12, 2023, Spring semester fire drills in all apartments (unannounced)

July 06, 2023, Summer fire drill in the occupied residence hall (unannounced)

September 6 and 19, 2023, Fall semester fire drills in residence halls after sunset (unannounced)

September 26, 2023, Fall fire drills in apartments after sunset (unannounced)

## **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. Confidential contact information will be accessible only to the Campus Safety Director, Assistant Director, or Administrative Assistant and will not be disclosed outside of a missing person investigation.

If a member of the Calvin Community has reason to believe that a student is missing, 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 authority 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.

## **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 take a formal report, also contacting local police if necessary. All reported crimes will be investigated by the University and may become a matter of public record. 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 616-774-2345 or online at [www.silentobserver.org](http://www.silentobserver.org).

One can also report cases of harassment or abuse of power. If you have experienced harassment or abuse of power at Calvin 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 people 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 54 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 and types of incidents involving faculty, staff, students, and guests, 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 have a duty to report the following for federal statistical reporting purposes (Clery Act):

1. All "primary crimes," which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
2. Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
3. VAWA-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
4. Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

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, resident hall desk assistants, club advisors, off campus program leaders, Campus Safety staff, Human Resources staff, Safer Spaces coordinators, Student Support, Accountability, and Restoration officials, deans and directors of Student Life, Executive Vice President for Student Experience and Strategy, Director of Health Center and Director of Counseling and Wellness Center (when not functioning in counseling role) as Campus Security Authorities.

Campus Security Authority (CSA) training is provided to CSAs through either an in-person training session or an online training course sent to the CSA. Both training methods review what the role of a CSA consists of, why someone qualifies as a CSA, what crimes to report, and how to go about making a report.

CSAs 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 Campus Safety Department follows up with all CSAs at the conclusion of each semester, and the end of the summer to make sure all Clery crimes have been reported. This follow up process is achieved by sending a direct link to a form requiring a mandatory response as to whether or not the CSA has any Clery crimes to report.

The University will take reasonable steps to investigate and respond to the complaint to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. 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 since they typically limit Calvin University's ability to investigate, respond, and provide remedies, depending on what information is shared.

Campus professional counselors and ministry staff, when acting in their roles 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** – An employee of the institution 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** – An employee of the institution 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 without disclosing personal identifying information.

CSAs are **NOT** responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.

## **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 or controlled 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 housing located in the city of Grand Rapids that is used for student housing which would be considered a non-campus location. 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.

## **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: <https://calvin.edu/policies/student-conduct-code>

Faculty: <https://calvin.edu/go/faculty-handbook> (pdf)

Staff: <https://calvin.edu/policies/employee-handbook>

### 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 offense 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 alleged 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, "childcare 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 lifetime electronic monitoring under section 520n if the violation involved sexual contact committed by an individual 17 years of age or older against an individual less than 13 years of age

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

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

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

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

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

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

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

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

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

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

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

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

(g) The actor is an employee, contractual service provider, or volunteer of a 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 penetration occurs during that other person's residency. As used in this subdivision, "childcare 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, "childcare 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; penalties;**

**previous convictions; exception; “dating relationship” defined.**

- (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), (4), or (5), 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 assaults or assaults and batters an individual who is pregnant and who knows the individual is pregnant 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.
- (4) An individual who commits an assault or an assault and battery in violation of subsection (2) or (3), and who has previously been convicted of assaulting or assaulting and battering an individual described in either subsection (2) or subsection (3) under any of the following, is guilty of a misdemeanor punishable 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.
- (5) An individual who commits an assault or an assault and battery in violation of subsection (2) or (3), and who has 2 or more previous convictions for assaulting or assaulting and battering an individual described in either subsection (2) or subsection (3) 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.
- (6) 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.
- (7) 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; penalties; previous convictions; exception; "dating relationship" defined.**

(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), (4), or (5), 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 assaults or assaults and batters an individual who is pregnant and who knows the individual is pregnant 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.

(4) An individual who commits an assault or an assault and battery in violation of subsection (2) or (3), and who has previously been convicted of assaulting or assaulting and battering an individual described in either subsection (2) or subsection (3) under any of the following, is guilty

of a misdemeanor punishable 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.

(5) An individual who commits an assault or an assault and battery in violation of subsection (2) or (3), and who has 2 or more previous convictions for assaulting or assaulting and battering an individual described in either subsection (2) or subsection (3) 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.

(6) 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.

(7) 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.
  - f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Calvin University has developed an annual educational campaign<sup>1</sup> consisting of presentations that include distribution of educational materials to new students. Additionally, participating in and presenting information and materials during new employee orientation.

### **Department of Justice Office of Violence Against Women Grant – November 2021**

In November 2021, Calvin University received a three-year grant from the United States Department of Justice's Office of Violence against Women. This three-year grant involves Calvin University and external partners (Grand Rapids Police Department, YWCA of Western Michigan, and Safe Haven Ministries) creating a Coordinated Community Response Team (CCRT) with the goal of developing prevention and intervention programs for our community.

#### **Mission Statement**

We are engaged community partners and representatives of Calvin University collaborating to prevent and appropriately respond to sexual assault, dating violence, domestic violence, and stalking at Calvin and in the Grand Rapids Community. We work together to implement prevention initiatives, connect survivors to services, increase understanding of the problem of sexual abuse and misconduct, offer accountability process options, to create a campus and community where all students can learn and grow.

We believe that everyone should have an opportunity to be safe, treated equitably, and have a place to fully share their experiences without questioning. We equip students with the tools to identify the brokenness in our community, offer comprehensive support and healing options, and promote good citizenship for the welfare of the city and the healing of the world.

#### **Summary of OVW Campus Grant**

The ultimate objective of the Campus Program is to help Calvin University create effective, comprehensive responses to sexual assault, domestic violence, dating violence and stalking. A comprehensive approach includes both prevention and intervention and requires a multi-faceted, coordinated effort that engages key stakeholders from the surrounding community and throughout the campus, including students, faculty, staff,

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

and administrators. To meet this objective, the Campus Program has identified three overarching program goals that include several core elements:

Goal 1: Broad campus and community engagement.

Goal 2: The reduction of sexual assault, domestic violence, dating violence, and stalking.

Goal 3: Effective intervention.

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

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

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

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

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

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

Bystander intervention includes:

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

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

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

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



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

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 2023:**

| Name of Program | Date Held         | Location Held | Which Prohibited Behavior Covered? |
|-----------------|-------------------|---------------|------------------------------------|
| Every Choice    | 1/1/23to 12/31/23 | Online        | SA, DaV, S                         |
| Step-Up Dramas  | 8/26/2023         | CFAC          | SA                                 |

❖ 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 2023:**

| Name of Program  | Date Held     | Location Held | Which Prohibited Behavior Covered? |
|--|---------------|---------------|------------------------------------|
| Campus SaVE Act, Title IX & Sexual Misconduct, Sexual Harassment | Online – 2023 | N/A           | SA, DaV, S, Harassment             |

❖ 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 2023:**

| <b>Name of Program</b>  | <b>Date Held</b>                       | <b>Location Held</b>                                 | <b>Which Prohibited Behavior Covered</b> |
|---|--|--|--|
| RAD Classes – PER-130 Course Credit   | January 10 – February 21               | Hoogenboom   | SA, Harassment, DaV DoV                  |
| RAD Classes   | Thursdays<br>3/9, 3/16, 3/23, 3/30     | Hoogenboom   | SA, Harassment, DaV DoV                  |
| RAD Classes – PER-130 Course Credit   | September 5 – October 12               | Hoogenboom   | SA, Harassment, DaV DoV                  |
| RAD Classes   | Wednesdays<br>10/25, 11/1, 11/8, 11/15 | Hoogenboom   | SA, Harassment, DaV DoV                  |
| Let's Talk About it: A Panel Discussion on Dating Violence                              | 3/9/23                                 | Hoogenboom   | SA, Harassment, DaV DoV                  |
| Support Group – Relationship Abuse and Violence   | Thursdays 6 pm - 7:30 pm               | Confidential   | SA, Harassment, DaV DoV                  |
| Teal Time – Teal ribbons handed out as well as resources on sexual assault and violence | 4/13/23                                | Peets Coffee Shop                                    | SA, Harassment, DaV DoV                  |
| Mandatory Athletic Meeting regarding Sexual Harassment and Violence                     | 1/16/23                                | VanNoord Arena – Entire Athletic Department training | SA, Harassment, DaV DoV                  |
| Sexual Assault Response   | 7/28/2023                              | Residence Life staff and Student Staff               | SA, Harassment, DaV DoV                  |
| RA/RD VAWA Training   | 8/17/23                                | Alumni Board Room- All residence life staff          | SA, Harassment, DaV DoV                  |
| Lauren McClusky Memorial Walk: Domestic Violence Awareness Month                        | 10/6/23                                | Commons Lawn   | SA, Harassment, DaV, DoV                 |
| "Listen": Lauren McClusky Documentary screening and discussion.                         | 10/6/23                                | CFAC Recital Hall                                    | SA, Harassment, DaV, DoV                 |

|   |          |                            |                          |
|---|----------|----------------------------|--------------------------|
| Promotional Campaign by SPEAC<br>Handed out kit with purple bracelet, ribbons and QR code | 10/31/23 | Spoelhof University Center | SA, Harassment, DaV, DoV |
|---|----------|----------------------------|--------------------------|

❖ 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 2023:**

| <b>Name of Program</b>  | <b>Date Held</b>                          | <b>Location Held</b>                | <b>Which Prohibited Behavior Covered</b> |
|---|---|-------------------------------------|--|
| RAD Classes   | Thursdays<br>3/9, 3/16, 3/23,<br>3/30     | Hoogenboom                          | SA, Harassment, DaV<br>DoV               |
| RAD Classes   | Wednesdays<br>10/25, 11/1, 11/8,<br>11/15 | Hoogenboom                          | SA, Harassment, DaV<br>DoV               |
| Mandatory Athletic Training regarding Sexual Harassment and Violence                      | 1/16/23                                   | VanNoord Arena – All coaching staff | SA, Harassment, DaV<br>DoV               |
| Let's Talk About it: A Panel Discussion on Dating Violence                                | 3/9/23                                    | Hoogenboom                          | SA, Harassment, DaV,<br>DoV              |
| Teal Time – Teal ribbons handed out as well as resources on sexual assault and violence   | 4/13/23                                   | Peets Coffee Shop                   | SA, Harassment, DaV,<br>DoV              |
| Sexual Assault Response   | 7/28/2023                                 | Residence Life staff                | SA, Harassment, DaV,<br>DoV              |
| Lauren McClusky Memorial Walk: Domestic Violence Awareness Month                          | 10/6/23                                   | Commons Lawn                        | SA, Harassment, DaV,<br>DoV              |
| "Listen": Lauren McClusky Documentary screening and discussion.                           | 10/6/23                                   | CFAC Recital Hall                   | SA, Harassment, DaV,<br>DoV              |
| Promotional Campaign by SPEAC<br>Handed out kit with purple bracelet, ribbons and QR code | 10/31/23                                  | Spoelhof University Center          | SA, Harassment, DaV,<br>DoV              |

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

Other training provided to specific groups in 2023 included:

9/27/23 Trauma Informed Response Training completed by Campus Safety supervisors and officers

9/29/23 Title IX/OSSAR Team received Introduction Training to Trauma Informed Response

## SEXUAL VIOLENCE PREVENTION EDUCATION AMBASSORS OF CALVIN

SPEAC is a group of 7 student employees investing their time and efforts into offering Domestic/Dating Violence, Sexual Assault and Stalking prevention programming on campus. The student group works with the OVW Grant Project Director and meet on a regular basis throughout the school year.

The members of this group had a 3-day onboarding training session where they learned the basics of trauma informed response and how to support survivors. They also received Clery Act training.

### How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”<sup>2</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help.

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 <https://changingourcampus.org/about-us/not-alone/> 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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<sup>2</sup> Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. Sex Roles, 60, 779-792.

## Risk Reduction

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

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you 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 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?

**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

## **CALVIN UNIVERSITY SAFER SPACES POLICY**

Calvin University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, which are free from discrimination, harassment, and retaliation. Discrimination, harassment, and retaliation of any form are a violation of a person's rights, dignity, and integrity. Such acts debase the integrity of the educational process and work environment and are contrary to the mission and values of Calvin University. Each person - faculty, staff, student, trustee, volunteer, visitor, contractor, and vendor – who has chosen to engage with the Calvin community thereby affirms a willingness to uphold the community's stated standards of conduct and ensure that Calvin University provides a safe environment for students, staff, faculty, and guests of the university.

To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Calvin University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Calvin University values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved. In response to any reported misconduct, the university will take appropriate steps to eliminate the misconduct, prevent its recurrence, and remedy its effects.

The purpose of the Safer Spaces policy is to provide the Calvin University community with a set of behavioral standards, common understanding of definitions and key concepts, descriptions of prohibited conduct, and processes for submitting, investigating, and resolving reports. The policy is intended to protect and guide those who have been affected by harassment and discrimination whether as a reporting party, a responding party, or a third party.

The policy also identifies resources and support for all members of the university community, identifies appropriate administrators and describes their roles, provides information about how to make a report, and provides information about how a report will be evaluated and resolved.

The policy stems from model guidance provided by the Association of Title IX Administrators (ATIXA).

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.

### **Director of Safer Spaces/Title IX Coordinator**

Lauren Horras  
Spoelhof University Center 364P  
Calvin University  
Grand Rapids MI 49546

[lh35@calvin.edu](mailto:lh35@calvin.edu)  
(616)526-6232

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.

### **Safer Spaces Deputy Coordinators**

For a complete list of deputy coordinators at Calvin University, please email the Director of Safer Spaces/Title IX Coordinator at [lh35@calvin.edu](mailto:lh35@calvin.edu).

### **Safer Space Team Members**

The Safer Spaces Team includes:

- 3 Decision-makers: at least one representative from HR and at least one representative from Student Life who are members and who respectively Chair hearings for allegations involve student and employee Respondents.
- 3 or more members of the Academic Affairs administration and/or faculty
- 3 or more members of the administration/staff
- 1 or more representatives from Campus Safety
- 1 or more representatives from Human Resources
- 2 or more representatives from Athletics

Members of the Safer Spaces Team are trained annually, and can serve in the following roles, at the direction of the Director of Safer Spaces/Title IX Coordinator:

- To provide appropriate intake of and initial guidance pertaining to complaints
- To act as an Advisor to the parties
- To serve in a facilitation role in informal resolution or Alternate Resolution if appropriately trained in appropriate resolution modalities (e.g., mediation, restorative practices)
- To perform or assist with initial assessment
- To investigate complaints
- To serve as a hearing facilitator (process administrator, no decision-making role)
- To serve as a Decision-maker regarding the complaint
- To serve as an Appeal Officer

For a complete list of investigators, advisors, and decision makers at Calvin University, please email the Director of Safer Spaces/Title IX Coordinator at [lh35@calvin.edu](mailto:lh35@calvin.edu). Additional policy information can be found in the <https://calvin.edu/policies/safer-spaces-2024-2025>.

### **Safer Spaces Team Member Training**

The Safer Spaces Team members receive annual training, jointly and based on their respective roles. This training includes, but is not limited to:

- The scope of Calvin University's Discrimination and Harassment Policy and Procedures
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability
- Implicit bias
- Disparate treatment and impact
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, and impartial manner
- How to uphold fairness, equity, and due process
- How to weigh evidence
- How to conduct questioning
- How to assess credibility
- Impartiality and objectivity
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all offenses
- How to apply definitions used by Calvin University with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with policy
- How to conduct an investigation and formal grievance process including hearings, appeals, and informal resolution processes
- How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias
- Any technology to be used at a live hearing
- Issues of relevance of questions and evidence
- Issues of relevance to create an investigation report that fairly summarizes relevant evidence
- How to determine appropriate sanctions in reference to all forms of harassment, discrimination, and/or retaliation allegations

## **2023 Safer Spaces Team Member Trainings**

### **Title IX Coordinator:**

- TrainEd Annual Training for Advanced Title IX Coordinators (August 2023)
- TrainEd New Coordinators Annual Training for Title IX Coordinators (July 2023)

### **Deputy Coordinator:**

- TrainEd Annual Training for Advanced Deputy Coordinators (August 2023)
- TrainEd Annual Training for New Deputy Coordinators (July 2023)

### **Adjudicator/Decision-Maker:**

- VAWA Adjudicator Training (October 2023)

### **Title IX Investigator:**

- Campus Security Authority Training (September 2023)
- Time with IX - Ten Investigation Pitfalls & Best Practices to Avoid Them (March 2023)
- TrainEd Title IX VAWA/Investigator Training (August 2023)

### **General:**

- MIDWEST Campus Safety Summit Attendance (September 20-21, 2023)
- Working with Victims of Sexual Assault Webinar (August 16, 2023)
- Stalking on College Campuses Webinar (July 22, 2023)
- Human Trafficking Through a Trauma Informed Lens with Nikeidra Battle-DeBarge, Pine Rest (March 2023)



- Raise Your Voice Symposium, St. Mary's College (April 2023)
- Trauma Informed Response to Incidents of Sexual Assault for Campus Safety staff, YWCA (September 2023)

## **REPORTING INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING**

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<sup>3</sup> 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.

Students and employees may contact the Director of Safer Spaces/Title IX Coordinator or a Deputy Coordinator if they have any complaints or notice any alleged policy violations.

### **IF AN INCIDENT OF SEXUAL ASSAULT OR VIOLENCE HAS OCCURRED:**

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at the YWCA of Grand Rapids, Nurse Examiner Program (25 Sheldon Ave. SE, Grand Rapids, Mi. 49503 (Tel. 616-776-7273)). In Michigan, evidence may be collected even if you chose not to make a report to law enforcement<sup>4</sup> In the State of Michigan a victim of a sexual assault is not required to provide their name in order for evidence to be collected. For a victim of sexual assault who is unsure about participating in criminal prosecution, having the sexual assault evidence collection kit completed will help keep their options open. At the Nurse Examiner Program, evidence may be kept for 18 months 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,

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<sup>3</sup> This document will use the terms "victim" and "complainant," "respondent," "perpetrator" and "accused party" interchangeably. Each institution needs to use language consistent with their institutional policies.

<sup>4</sup> Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not "require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both."

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>.

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 Safer Spaces report can be made by calling, writing or coming into the Safer Spaces office to report in person as well as at the Campus Safety Department (if the victim so desires.)<sup>5</sup> 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 his/her 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:

| <b>Incident Being Reported:</b>    | <b>Procedure Institution Will Follow:</b>   | <b>Evidentiary Standard</b>   |
|------------------------------------|---|-------------------------------|
| Sexual Assault (Sexual Misconduct) | 1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with referrals for medical care.<br>2. Institution will assess immediate safety needs of complainant.<br>3. Institution will assist complainant with contacting local police if complainant requests AND complainant with contact information for local police department. | Preponderance of the evidence |

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<sup>5</sup> The Title IX Coordinator is regarded as a "Responsible Employee" under Title IX and also a "Campus Security Authority" under the Clery Act. Statistical information less the victims identifying information will be provided to campus public safety or whomever at the institution compiles the annual crime statistics even if the victim chooses not to alert campus public safety personally.

|                 |   |                               |
|-----------------|---|-------------------------------|
|                 | <p>4. Institution will provide complainant with referrals to on and off campus mental health providers.</p> <p>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.</p> <p>6. Institution will provide a "No Trespassing" directive to accused party for non-members if deemed appropriate.</p> <p>7. Institution will provide written instructions on how to apply for a protective order.</p> <p>8. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution.</p> <p>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.</p> <p>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.</p> |                               |
| Stalking        | <p>1. Institution will assess immediate safety needs of complainant.</p> <p>2. Institution will assist complainant with contacting local police if complainant requests and complainant provided with contact information with local police department.</p> <p>3. Institution will provide written instructions on how to apply for Protective Order.</p> <p>4. Institution will provide written information to complainant on how to preserve evidence.</p> <p>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</p> <p>6. Institution will provide a "No Trespass" directive to accused party for non-members if deemed appropriate.</p>  | Preponderance of the evidence |
| Dating Violence | <p>1. Institution will assess immediate safety needs of complainant.</p> <p>2. Institution will assist complainant with contacting local police if complainant requests and complainant provided with contact information for local police department.</p> <p>3. Institution will provide written instructions on how</p>   | Preponderance of the evidence |

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

## **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)

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

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 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 complainant's request, and to the extent of the complainant's cooperation and consent, the university offices will work cooperatively to assist the complainant in obtaining accommodations. If reasonably available, a complainant may be offered changes to academic, living, working or transportation situations regardless of whether the complainant 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 requests changes to their academic, living, transportation and/or working situations or protective measures, they should contact Lauren Horras, Director of Safer Spaces whose office is located in Spoelhof Center Room 364P. The Director of Safer Spaces can also be contacted by calling 616-526-6232 or through e-mail at [lh36@calvin.edu](mailto:lh36@calvin.edu). If an employee requests changes to their working situation and/or requires protective measures, they should contact Andrew George, Associate Vice President of Human Resources, whose office is located in Spoelhof Center 370D. The Associate Vice President of Human Resources can also be contacted by calling 616-526-6056 or through e-mail at [alq35@calvin.edu](mailto:alq35@calvin.edu).

## **On and Off Campus Services for Complainants**

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)

| Counseling  | Address  | Phone Number        |
|---|--|---------------------|
| Health Services   | Hoogenboom Health and Recreation Center, Room 181  | 616-526-6187        |
| Campus Safety Department  | Mail and Print Building Room 200   | 616-526-6452        |
| J. Broene Center for Counseling and Wellness                              | Spoelhof University Center, Room 366   | 616-526-6123        |
| Director of Safer Spaces<br>Title IX Coordinator<br>Lauren Horras         | Spoelhof University Center, Room 364P<br><a href="mailto:lh35@calvin.edu">lh35@calvin.edu</a>        | 616-526-6232        |
| Visa and Immigration Coordination<br>Admissions & Financial Aid Office    | Spoelhof University Center, Room 264   | 616-526-6897        |
| Office of Student Support, Accountability, and Restoration – Student Life | Spoelhof University Center, Room 364   | 616-526-6116        |
| I Will Report It – Sexual harassment reporting phone line                 | Make a confidential report. NOTE: Calvin University is limited in responding to confidential reports | 616-526-IWRI (4974) |
| Sexual Assault Prevention Team  | Spoelhof University Center, Room 366   | 616-526-6123        |
| Human Resources   | Spoelhof University Center, Room 370   | 616-526-6495        |
| Campus Ministries   | Commons Annex 150  | 616-526-8861        |

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

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

|  |  |                           |
|--|--|---------------------------|
| National Domestic Violence Hotline   | N/A  | 1-800-799-7233<br>24 hrs. |
| Victim Witness of Kent County  | 180 Ottawa Ave. NE<br>Suite 5400<br>Grand Rapids, MI 49503 | 1-877-451-8115            |
| Network 180 Mental Health Services   | 790 Fuller Ave. NE<br>Grand Rapids, MI 49503               | 616-336-3909<br>24 hrs.   |
| 17th Circuit Court<br>Personal Protection Orders<br>Department                 | 180 Ottawa Ave. NE<br>Suite 3500<br>Grand Rapids, MI 49503 | 616-632-5071              |
| Pine Rest Christian Mental Health Services                                     | 300 68 <sup>th</sup> Street SE<br>Grand Rapids, MI 49501   | 1-800-678-5500<br>24 hrs. |
| Forest View Mental Health Hospital   | 1055 Medical Park Dr. SE<br>Grand Rapids, MI 49546         | 1-800-949-8439            |
| Legal Aid of West Michigan   | 89 Ionia NW<br>Suite 400<br>Grand Rapids, MI 49503         | 1-800-442-2777            |
| Legal Assistance Center  | 180 Ottawa Ave NW<br>Suite 5100<br>Grand Rapids, MI 49503  | 616-632-6014              |
| Lawyer Referral Service  | N/A  | 616-632-6000              |
| Dioceses of Grand Rapids<br>Immigration Legal Services                         | 213 Sheldon Blvd. SE<br>Grand Rapids, MI 49503             | 616-551-4746              |
| Hispanic Center of Western Michigan  | 1204 Grandville Ave. SE<br>Grand Rapids, MI 49503          | 616-742-0200              |
| Justice for Our Neighbors West Michigan - United Methodist Committee on Relief | 207 East Fulton Street<br>Grand Rapids, MI 49503           | 616-301-7461              |
| Trinity Health – Saint Mary's Hospital   | 200 Jefferson Ave. SE<br>Grand Rapids, MI 49503            | 616-685-6789              |
| Corewell Health – Blodgett Hospital  | 1840 Wealthy St. SE<br>Grand Rapids, MI 49506              | 616-774-7444              |
| Corewell Health – Butterworth Hospital   | 100 Michigan St. NE<br>Grand Rapids, MI 49503              | 616-391-1774              |
| Metro Health Hospital  | 5900 Byron Center Ave. SW<br>Wyoming, MI 49519             | 616-252-7200              |
| Grand Rapids Police Department   | 1 Monroe Center NW<br>Grand Rapids, MI 49503               | 616-456-3400              |
| East Grand Rapids Public Safety Department                                     | 770 Lakeside Drive SE<br>East Grand Rapids, MI 49506       | 616-949-7010              |
| Kentwood Police Department   | 4742 Walma Ave SE<br>Kentwood, MI 49512                    | 616-698-6580              |

|  |  |              |
|--|--|--------------|
| Kent County Sheriff Department   | 701 Ball Avenue NE<br>Grand Rapids, MI 49503             | 616-632-6100 |
| Pine Rest Christian Mental Health Services – Employee Assistance Program | 300 68 <sup>th</sup> Street SE<br>Grand Rapids, MI 49501 | 616-281-6305 |

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> – State of Michigan

## **E. Adjudication of Violations**

Whether or not criminal charges are filed, Calvin University<sup>6</sup> or a person may file a complaint under the Safer Spaces Policy and the Student Support, Accountability, and Restoration 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
- Immediately inform the complainant 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
- All reports of 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 chooses to pursue criminal charges.

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

### **Reporting a Problem/File a Complaint**

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

1. File a formal complaint with, or give verbal notice to, the Director of Safer Spaces/Title IX Coordinator, a Safer Spaces Deputy Coordinator, or the Safer Spaces Office (see contact information on pages 54-55). Such a report may be made at any time (including during non-

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<sup>6</sup> Title IX states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate. Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then the "*University*" may assume the role of the complainant.



business hours) by using the online reporting form on the Safer Spaces website, the “I Will Report It” phone number or email address, or by mail to the office address listed for the Title IX Coordinator or any other official listed.

2. Report online, using the reporting form posted at <https://calvin.edu/safer-spaces/make-report>. Anonymous reports are accepted but can limit the ability to respond with supportive measures, formal action, investigation, and remedy. Calvin University tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Calvin University respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows Calvin University to discuss and/or provide supportive measures.
3. Report using Calvin University’s I Will Report It reporting line phone number: (866) 943-5787.
4. Report through a trusted Calvin university employee (supervisor, mentor, advisor, professor, Residence Life staff member, etc.). Please note, that all Calvin University employees are considered mandatory reporters, except for confidential resources (Campus Ministries, Counseling and Wellness and Health Services).

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 filed 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). A complaint may be filed in person, by mail, or by electronic mail. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by Calvin University) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint. 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.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

### **Notice/Complaint**

Upon receipt of a complaint or notice to the Director of Safer Spaces/Title IX Coordinator of an alleged violation of the Policy, Calvin University initiates a prompt initial assessment to determine the next steps Calvin University needs to take.

Calvin University will initiate at least one of three responses:

1. Offering supportive measures because the Complainant does not want to proceed formally; and/or
2. An informal resolution; and/or
3. A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether or not the Policy has been violated. If so, Calvin University will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

### **Promptness**

All allegations are acted upon promptly by Calvin University once it has received notice or a formal complaint. The full resolution process usually takes between 60 to 90 business days (5-6 months, excluding school breaks). There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but Calvin University will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in Calvin University procedures will be delayed, Calvin University will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

### **Privacy**

Every effort is made by Calvin University to preserve the privacy of reports. Calvin University will not share the identity of any individual who has made a report or formal complaint of harassment, discrimination, or retaliation; any Complainant, any respondent of sex discrimination, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures

Calvin University reserves the right to designate which Calvin University officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, which may include, but is not limited to: Human Resources, relevant staff members within the division of Student Life, Campus Safety, or the CARE Team Coordinator. Information will be shared as necessary with Investigators, Hearing Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

Calvin University may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.

### **Time Limits on Reporting**

There is no time limitation on providing notice/formal complaints to the Director of Safer Spaces/Title IX Coordinator. However, if the Respondent is no longer subject to Calvin University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/formal complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Director of Safer Spaces/Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/formal complaint is affected by significant time delay, Calvin University will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

## Notice/Complaint

Upon receipt of a complaint or notice to the Director of Safer Spaces/Title IX Coordinator of an alleged violation of the Policy, Calvin University initiates a prompt initial assessment to determine the next steps Calvin University needs to take.

Calvin University will initiate at least one of three responses:

1. Offering supportive measures because the Complainant does not want to proceed formally; and/or
2. An informal resolution; and/or
3. A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether or not the Policy has been violated. If so, Calvin University will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

## Initial Assessment

Following receipt of notice or a complaint of an alleged violation of the Policy, the Director of Safer Spaces/Title IX Coordinator engages in an initial assessment, which is typically one to five business days in duration. The steps in an initial assessment can include:

- If notice is given, the Director of Safer Spaces/Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
  - If they do not wish to do so, the Director of Safer Spaces/Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Director of Safer Spaces/Title IX Coordinator assesses its sufficiency and ensures it is correctly completed.
- The Director of Safer Spaces/Title IX Coordinator reaches out to the Complainant to offer supportive measures to both the complainant and the respondent.
- The Director of Safer Spaces/Title IX Coordinator works with the Complainant and Respondent to ensure they are aware of the right to have an Advisor.
- The Director of Safer Spaces/Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
  - If a supportive and remedial response is preferred, the Director of Safer Spaces/Title IX Coordinator works with the Complainant to identify their wishes and then seeks to facilitate implementation. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
  - If an informal resolution option is preferred, the Director of Safer Spaces/Title IX Coordinator assesses whether the complaint is suitable for informal resolution, which informal mechanism may serve the situation best or is available and may seek to determine if the Respondent is also willing to engage in informal resolution.
  - If a Formal Grievance Process is preferred, the Director of Safer Spaces/Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
    - If it does, the Director of Safer Spaces/Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address
      - an incident, and/or
      - a pattern of alleged misconduct, and/or
      - a culture/climate issue, based on the nature of the complaint.
    - If it does not, the Director of Safer Spaces/Title IX Coordinator determines that Title IX does not apply (and will “dismiss” that aspect of the complaint, if any),

assesses which policies may apply, which resolution process is applicable, and will refer the matter accordingly. Please note that dismissing a complaint under Title IX is just procedural and does not limit Calvin University's authority to address a complaint with an appropriate process and remedies.

## **Violence Risk Assessment**

In many cases, the Director of Safer Spaces/Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted by Campus Safety and the Dean of Students Office as part of the initial assessment. A VRA can aid in ten critical and/or required determinations, including:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
- Whether the Director of Safer Spaces/Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
- Whether to put the investigation on the footing of incident and/or pattern and/or climate;
- To help identify potential predatory conduct;
- To help assess/identify grooming behaviors;
- Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal by the Respondent;
- Whether to impose transcript notation or communicate with a transfer institution about a Respondent;
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether a Clery Act Timely Warning/Trespass order/Persona-non-grata is needed.

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

Violent Risk Assessments require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, Student Support, Accountability, and Restoration officers, or other Behavioral Intervention Team (BIT)/CARE team members. A VRA authorized by the Director of Safer Spaces/Title IX Coordinator should occur in collaboration with the CARE or threat assessment team. Where a VRA is required by the Director of Safer Spaces/Title IX Coordinator, a Respondent refusing to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

A VRA is not an evaluation for an involuntary behavioral health hospitalization (e.g., 5150 in California, Section XII in Massachusetts, Baker Act in Florida), nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

## **Dismissal (Mandatory and Discretionary)**

Calvin University must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1. The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Policy hereinabove, even if proved; and/or

2. The conduct did not occur in an educational program or activity controlled by Calvin University and/or Calvin University does not have control of the Respondent; and/or
3. The conduct did not occur against a person in the United States; and/or
4. At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of Calvin University.

Calvin University may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

1. A Complainant notifies the Director of Safer Spaces/Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
2. The Respondent is no longer enrolled in or employed by Calvin University; or
3. Specific circumstances prevent Calvin University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, Calvin University will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

### **Counterclaims**

Calvin University is obligated to ensure that the grievance process is not abused for retaliatory purposes. Calvin University permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by the Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Director of Safer Spaces/Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

### **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 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 Notice of Investigation and Allegations (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. 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 chooses an advisor from outside Calvin University, the advisor must sign an advisor agreement before officially supporting their respective party.

The Director of Safer Spaces/Title IX Coordinator can also offer to assign an Advisor for any party if the party so chooses. If the parties choose an Advisor from the Safer Spaces Team available from Calvin University.

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

### **Advisors in Hearings/Calvin University-Appointed Advisor**

Under U.S. Department of Education regulations applicable to Title IX, cross-examination is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an Advisor for a hearing, Calvin University will appoint a trained Advisor for the limited purpose of conducting any cross-examination.

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party's Advisor will not conduct cross-examination, Calvin University will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses will also be conducted by the Decision-maker(s) during the hearing.

### **Advisor's Role**

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

Calvin University cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, Calvin University is not obligated to provide an attorney.

Where applicable under Calvin University policy, Advisors or attorneys are permitted to fully represent their advisees or clients in resolution proceedings, including all meetings, interviews, and hearings. Although Calvin University prefers to hear from parties directly, in these cases, parties are entitled to have evidence provided by their chosen representatives.

### **Pre-Interview Meetings**

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and Calvin University's policies and procedures.

### **Advisor Violations of Calvin University Policy**

All Advisors are subject to the same Calvin University policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors

should not address Calvin University officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Decision-maker(s) except during a hearing proceeding, during cross-examination.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Director of Safer Spaces/Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

### **Sharing Information with the Advisor**

Calvin University expects that the parties may wish to have Calvin University share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

Calvin University also provides a consent form that authorizes Calvin University to share such information directly with their Advisor. The parties must either complete and submit this form to the Director of Safer Spaces/Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before Calvin University is able to share records with an Advisor.

If a party requests that all communication be made through their attorney Advisor, Calvin University will comply with that request at the discretion of the Director of Safer Spaces/Title IX Coordinator.

### **Privacy of Records Shared with Advisor**

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by Calvin University. Calvin University may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by Calvin University's privacy expectations.

### **Expectations of an Advisor**

Calvin University generally expects an Advisor to adjust their schedule to allow them to attend Calvin University meetings when planned but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

Calvin University may also make reasonable provisions to allow an Advisor who cannot attend in-person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

Calvin University generally expects an Advisor to adjust their schedule to allow them to attend Calvin University meetings when planned, but Calvin University may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

Calvin University may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

Parties whose Advisors are disruptive or who do not abide by Calvin University policies and procedures may face the loss of that Advisor and/or possible Policy violations.

Advisors are expected to consult with their advisees without disrupting Calvin University meetings or interviews. Advisors do not represent parties in the process; their role is only to advise.

### **Expectations of the Parties with Respect to Advisors**

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Director of Safer Spaces/Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Director of Safer Spaces/Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

## **RESOLUTION PROCESSES**

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with Calvin University policy. While there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. Calvin University encourages parties to discuss this with their Advisors before doing so.

### **Informal Resolution**

Informal Resolution can include three different approaches:

- When the parties agree to resolve the matter through an alternate resolution mechanism including mediation, restorative practices, etc.;
- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process; or
- When the Director of Safer Spaces/Title IX Coordinator can resolve the matter informally by providing supportive measures to remedy the situation.

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. If a Respondent wishes to initiate Informal Resolution, they should contact the Director of Safer Spaces/Title IX Coordinator to so indicate.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, Calvin University will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a



process, including information regarding any records that will be maintained or shared by Calvin University.

Calvin University will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

### **Alternate Resolution**

Alternate Resolution is an informal process, including mediation or restorative practices, etc. by which a mutually agreed upon resolution of an allegation is reached. All parties must consent to the use of Alternate Resolution.

The Director of Safer Spaces/Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- The parties' amenability to Alternate Resolution;
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate;
- Civility of the parties;
- Cleared violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution facilitator with this type of complaint;
- Complaint complexity;
- Emotional investment/intelligence of the parties;
- Rationality of the parties;
- Goals of the parties;
- Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Director of Safer Spaces/Title IX Coordinator. The Director of Safer Spaces/Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

### **Respondent Accepts Responsibility for Alleged Violations**

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Director of Safer Spaces/Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria in that section above.

If Informal Resolution is applicable, Director of Safer Spaces/Title IX Coordinator will determine whether all parties and Calvin University are able to agree on responsibility, sanctions, and/or remedies. If so, the Director of Safer Spaces/Title IX Coordinator implements the accepted finding that the Respondent is in violation of Calvin University policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

### **Negotiated Resolution**

The Director of Safer Spaces/Title IX Coordinator, with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and Calvin University. Negotiated Resolutions are not appealable.

### **Formal Grievance Process: Notice of Investigation and Allegations**

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. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The Notice of Investigation and Allegations will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that Calvin University presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about Calvin University’s policy on retaliation,
- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that Calvin University’s Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A link to Calvin University’s VAWA Brochure,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Director of Safer Spaces/Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official Calvin University records, or emailed to the parties' Calvin University-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

### **1. Resolution Timeline**

Calvin University will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business daytime period, including appeal, which can be extended as necessary for appropriate cause by the Director of Safer Spaces/Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

### **2. Appointment of Investigators**

Once the decision to commence a formal investigation is made, the Director of Safer Spaces/Title IX Coordinator appoints Safer Spaces Team members to conduct the investigation (typically using a team of two Investigators), usually within two (2) business days of determining that an investigation should proceed.

### **3. Ensuring Impartiality**

Any individual materially involved in the administration of the resolution process (including the Director of Safer Spaces/Title IX Coordinator, Investigator(s), and Decision-maker(s)) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Director of Safer Spaces/Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Director of Safer Spaces/Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Safer Spaces Team member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Director of Safer Spaces/Title IX Coordinator, concerns should be raised with the President or Vice President for Student Life.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence which supports that the Respondent engaged in a policy violation and evidence which supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

Calvin University operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the preponderance of evidence standard of proof.

### **4. Investigation Timeline**

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Calvin University will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

## **5. Delays in the Investigation Process and Interactions with Law Enforcement**

Calvin University may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

Calvin University will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. Calvin University will promptly resume its investigation and resolution process as soon as feasible. During such a delay, Calvin University will implement supportive measures as deemed appropriate.

Calvin University action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

## **6. Steps in the Investigation Process**

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with campus partners (e.g., the Director of Safer Spaces/Title IX Coordinator), initiate or assist with any necessary supportive measures
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Director of Safer Spaces/Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations
  - Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Safer Spaces Team, or an Advisor of their choosing present for all meetings attended by the party
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings

- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions.
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical, or documentary evidence will be included
- The Investigator(s) gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report]
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which Calvin University does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).
- The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period
- The Investigator(s) shares the report with the Director of Safer Spaces/Title IX Coordinator and/or legal counsel for their review and feedback
- The Investigator will incorporate any relevant feedback, and the final report is then shared 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

## **7. Role and Participation of Witnesses in the Investigation**

Witnesses (as distinguished from the parties) who are employees of Calvin University are expected to cooperate with and participate in Calvin University's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline.

While in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. Calvin University will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may not be used as evidence].

## **8. Recording of Interviews**

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of [and consent to] audio and/or video recording.

## **9. Evidentiary Considerations in the Investigation**

The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

## **10. Referral for Hearing**

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Director of Safer Spaces/Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation to when the final investigation report is transmitted to the parties and the Decision-maker, unless all parties and the Decision-maker agree to an expedited timeline.

The Director of Safer Spaces/Title IX Coordinator will select an appropriate Decision-maker from the Safer Spaces Team, depending on whether the Respondent is an employee or a student. Allegations involving student-employees will be directed to the appropriate Decision-maker depending on the context of the alleged misconduct.

## **11. Hearing Decision-maker Composition**

Calvin University will designate a single Decision-maker. The single Decision-maker will also Chair the hearing.

The Decision-maker(s) will not have had any previous involvement with the investigation. The Title IX Coordinator may elect to have an alternate from the Safer Spaces Team sit in throughout the resolution process in the event that a substitute is needed for any reason.

Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Decision-makers. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The Director of Safer Spaces/Title IX Coordinator may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the Chair or designee.

## **12. Evidentiary Considerations in the Hearing**

Any evidence that the Decision-maker determine(s) is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility, assuming Calvin University uses a progressive discipline system. This information is only considered at the sanction stage of the process.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker(s) at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker renders a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

## **13. Notice of Hearing**

No less than ten (10) business days prior to the hearing, the Director of Safer Spaces/Title IX Coordinator or the Decision-maker/Chair will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker(s) and parties to see and hear a party or witness answering questions. Such a request must be raised with the Director of Safer Spaces/Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker on the basis of demonstrated bias. This must be raised with the Director of Safer Spaces/Title IX Coordinator at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-maker(s). For compelling reasons, the Chair may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Director of Safer Spaces/Title IX Coordinator if they do not have an

Advisor, and Calvin University will appoint one. Each party must have an Advisor present. There are no exceptions.

- A copy of all the materials provided to the Decision-maker(s) about the matter unless they have been provided already.
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-maker will review during any sanction determination.
- An invitation to contact the Director of Safer Spaces/Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Whether parties can/cannot bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by Calvin University and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

#### **14. Alternative Hearing Participation Options**

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Director of Safer Spaces/Title IX Coordinator or the Decision-maker/Chair at least five (5) business days prior to the hearing.

The Director of Safer Spaces/Title IX Coordinator or the Decision-maker/Chair can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Director of Safer Spaces/Title IX Coordinator or the Chair know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

#### **15. Pre-Hearing Preparation**

The Decision-maker/Chair, after any necessary consultation with the parties, Investigator(s) and/or Director of Safer Spaces/Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s) [or have proffered a written statement or answered written questions] unless all parties and the Chair assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Chair do not assent to the admission of evidence newly offered at the hearing, the Chair will delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-maker(s) at least five (5) business days in advance of the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Director of Safer Spaces/Title IX Coordinator as soon as possible and no later than one day prior to the hearing. Decision-makers will only be removed if the Director of Safer Spaces/Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).



The Director of Safer Spaces/Title IX Coordinator will give the Decision-maker(s) a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Director of Safer Spaces/Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Decision-maker/Chair at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

## **16. Pre-Hearing Meetings**

The Decision-maker/Chair may convene a pre-hearing meeting(s) with the parties and their Advisors to invite them to submit the questions or topics they (the parties and their Advisors) wish to ask or discuss at the hearing, so that the Chair can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking at the hearing for a reconsideration based on any new information or testimony offered at the hearing. The Chair must document and share their rationale for any exclusion or inclusion at this pre-hearing meeting.

The Chair, **only** with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Decision-maker/Chair will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant. The Decision-maker/Chair may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Decision-maker/Chair may consult with legal counsel and/or the Director of Safer Spaces/Title IX Coordinator or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) may be recorded.

## **Hearing Procedures**

At the hearing, the Decision-maker has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment, and Nondiscrimination.

Participants at the hearing will include the Decision-maker/Chair, any additional panelists, the Hearing Facilitator (may be the Title IX Coordinator or Deputy Coordinator), the Investigator(s) who conducted the investigation, the parties, Advisors to the parties, any called witnesses, the Director of Safer Spaces/Title IX Coordinator, and anyone providing authorized accommodations or assistive services.

The Decision-maker/Chair will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Decision-maker/Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker and the parties and will then be excused.

### **A. Joint Hearings**

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Director of Safer Spaces/Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

### **B. The Order of the Hearing—Introductions and Explanation of Procedure**

The Decision-maker/Chair explains the procedures and introduces the participants. This may include a final opportunity for challenge or recusal of the Decision-maker on the basis of bias or conflict of interest. If a challenge arises, the Director of Safer Spaces/Title IX Coordinator will review and decide the challenge.

The Chair AND/OR Hearing Facilitator then conducts the hearing according to the hearing script. At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by a non-voting hearing facilitator appointed by the Director of Safer Spaces/Title IX Coordinator (the Title IX Coordinator may also play this role). The hearing facilitator may attend to logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

### **C. Investigator Presents the Final Investigation Report**

The Investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-maker/Chair and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Decision-maker/Chair should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Chair will direct that it be disregarded.

### **D. Testimony and Questioning**

Once the Investigator(s) present their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Decision-maker/Chair. The parties/witnesses will submit to questioning by the Decision-maker/Chair and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Decision-maker/Chair. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Decision-maker/Chair upon request or agreed to by the parties and the Decision-maker/Chair), the proceeding will pause to allow the

Decision-maker/Chair to consider it, and the Decision-maker/Chair will determine whether the question will be permitted, disallowed, or rephrased.

The Decision-maker/Chair may explore arguments regarding relevance with the Advisors if the Decision-maker/Chair so chooses. The Decision-maker/Chair will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Decision-maker/Chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Decision-maker/Chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Decision-maker/Chair has final say on all questions and determinations of relevance, subject to any appeal. The Decision-maker/Chair may consult with legal counsel on any questions of admissibility. The Decision-maker/Chair may ask advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the advisors on relevance once the Decision-maker/Chair has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker/Chair at the hearing, the Decision-maker/Chair may elect to address those issues, consult with legal counsel, and/or refer them to the Director of Safer Spaces/Title IX Coordinator, and/or preserve them for appeal. If bias is not in issue at the hearing, the Decision-maker/Chair should not permit irrelevant questions that probe for bias.

#### **E. Refusal to Submit to Cross-Examination and Inferences**

If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Decision-maker/Chair may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Decision-maker/Chair must disregard that statement. Evidence provided that is something other than a statement by the party or witness may be considered.

If the party or witness attends the hearing and answers some cross-examination questions, only statements related to the cross-examination questions they refuse to answer cannot be relied upon. However, if the statements of the party who is refusing to submit to cross-examination or refuses to attend the hearing are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), then those statements are not precluded from admission. [Similarly, statements can be relied upon when questions are posed by the Decision-maker/Chair, as distinguished from questions posed by Advisors through cross-examination].

The Decision-maker/Chair may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Decision-maker/Chair may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

If a party's Advisor of choice refuses to comply with Calvin University's established rules of decorum for the hearing, Calvin University may require the party to use a different Advisor. If a Calvin University-provided Advisor refuses to comply with the rules of decorum, Calvin University may provide that party with a different Advisor to conduct cross-examination on behalf of that party.

## **F. Recording Hearings**

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.

The Decision-maker/Chair, the parties, their Advisors, and appropriate administrators of Calvin University will be permitted to listen to the recording in a controlled environment determined by the Director of Safer Spaces/Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Director of Safer Spaces/Title IX Coordinator.

## **G. Deliberation, Decision-making, and Standard of Proof**

The Decision-maker/Chair will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. The preponderance of the evidence standard of proof is used. The hearing facilitator may be invited to attend the deliberation by the Decision-maker/Chair, but is there only to facilitate procedurally, not to address the substance of the allegations.

When there is a finding of responsibility on one or more of the allegations, the Decision-maker/Chair may then consider the previously submitted party impact statements in determining appropriate sanction(s).

The Decision-maker/Chair will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party or parties. The Decision-maker/Chair may—at their discretion—consider the statements, but they are not binding.

The Decision-maker/Chair will review the statements, and any pertinent conduct history provided by the Office of Student Support, Accountability, and Restoration (for students) or Human Resources (for employees) and will determine the appropriate sanction(s) in consultation with other appropriate administrators, as required.

The Decision-maker/Chair will then prepare a written deliberation statement and deliver it to the Director of Safer Spaces/Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions [or recommendations].

This report typically should not exceed three (3) to five (5) pages in length and must be submitted to the Director of Safer Spaces/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 Director of Safer Spaces/Title IX Coordinator will notify the parties.

## **H. Notice of Outcome**

Using the deliberation statement, the decision-maker/Chair will prepare a Notice of Outcome. The Notice of Outcome may then be reviewed by legal counsel. The Director of Safer Spaces/Title IX Coordinator will then 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-makers deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official Calvin University records, or emailed to the parties' Calvin University-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will identify the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by Calvin University from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent Calvin University is permitted to share such information under state or federal law; any sanctions issued which Calvin University is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to Calvin University's educational or employment program or activity, to the extent Calvin University is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of Outcome will also include information on when the results are considered by Calvin University to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

### **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 sanctions against the responsible 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 education 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**

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to Calvin University's education program or activity, including measures designed to protect the safety of all parties or Calvin University's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, Calvin University will inform the Complainant, in writing, that they may file a formal complaint with Calvin University either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

Calvin University will maintain the privacy of the supportive measures, provided that privacy does not impair Calvin University's ability to provide the supportive measures. Calvin University will act to ensure

as minimal an academic impact on the parties as possible. Calvin University will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to Calvin's Employee Assistance Program at <https://calvincollege.sharepoint.com/sites/HREmployment/Shared%20Documents/Forms/AllItems.aspx>
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- Timely Warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

## **Sanctions**

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by external authorities.

## POSSIBLE SANCTIONS for VAWA VIOLATIONS:

- **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any Calvin University policy, procedure, or directive will result in more severe sanctions/responsive actions.
- **Probation:** A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Calvin University.
- **Expulsion:** Permanent termination of student status and revocation of rights to be on campus for any reason or to attend Calvin University-sponsored events. This sanction will be noted permanently as a Conduct Expulsion on the student's official transcript, subject to any applicable expungement policies.
- **Revocation of Degree:** Calvin University reserves the right to revoke a degree previously awarded from Calvin University for fraud, misrepresentation, and/or other violation of Calvin University policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Organizational Sanctions:** Deactivation, loss of recognition, loss of some or all privileges (including Calvin University registration) for a specified period of time.
- **Other Actions:** In addition to or in place of the above sanctions, Calvin University may assign any other sanctions as deemed appropriate.

Specific sanctions for each VAWA crimes are listed below:

| VAWA Violations           | Possible Sanctions for Students   | Possible Sanctions for Faculty   | Possible Sanctions for Staff   |
|---------------------------|---|--|--|
| 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<br><br>*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  | Verbal Warning, Written Reprimand, Disqualification from Privileges, Suspension, Dismissal   | Verbal Warning, Written Warning, Suspension without Pay, Demotion, Discharge/Termination |

|                 |   |  |  |
|-----------------|---|--|--|
|                 | 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  | *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.   |  |
| Dating 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, Academic Sanctions, and/or Provisional Suspension, no contact rule, Ban from campus, Mandated referrals | Verbal Warning, Written Reprimand, Disqualification from Privileges, Suspension, Dismissal<br><br>*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 |
| Stalking        | 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<br><br>*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.<sup>7</sup>Violations of the Title IX Coordinator's

<sup>7</sup> 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.



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.

## **Appeals**

Any party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the Director of Safer Spaces/Title IX Coordinator within 5 days of the delivery of the Notice of Outcome.

A single Appeal Officer will Chair the appeal. No Decision-maker/Appeal Officer will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

### **Grounds for Appeal**

Appeals are limited to the following grounds:

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; and
3. The Director of Safer Spaces/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 the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Decision-maker/Appeal Officer, and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Officer will notify the other party(ies) and their Advisors, the Director of Safer Spaces/Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker/Chair.

The other party(ies) and their Advisors, the Director of Safer Spaces/Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker/Chair will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given 5 business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Appeal Officer to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new grounds for appeal at this time. If so, that will be reviewed for standing by the Appeal Officer and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s), and/or original Decision-maker(s), as necessary, who will submit their responses in 5 business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The Appeal Officer will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and the Appeal Officer will render a decision in no more than 5 business days, barring exigent circumstances. All decisions apply the preponderance of the evidence standard.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which Calvin University is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent Calvin University is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' Calvin University-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

### **Sanctions Status During the Appeal**

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

Calvin University may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

### **Appeal Considerations**

- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for the Appeal Officer/Decision-maker to substitute their judgment for that of the original Decision-maker/Chair merely because they disagree with the finding and/or sanction(s).
- The Appeal Officer may consult with the Director of Safer Spaces/Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Decision-maker(s) for reconsideration. Other appeals may be remanded at the discretion of the Director of Safer Spaces/Title IX Coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- In rare cases where a procedural or substantive error cannot be cured by the original Decision-maker/Chair (as in cases of bias), the appeal may order a new hearing with a new Decision-maker/Chair.
- The results of a remand to a Decision-maker/Chair cannot be appealed. The results of a new hearing can be appealed, once, on any of the three available appeal grounds.

- In cases in which the appeal results in reinstatement to Calvin University or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

### **Long-Term Remedies/Other Actions**

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Director of Safer Spaces/Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program at <https://calvincollege.sharepoint.com/sites/HREmployment/Shared%20Documents/Forms/AllItems.aspx>
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Director of Safer Spaces/Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Director of Safer Spaces/Title IX Coordinator will address any remedies owed by Calvin University to the Respondent to ensure no effective denial of educational access.

Calvin University will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair Calvin University's ability to provide these services.

### **Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions**

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker/Chair (including the Appeal Officer).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from Calvin University and may be noted on a student's official transcript.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Director of Safer Spaces/Title IX Coordinator.

### **Other Relevant Policies:**

## **Amnesty for Reporting Prohibited Misconduct**

Calvin University community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to Calvin University officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies. 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. Witnesses and parties knowingly providing false evidence, tampering with, or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under Calvin University policy.

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.

Complainants 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](mailto:steeto@calvin.edu), or by telephone at 616-526-6549.

Regardless of whether a complainant has opted-out of allowing the university to share "directory information," personally identifiable information about the complainant 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 complainant, 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 complainant, 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 complainant 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 complainants or other identifiable information regarding complainant 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 complainant and other personally identifiable information about the complainant 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 <https://calvin.edu/policies/employee-handbook> in order to remedy any hostile environment.<sup>8</sup> All conduct proceedings against students, however, will be resolved through the Student Support, Accountability, and Restoration Code (located at <https://calvin.edu/policies/student-conduct-code>) and the Safer Spaces Policy (located at <https://calvin.edu/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.

## Definitions of terms mentioned in the Safer Spaces Policy are as follows:

- **Advisor:** means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
- **Complainant:** means an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- **Complaint (formal):** means a document filed/signed by a Complainant or signed by the Title IX Coordinator alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that Calvin University investigate the allegation.
- **Confidential Resource:** means an employee who is not a Mandated Reporter of notice of harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status).
- **Day:** means a business day (Monday through Friday) when Calvin University is in normal operation.

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<sup>8</sup> "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.

- **Education program or activity:** means locations, events, or circumstances where Calvin University exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by Calvin University.
- **Final Determination:** A conclusion by preponderance of evidence that the alleged conduct occurred and whether it did or did not violate policy.
- **Finding:** A conclusion by preponderance of evidence that the conduct did or did not occur as alleged.
- **Formal Grievance Process:** means “Process A,” a method of formal resolution designated by Calvin University to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.
- **Investigator:** means the person or persons charged by Calvin University with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
- **Mandated Reporter:** means an employee of Calvin University who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator.
- **Notice:** means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- **Official with Authority:** (OWA) means an employee of Calvin University explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of Calvin University.
- **Parties:** include the Complainant(s) and Respondent(s), collectively.
- **Remedies:** are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to Calvin University’s educational program.
- **Respondent:** means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- **Resolution:** means the result of an informal or Formal Grievance Process.
- **Safer Spaces Team:** includes the Title IX Coordinator, any Investigators, Hearing Officers, Decision-makers, Appeal Officers, and Advisors who may perform any or all of the roles involved in the formal grievance process (though not at the same time or with respect to the same case).
- **Sanction:** means a consequence imposed by Calvin University on a Respondent who is found to have violated this policy.
- **Sexual Harassment:** is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence.

- **Title IX Coordinator:** is at least one official designated by Calvin University to ensure compliance with Title IX and Calvin University's Title IX program. References to the Coordinator throughout this policy may also encompass Deputy Title IX Coordinators or a designee of the Title IX Coordinator for specific tasks. At Calvin University, the Title IX Coordinator is also the Director of the Safer Spaces office.

## 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 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 17<sup>th</sup> Circuit Court Personal Protection Orders Department (180 Ottawa NW, Suite 3500, Grand Rapids, MI 49503 (Tel. 616-632-5071). Personal Protection Orders may be obtained through The Personal Protection Orders Department who assists victims of domestic violence and victims of stalking in obtaining personal protection orders, assists the petitioning party with processing extensions and addressing violations. They also assist restrained parties with the processing of making objections.

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

## Criteria for a PPO

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

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

MCL 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.

(d) "Stalking" means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

### **Statutory Requirements**

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

### **Forms Available**

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

### **Other Requirements**

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

### **Hours**

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

### **PPO Expiration Date**

PPOs 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.

## 2024 Title IX Revision

On April 19, 2024, the U.S. Department of Education released its final rule to fully effectuate Title IX's promise that no person experiences sex discrimination in federally funded education. Calvin University has made updates to our Safer Spaces policy based upon these required changes. Specifically, Calvin University has added policy statements regarding nondiscrimination, harassment, and bullying, along with policy statements on pregnancy and parenting for students. These new policy statements are included in our revised Safer Spaces policy. To review the entire 2024 Safer Spaces policy, please visit <https://calvin.edu/safer-spaces/policy-and-process>.

## Policy changes overview

| Policy Statements Changes                         | 2020   | 2024   |
|---|--|--|
| Study abroad/activities outside the United States | Not included in policy   | Included in policy   |
| Updated language                                  | Sexual harassment  | Sex based harassment   |
| Updated language                                  | Sex-based harassment had to be "so severe <u>and</u> pervasive" that it limits or denies a person's ability to participate in or benefit from the institution's educational program or activity. | Sex-based harassment has to be "so severe <u>or</u> pervasive" that it limits or denies a person's ability to participate in or benefit from the institution's educational program or activity |
| Updated protocol                                  | Quid Pro Quo did not include student employees and/or student leaders  | Quid Pro Quo includes student employees and/or student leaders   |
| Title IX training for employees                   | Only certain employees were required to receive compliance training  | All employees (100%) are required to receive compliance training   |
| Pregnancy and related conditions                  | No specific guidelines were included for pregnancy and related conditions  | Policy includes more guidelines and a policy for pregnancy and related conditions  |
| Sexual orientation/gender identity                | Language existed in policy   | Includes more descriptive guidelines for discrimination  |
| Public awareness events                           | No obligation to report disclosures of Safer Spaces matters shared at events   | Obligation to report Safer Spaces matters that are disclosed at events   |
| New Terms   |  | General and heightened grievance procedures  |
| Live hearings                                     | Required   | Not required, but still advised  |

# **Nondiscrimination, Harassment, and Bullying Policy**

## **INTRODUCTION**

Calvin University is committed to working toward a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, bullying, and retaliation. Discrimination, harassment, bullying, and retaliation of any form are a violation of a person's rights, dignity, and integrity. Such acts debase the integrity of the educational process and work environment and are contrary to the mission and values of Calvin University. This Policy outlines the University's expectations to promote a campus free from discrimination, harassment, bullying, and retaliation, the steps for recourse for those individuals who have been subject to such conduct, and the procedures for determining whether a violation of university policy has occurred.

## **SCOPE**

This policy applies to all forms of discrimination, harassment, and bullying, except sexual misconduct. Incidents of sexual misconduct, including Title IX Sexual Harassment, Non-Title IX Sexual Harassment, Sexual Exploitation, Sexual Assault, Domestic Violence, Dating Violence, and Stalking, will be handled through the University's Sexual Misconduct Policy/Safer Spaces Policy.

This Policy applies to all University community members, including students, employees, faculty, administrators, staff, applicants for admission or employment, and third parties, such as trustees, volunteers, vendors, independent contractors, visitors, and any individuals or entities regularly or temporarily employed, studying, living, visiting, conducting business, interacting with a member or members of our community, or having any official capacity with the University or on University property. All University community members are required to follow University policies and local, state, and federal law.

This Policy applies to discrimination, harassment, bullying, and retaliation committed by or against a university community member that occurs on campus or University property or in the context of off-campus activities sponsored or sanctioned by the University or which otherwise relate to the University or its business. Such activities include, but are not limited to, professional meetings, classes, practicums, seminars, study abroad trips/programs, study tours, mission trips, distance education, and all other activities involving or related to the University. This Policy also applies to conduct committed by or against a University community member that occurs off campus and outside the context of a University-sponsored event or program, but that the University determines may (1) have continuing adverse effects on campus, University property, or in a University program or activity, (2) substantially and unreasonably interfere with a community member's employment, education, or environment on campus, University property, or in a University program or activity, or (3) create a hostile environment for a community member on campus, University property, or in a University program or activity.

## **NOTICE OF NON-DISCRIMINATION**

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and ADA Amendments, the University does not unlawfully discriminate on the basis of sex, race, color, national origin, age, height, weight, disability, marital status, familial status, genetic information, veteran status, arrest record, medical condition, source of lawful income, or any other protected status under federal, state or local law applicable to the University, in its education programs

and activities, in employment policies and practices, and all other areas of the University. As a faith-based institution, the University is exempt from certain laws and regulations concerning discrimination. The University maintains the right, with regard to its Community Life Policies, employment, and other matters, to uphold and apply its religious beliefs related to, among other issues, marriage, sex (gender), gender identity, sexual orientation, and sexual activity.

The University will not tolerate discrimination, harassment, or retaliation in any form. The University will promptly and equitably respond to all reports of discrimination, harassment, and retaliation in order to take steps to eliminate the misconduct, prevent its recurrence, and address its effects on any individual or the community.

Inquiries or complaints about discrimination, harassment, and retaliation may be directed to the University's Director of Safer Spaces:

Lauren Horras  
Title IX Coordinator/Director of Safer Spaces  
Spoelhof University Center 364  
Calvin University  
3201 Burton SE  
Grand Rapids, MI 49546  
Phone: (616) 526-6232  
Email: [lh35@calvin.edu](mailto:lh35@calvin.edu)

Inquiries or complaints may also be directed to the U.S. Department of Education's Office for Civil Rights:

The Office for Civil Rights  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: (800) 421-3481  
Facsimile: (202) 453-6012 TDD#: (800) 877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Website: [www.ed.gov/ocr](http://www.ed.gov/ocr)

## DEFINITIONS

***Protected class status:*** As used in this policy, protected class status includes sex, race, color, national origin, age, height, weight, disability, marital status, familial status, genetic information, veteran status, arrest record, medical condition, and source of lawful income.

***Complainant:*** An individual who is alleged to be the victim of conduct that could violate this policy.

***Respondent:*** An individual who has been reported to be the perpetrator of conduct that could constitute a violation of this policy.

## PROHIBITED CONDUCT

This policy prohibits discrimination, discriminatory harassment, bias incidents, general harassment/bullying and retaliation and interference with process, as each of those terms is defined below. Aiding another in acts of prohibited conduct also violates this policy.

## **Discrimination**

Discrimination is conduct based upon an individual's protected class status that excludes an individual from participation, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a program or activity.

### ***Examples of unlawful discrimination include:***

Consideration of an applicant's protected status as a negative factor in deciding whether to offer the applicant a job interview.

Giving prohibited consideration to an individual's protected status in deciding whether to offer an employee a promotion.

Requiring that members of protected classes meet higher standards for advancement or promotion than employees who are not in protected classes.

Denying a student the opportunity to participate in an educational activity because of his or her protected class.

## **Discriminatory Harassment**

### ***Discriminatory harassment is conduct (including verbal, nonverbal, or physical conduct) based on an individual's protected class status, when:***

submission to that conduct is made, either explicitly or implicitly, a term or condition of an individual's educational experience or employment, or the individual's submission or rejection of such conduct is used as the basis of an educational program or activity decision or employment decision affecting such individual; or

such conduct would be determined by a reasonable person to be so severe or pervasive that it substantially and unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile, or offensive employment or educational environment ("hostile environment" harassment).

Discriminatory harassment may occur in situations where there is a power differential between the parties or where the persons share the same status (i.e., student-student, faculty-faculty, staff-staff).

### ***The criteria for determining whether an environment is "hostile" include, but are not limited to:***

The frequency of the conduct;

The nature and severity of the conduct;

Whether the conduct was physically threatening;

The effect of the conduct on the mental or emotional state of the person subject to the conduct;

Whether the conduct was directed at more than one person;

Whether the conduct arose in the context of other discriminatory conduct;

Whether the conduct unreasonably interfered with the educational or work performance of the person subject to the conduct;

Whether the statement was merely a discourteous, rude, or insensitive statement;

Whether the speech or conduct deserves the protections of academic freedom.

***Examples of discriminatory harassment include, but are not limited to:***

verbal abuse, offensive innuendo or derogatory words or slurs, stereotyping, threats, intimidation, epithets, or comments based upon or motivated by the person's protected class status;

threats or intimidation based upon or motivated by the person's protected class status;

negative stereotyping based upon or motivated by the person's protected class status;

jokes and/or comments directed at a protected class status;

gossip about someone's protected class status;

obscene gestures or leering based upon or motivated by the person's protected class status; and

written or graphic materials or objects, pictures, or other media placed on or circulated within university premises (walls, bulletin boards, computer terminals, vehicles, email, text messages, etc.) that show hostility or aversion toward an individual or group or which create a hostile working/learning environment based on or motivated by a person's protected class status;

cyber or electronic harassment based on or motivated by a person's protected class status.

One type of harassment is sexual harassment. Sexual harassment and other forms of sexual misconduct are covered under the University's Sexual Misconduct Policy/Safer Spaces Policy.

## **Bias Incident**

Bias is an inclination or prejudice, whether conscious or unconscious, in favor of or against one person or group based on their protected class status. A bias incident is defined as single or multiple acts of verbal, written, electronic, or physical expressions of discriminatory bias, hate, intimidation, or hostility against an individual or group or their property because of the individual's or group's actual or perceived protected class status. While bias can take many shapes, it typically results in a state of emotional discomfort and insecurity for the victim. An incident that is motivated by bias may include such things as offensive conduct and language, words, signs, symbols, threats, or actions that could potentially cause alarm or fear in others or that endanger the health, safety, and welfare of members of the University community.

Bias incidents may also be a form of harassment. It becomes harassment when these words or actions create a "hostile environment." If conduct is determined to be part of a finding of hostile environment harassment under the discriminatory harassment definition, then that conduct will not separately be analyzed as a bias incident.

## **General Harassment/Bullying**

General harassment/bullying is harassment or bullying behavior directed at a specific person that is not motivated by an individual's protected class status, but which degrades or shows hostility or aversion towards an individual and which would be determined by a reasonable person to be so severe or pervasive that it substantially and unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile, or offensive employment or educational environment.

***The University considers the following types of behavior to be examples of general harassment or bullying:***

Unwelcome physical contact or isolation that places someone in fear or apprehension of immediate harm.

Intimidation through written or physical conduct directed toward an individual or individuals that unreasonably interferes with his/her full participation in the University community or that is intended to create or may be reasonably determined to have created a threatening or hostile environment.

Slandering, ridiculing, or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; remarks that would be viewed by others in the community as abusive and offensive; use of nicknames after being warned that the nickname is considered by the victim to be offensive.

Engaging in social or cyber-bullying via mail, email, text message, phone, or voicemail; deliberately interfering with mail, email, text messages, phone, voicemail, or other communication.

For purposes of this definition, not all communication about a person will be considered to be directed at that person.

## **Retaliation and Interference with Process**

Retaliation and interference with process is any act of intimidation, threat, coercion, or discrimination or any other adverse action or threat thereof against any individual for the purpose of interfering with any right or privilege secured under this policy or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a process under this policy. Encouraging or assisting others to engage in retaliation or to interfere with the process are also considered retaliation/interference with process and violate this policy. While the University does not prohibit the parties from discussing the allegations in a complaint, acts that could constitute retaliation and interference with process may include, but are not limited to: acts or comments that are intended to discourage a person from engaging in activity protected under this policy or that would discourage a reasonable person from engaging in activity protected under this policy; acts or comments that are intended to influence whether someone participates in a process under this policy; acts or comments intended to embarrass the individual; adverse changes in employment status or opportunities; adverse academic action; and adverse changes to academic, educational, and extra-curricular opportunities. Retaliation and interference with process may be in person, through social media, email, text, and other forms of communication, representatives, or any other person. Retaliation and interference with process may be present against a person even when the person's allegations of other policy violations are unsubstantiated.

## **REPORTING PROHIBITED CONDUCT**

The University strongly encourages individuals to report incidents of prohibited conduct to the University. In addition, all employees who obtain or receive information regarding a possible violation of this policy must report that information to the Director of Safer Spaces.

### **Reports of alleged prohibited conduct should be made to:**

Lauren Horras, Title IX Coordinator/Director of Safer Spaces  
Calvin University Spoelhof University Center 364 Grand Rapids, MI 49546  
Phone: (616) 526-6232 Email:  
[lh35@calvin.edu](mailto:lh35@calvin.edu),  
[saferspaces@calvin.edu](mailto:saferspaces@calvin.edu)

### **Deputy Title IX Coordinators/Safer Spaces Deputy Coordinators:**

Andrew George, Associate Vice President of Human Resources  
Phone: (616) 526-6056  
Email: [alg35@calvin.edu](mailto:alg35@calvin.edu)

Rebecca Hilgert, Women's Head Softball Coach, Assistant Athletic Director for Compliance  
Phone: (616) 526-7635  
Email: [rah29@calvin.edu](mailto:rah29@calvin.edu)

Jamie Klop, Assistant Director of Safer Spaces  
Phone: (616) 526-6631  
Email: [jamie.klop@calvin.edu](mailto:jamie.klop@calvin.edu)

John Witte, Dean of Students  
Phone: (616) 526-6547  
Email: [jwitte@calvin.edu](mailto:jwitte@calvin.edu)

David Malone, Dean of the Library  
Phone: (616) 526-6072  
Email: [dbm9@calvin.edu](mailto:dbm9@calvin.edu)

Calvin University 24-hour Reporting Hotline (anonymous): (616) 526-4974

Reports can be made by telephone, mail, email, in person and online on the Calvin University Online Reporting System. Reports may be made at any time, including non-business hours by phone, email, mail, or the University's website. Individuals also have the option to file an anonymous report using the University's online reporting form or by calling Calvin's 24-hour reporting hotline at (616) 526-4974. Reports to the University should include as much information as possible, including the names of the complainant, respondent, and other involved individuals, and the date, time, place, and circumstances of the incidents, to enable the University to respond appropriately.

For incidents involving an emergency situation where there exists an immediate threat of physical harm to any person or property or medical attention is required, community members should call 911 or Campus Safety (616) 526-3333 immediately. In addition, if you believe a crime has occurred, avoid touching objects or areas where the incident or crime has occurred. For example, Campus Safety staff will photograph vandalism and graffiti for future record.

Individuals are encouraged to make a report as soon as possible following an alleged incident. There is no statute of limitation for reporting prohibited conduct to the University under this policy; however, the University's ability to respond may diminish over time, as evidence may erode, memories may fade, and

respondents may no longer be affiliated with the University. If a complaint is brought forward more than five (5) calendar years after an alleged incident, the University may decline to process the complaint but reserves the right to take other administrative action as appropriate. If the individual accused of misconduct is still a member of the University community as a student or employee, the complaint generally will be processed under the procedures below.

## **SUPPORTIVE/INTERIM MEASURES**

When the University receives a report of alleged prohibited conduct, it will assess the allegations to determine whether supportive/interim measures are appropriate. The Director of Safer Spaces may initiate supportive/interim actions, accommodations, or protective measures as necessary to protect the parties and the broader Calvin community. Such supportive/interim actions, accommodations, and protective measures are available to the complainant, respondent, and others adversely impacted by prohibited conduct or the process under this policy, if requested and appropriate under the circumstances.

### ***Examples of supportive/interim measures include, without limitation:***

Establishing a “no contact” directive prohibiting the parties involved from communicating with each other;

Changing an individual’s on-campus residency, dining, or transportation arrangements;

Changing an individual’s student or employee status or job responsibilities;

Changing an individual’s work or class schedule or job assignment;

Providing academic accommodations or providing assistance with academic issues;

Allowing a voluntary leave of absence;

Providing security escorts.

The University determines which measures are appropriate on a case-by-case basis based on the particular facts and circumstances of the situation. Not all supportive/interim measures are appropriate in all cases. To request a supportive/interim action or protective measure, individuals should contact the Director of Safer Spaces.

## **PROCEDURES FOR RESPONDING TO COMPLAINTS OF PROHIBITED CONDUCT**

To file a complaint of prohibited conduct, an individual should contact the Director of Safer Spaces and indicate he or she wants to file a complaint.

The Director of Safer Spaces will conduct an initial review and assessment of the complaint and will determine the appropriate course of action. The Director of Safer Spaces has discretion to determine an appropriate responsive process based on the facts and circumstances. Options for resolution include, but are not limited to, informal discussions and resolution facilitated by the Director of Safer Spaces, investigation and/or determination by the Director of Safer Spaces, or assignment of a designated individual to investigate the complaint and/or determine an appropriate response. The Director of Safer Spaces will document the complaint received, the process used, and the outcome. The University will notify the parties of the outcome of the process. In instances where the outcome of the process results in a suspension longer than one semester, expulsion, or termination of employment, the respondent who was the subject of the sanction may appeal the decision in accordance with the appeal rights as set forth in this policy.



In circumstances when the conduct at issue does not constitute a violation of the policy, but nevertheless does not meet the University's expectations for our community, the University reserves the right to take appropriate responsive action.

The following general provisions apply to any responsive process under this policy.

## **Treatment of the Parties**

All individuals involved in the responsive process are entitled to be treated with respect. The University will strive to provide support and assistance to students, faculty, and staff who are engaged in the responsive process. The parties have the right to information regarding campus and community services that may be available to them.

## **Advisor**

The complainant and respondent in a process have the right to be accompanied to meetings by an advisor of their choice. Generally, the advisor selected by the complainant or respondent should be free of conflicts of interest in the process and, if a member of the University community, the advisor should be free of conflicts in his or her position in the community. An individual has the right to decline a request to serve as an advisor.

### ***Guidelines and requirements for advisors:***

The purpose of the advisor is to support an individual during the process. An advisor is permitted to accompany the individual to meetings and interviews, if any, throughout the process. In selecting an advisor, each party should consider the potential advisor's availability to attend meetings, which may occur in person. As a general matter, the University will not delay its process to accommodate the schedules of advisors.

Advisors may confer with their advisee, but advisors may not actively participate in the process. The advisor may accompany the complainant or respondent to all meetings relating to the process. The advisor may not appear in lieu of the complainant or respondent or speak on their behalf in either in-person or written communications to the University. The advisor may not communicate directly with any school official involved in the process and may not interrupt or otherwise delay the process.

If a party selects an attorney as an advisor, the advisor's participation in the process is in the role of an advisor and not as an attorney representing a party. The advisor will have access to highly confidential information and is prohibited from sharing information obtained as an advisor during the process with anyone, including other individuals who may be part of an attorney-client relationship with the party.

Parties must notify the Director of Safer Spaces whom they have selected as their advisor. Advisors will be required to sign an Advisor Agreement acknowledging receipt and understanding of these requirements. Failure to comply with these requirements, including violations of confidentiality, or other forms of interference with the process by the advisor may result in disqualification of an advisor. The University reserves the right to dismiss an advisor.

The University will notify a party to a process if another party involved in the process has obtained an advisor and will indicate whether the other party's advisor is an attorney.

## **Requests for Reasonable Accommodations**

Individuals who need reasonable accommodation should contact the *Director of Safer Spaces*. The University will consider requests for reasonable accommodation submitted to the Director of Safer Spaces on a case-by-case basis.

***Accommodations the University may provide include:***

Providing reasonable accommodations as required by law to an individual with a disability who requests an accommodation necessary to participate in the process.

Providing an interpreter for individuals who are limited English-language proficient.

**Obligation to Act in Good Faith and be Truthful**

Reports of alleged prohibited conduct should be made only in good faith. Reports that are not made in good faith may be a form of retaliation or interference with process under this policy and/or may violate other University policies. All parties and witnesses have an obligation to be truthful in a process under this policy.

**Employee Witnesses**

Witnesses (as distinguished from the parties) who are employees of Calvin are expected to cooperate with and participate in Calvin's process under this policy when requested by the Director of Safer Spaces or designee. Failure of such witnesses to cooperate with and/or participate in the process constitutes a violation of policy and may warrant discipline.

**Confidentiality and Privacy**

The University strives to protect the privacy interests of all parties involved in a report of prohibited conduct. Allegations of prohibited conduct are considered private and generally will only be shared with other University employees on a need-to-know basis. However, because of the need to respond to reports of alleged prohibited conduct, the University cannot guarantee strict confidentiality in most cases. Individuals with concerns regarding confidentiality may speak with the Director of Safer Spaces about the process.

**Conflicts of Interest**

If a complainant or respondent has any concern that any individual acting for the University under this policy has a conflict of interest or bias, such concern should be reported in writing to the Director of Safer Spaces. Any concern regarding a conflict of interest or bias must be submitted within two (2) calendar days after receiving notice of the person's involvement in the process. The Director of Safer Spaces will review the concerns and take appropriate steps to ensure that no conflicts of interest or bias exist on the part of anyone acting for the University under this policy.

If complainant or respondent has any concern that the Director of Safer Spaces has a conflict of interest or bias, such concern should be reported in writing to University's President or Vice President for Student Life. If the Director of Safer Spaces has a conflict of interest or bias with respect to a matter, the President shall appoint another person to oversee adherence to the policy with respect to the matter at issue.

The parties should be mindful that the University has a small and close-knit campus community. That a party simply knows an individual acting for the University under this policy or has had some limited

interaction with such individual generally will not be deemed a disqualifying conflict of interest or bias in most instances. However, the University encourages the parties to bring any concern of conflict of interest or bias to the Director of Safer Spaces' attention for consideration.

## **SANCTIONS AND REMEDIES**

The University reserves the right to take whatever measures it deems necessary in response to an allegation of prohibited conduct in order to protect the rights and personal safety of the complainant, students, faculty, staff, and other University community members. These measures may be both remedial (designed to address a complainant's safety and well-being and continued access to educational or workplace opportunities) or sanctions (involving action against a respondent). Not all forms of prohibited conduct will be deemed to be equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion or termination, depending on the severity of the offense.

Sanctions and remedies may be imposed alone or in combination.

### ***Examples of possible sanctions and remedies include but are not limited to:***

Education, training, counseling;

Remedies including those listed above in the supportive/interim measures section of this policy;

Probation, warning, suspension, expulsion, demotion, or discharge.

## **APPEAL OF DECISION**

If the outcome of the process under this policy results in a suspension longer than one semester, expulsion, or termination of employment, the respondent subject to the sanction may appeal the decision. Grounds for appeal are as follows:

Procedural irregularity that affected the outcome of the matter;

New evidence that was not reasonably available at the time the determination regarding responsibility was made, that could affect the outcome of the matter;

The Director of Safer Spaces, investigator(s), or decision-maker(s) had a conflict of interest or bias that affected the outcome of the matter.

To request an appeal, the respondent must submit a written appeal statement, not to exceed 2,000 words, challenging the outcome of the process. The written appeal statement must explain which of the grounds above the party is invoking for the appeal and must be received by the Director of Safer Spaces within two (2) calendar days following the date the respondent was notified of the outcome of the process. While the respondent may be assisted by his or her advisor in preparation of the appeal, the appeal statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf. Failure to file a timely appeal constitutes a waiver of any right to an appeal.

The Director of Safer Spaces will review the appeal statement to determine whether the appeal states permissible grounds for appeal (as set forth above), such that the appeal will be considered. The Director of Safer Spaces may remove or redact any portions of the appeal statement that exceed the word limit or that otherwise exceed the scope of information that may be considered in the process.

If the Director of Safer Spaces determines that the appeal states a permissible ground for appeal, the non-appealing party will be notified of the appeal and provided an opportunity to review the appeal

statement and submit a written response in support of the outcome. Any written response from the non-appealing party in support of the outcome must not exceed 2,000 words and must be submitted to the Director of Safer Spaces within two (2) calendar days of receiving notice of the appeal. While the party may be assisted by their advisor in preparation of the responsive appeal statement, the responsive appeal statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf.

The Director of Safer Spaces will review any responsive appeal statement and may remove or redact any portions of the statement that exceed the word limit or that otherwise exceed the scope of information that may be considered in the process.

The Director of Safer Spaces will appoint one or more appeal officer(s) to consider the appeal. The appeal officer(s) will not rehear the case but will consider whether it is more likely than not that the above-listed grounds for appeal have been satisfied. The appeal officer(s) may choose to request additional information, in the appeal officer(s)' sole discretion. If the appeal officer(s) determines that the appealing party has demonstrated that it is more likely than not that one of the above grounds for appeal is satisfied, generally, the matter will be remanded for further investigation and/or deliberations, as determined by the appeal officer(s). If the matter is remanded, the determination made on remand will be appealable under the procedures in this section.

If the appeal officer(s) determines there is insufficient evidence to conclude that it is more likely than not that one or more grounds for appeal have been satisfied, the appeal officer(s) will dismiss the appeal. This dismissal decision is final and is not appealable.

The appeal officer(s) will simultaneously issue an appropriate written decision to the parties. The University will strive to complete the appeal within twenty (20) calendar days following the appeal officer(s)' appointment; however, in some cases, more time may be required.

Appeals arising out of alleged violations of this policy must be made under this appeal process and are not eligible for consideration under faculty, staff or student grievance policies or processes.

## **Pregnancy and Parenting for Students of Calvin University**

Calvin University is committed to providing equal access to its educational programs and activities for all students currently attending the University. This policy is intended to provide guidance and support for students at Calvin University in accordance with The Department of Education's Office for Civil Rights (OCR) which enforces Title IX of the Education Amendments of 1972 (Title IX). Title IX prohibits discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX regulations prohibit discrimination based on pregnancy and related conditions in institutions that receive Federal funds.

The regulations make clear that Title IX protects students and employees from discrimination based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

In addition, Calvin University must assist a student with reasonable adjustment to continue their education (U.S. Department of Education).

To request pregnancy/parenting support for yourself or for a student, please call (616) 526-6232, email ([saferspaces@calvin.edu](mailto:saferspaces@calvin.edu)), or visit the Safer Spaces office located in the Student Life office suite (#364) in the Spoelhof University Center, in person to communicate the request for pregnancy or parenting support. Healthcare provider documentation may be requested.

## **Pregnancy Support**

### ***According to the U.S. Department of Education, Calvin University must:***

Excuse absences due to pregnancy or childbirth for as long as the student's doctor says is necessary.

Allow students to return to the same academic and extracurricular status as before medical leave began, which should include giving them the opportunity to make up any work missed while the student was out.

Ensure that faculty and staff have been notified of the Title IX requirements related to excused absences/medical leave. Faculty may not refuse to allow a student to submit work after a missed deadline because of pregnancy or childbirth. If the professor's grading is based in part on class participation or attendance, and a student missed class(es) because of pregnancy or childbirth, the student should be allowed to make up the participation or attendance credits they didn't have the chance to earn.

Provide pregnant students with the same accommodation allowed to students with temporary medical conditions. This includes homebound instruction/at-home tutoring, independent study, parking accommodation, and desk accommodation.

## **Postpartum Recovery Support**

The Office of Safer Spaces supports students during their postpartum recovery. This includes recovery from not only childbirth, but also loss of pregnancy, false pregnancy, and termination of pregnancy. The duration of this absence is determined between the student and their healthcare provider, documentation may be requested by the Office of Safer Spaces. The student must be allowed to return to their same academic standing and may not be academically penalized.

## **Breastfeeding and Nursing Mother Support**

Calvin University has a lactation room on campus to create a safe, quiet, and private place to express milk for parents who are choosing to breastfeed or pump. The room is located in the Chapel Undercroft and is designated with signage that provides directions to the room location.

## **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 <https://www.michigan.gov/msp/services/sex-offender-reg>

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

## **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 the 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 acts would be a violation of university policy and violators 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 EXPECTATIONS 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. **Note:** The Prince Conference Center, located on Calvin's property, has independent alcohol policies and restrictions apart from this code, though consistent with it in most respects.

**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 other 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 <https://www.cdc.gov/fasd/> 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.

## Legal Risks and Penalties Associated with Alcohol Use in Michigan

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



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

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

## 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 controlled or illegal substances. Calvin students are also expected to observe scriptural instructions which caution against intoxication. Intoxication can occur when consuming alcoholic beverages or illicit drugs, and also with a variety of other intoxicants, some of which are legal and some of which are not.

Calvin University drug policies prohibit the use, possession, purchase, distribution, sale, or manufacture of controlled substance (including marijuana, CBD), and or designer drugs by all students, on or off campus, per the scope of the student conduct code. Students who are found responsible for violations of 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. The federal government regulates marijuana through the Controlled Substances Act (CSA) (21 U.S.C.A 811), which does not recognize the difference between medical or recreational use of marijuana. Students are expected to contact a Student Life dean or director 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, vape pens, 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, which 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 Conduct Code <https://calvin.edu/policies/student-conduct-code> the Calvin University Employee Handbook <https://calvin.edu/policies/employee-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 Support, Accountability, and Restoration provides additional resources regarding drug abuse and alcohol use at <https://calvin.edu/student-support-accountability-and-restoration/drug-information-and-resources>.

Students who are caught with alcohol participate in an alcohol education module *Crossroads* through the Office of Student Support, Accountability, and Restoration 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 Support, Accountability, and Restoration Office.

### **Local Resources for Substance Abuse Treatment**

Pine Rest Christian Mental Health Services  
300 68th Street SE  
Grand Rapids, MI 49512  
(866)852-4001  
<https://www.pinerest.org/addiction/addiction-resources/>

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

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

## Alcohol Screening Assessment

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

## Additional Resources

- 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/>

## Suspension of Financial Aid Eligibility for Drug Related Offenses

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

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

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

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

## 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 drug and/or alcohol 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 completed criteria, activities, and outcomes.

The Director for Student Support, Accountability, and Restoration or his/her designee will review the reapplication 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 University 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 events hosted at the Prince Conference Center, and or sponsored by the university.
  - **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 Associate Vice President 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 Associate Vice President 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.



## **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 oxandrolone.

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

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

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

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

| <b>Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)</b> |   |  |   |   |
|---|---|--|---|---|
| <b>Schedule</b>   | <b>Substance/Quantity</b>                                     | <b>Penalty</b>   | <b>Substance/Quantity</b>                         | <b>Penalty</b>  |
| II  | Cocaine<br>500-4999 grams<br>mixture                          | <b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.<br><br><b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 | Cocaine<br>5 kilograms or more<br>mixture         | <b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.<br><br><b>Second Offense:</b> Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 |
| II  | Cocaine Base<br>28-279 grams mixture                          |  | Cocaine Base<br>280 grams or more<br>mixture      |   |
| II  | Fentanyl<br>40-399 grams mixture                              |  | Fentanyl<br>400 grams or more<br>mixture          |   |
| I   | Fentanyl Analogue<br>10-99 grams mixture                      |  | Fentanyl Analogue<br>100 grams or more<br>mixture |   |
| I   | Heroin<br>100-999 grams<br>mixture                            |  | Heroin<br>1 kilogram or more<br>mixture           |   |
| I   | LSD<br>1-9 grams mixture                                      |  | LSD<br>10 grams or more<br>mixture                |   |
| II  | Methamphetamine<br>5-49 grams pure or<br>50-499 grams mixture |  | Methamphetamine<br>50 grams or more of<br>pure    |   |

|  |  | million if not an individual.  | or 500 grams or more mixture  | million if not an individual.   |
|--|--|--|---|---|
| II   | PCP<br>10-99 grams pure or<br>100-999 grams<br>mixture |  | PCP<br>100 grams or more of<br>pure<br>or 1 kilogram or more<br>mixture | <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. |
| Substance/Quantity   |  | Penalty  |   |   |
| Any Amount of Other Schedule I & II Substances   |  | <b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. |   |   |
| Any Drug Product Containing Gamma Hydroxybutyric Acid                                    |  | <b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.                     |   |   |
| Flunitrazepam (Schedule IV)<br>1 Gram or less  |  | <b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.      |   |   |
| Any Amount of Other Schedule III Drugs   |  | <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.            |   |   |
| Any Amount of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam) |  | <b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  |   |   |
| Any Amount of All Schedule V Drugs   |  | <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.   |   |   |
|  |  | <b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.   |   |   |
|  |  | <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.   |   |   |

| Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances    |   |
|--|---|
| Marijuana<br>1,000 kilograms or more<br>marijuana mixture or 1,000 or<br>more marijuana plants | <p><b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p> |

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

## Michigan Drug Possession Crimes and Offenses

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

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

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

**TABLE 1 – DRUG POSSESSION**

| <b>Offense Descriptions</b>   | <b>Penalties</b>                |
|---|---------------------------------|
| Possession of 1,000 or more grams of certain schedule 1 or 2 controlled substances<br>333.7403(2)(a)(i)                                     | Felony<br>Max fine \$1,000,000  |
| Possession of 450 or more but less than 1,000 grams of certain schedule 1 or 2 controlled substances<br>333.7403(2)(a)(ii)                  | Felony<br>Max fine \$500,000    |
| Possession of 50 or more but less than 450 grams of certain schedule 1 or 2 controlled substances<br>MCL 333.7403(2)(a)(iii)                | Felony<br>Max fine \$250,000    |
| Possession of 25 or more but less than 50 grams of certain schedule 1 or 2 controlled substances<br>MCL 333.7403(2)(a)(iv)                  | Felony<br>Max fine \$25,000     |
| Possession of less than 25 grams of certain schedule 1 or 2 controlled substances<br>333.7403(2)(a)(v)                                      | Felony<br>Max fine \$25,000     |
| Possession of methamphetamine or 3, 4-methylenedioxymethamphetamine<br>333.7403(2)(b)(i)  | Felony<br>Max fine \$15,000     |
| Possession of certain schedule 1, 2, 3, or 4 controlled substances or controlled substances analogue<br>333.7403(2)(b)(ii)                  | Felony<br>Max fine \$2,000      |
| Possession of LSD, peyote, mescaline, dimethyltryptamine, psilocyn, psilocybin, or schedule 5 drug<br>MCL 333.7403(1)<br>MCL 333.7403(2)(c) | Misdemeanor<br>Max fine \$2,000 |
| Possession of marijuana MCL 333.7403(1)<br>MCL 333.7403(2)(d)   | Misdemeanor<br>Max fine \$2,000 |
| Possession — more than 12 grams of ephedrine or pseudoephedrine<br>MCL 333.17766c(1)(c)<br>MCL 333.17766c(2)(b)                             | Felony<br>Max fine \$2,000      |

### **Michigan Drug Delivery/Manufacture Crimes**

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

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

**TABLE 2 – OFFENSE DESCRIPTIONS**

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

Michigan Legislature, Michigan Compiled Laws Complete Through PA 2 of 2019. Retrieved from <http://legislature.mi.gov>

## 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 Support, Accountability, and Restoration, Campus Security Authorities,, local law enforcement agencies (Kentwood, East Grand Rapids Public Safety Department, Grand Rapids Police Department, Kent County Sheriff Department, Montcalm County Sheriff Department and the Michigan State Police), and law enforcement agencies associated with off campus programs throughout the United States and various foreign countries. A written request for statistical information is requested annually from each agency in compliance with the Clery Act. Statistics are also gathered and confirmed with the Office of Student Support, Accountability, and Restoration, the Title IX Coordinator, and the Human Resources Department. 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 Campus Safety Department will make a reasonable and good faith effort to request and retrieve statistics from all local law enforcement agencies with authority over the University's identified Clery geography. Not all agencies will respond to these requests for crime statistics.

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 <https://calvin.edu/admissions>

Provost website <https://calvin.edu/office-provost>

Human Resources website <https://calvin.edu/human-resources>

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 43-44 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 41 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 reporting categories are only reported if motivated by bias as determined by one of 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 based 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 aforementioned. (Drunkness 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 44-46 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, 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/campus-safety/clery-act/report-archives>. 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 <https://calvin.edu/campus-safety/clery-act>.

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 and spring semesters.

## **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: <https://calvin.edu/campus-safety/clery-act>.

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.

Building specific 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.

## 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 3 years.

| RESIDENCE HALL    | RECENT IMPROVEMENT                                      | DATE OF INSTALLATION COMPLETION |
|-------------------|---|---------------------------------|
| Timmer            | Installed full fire sprinkler system                    | May 31, 2020                    |
| Boer Bennink      | Installed new fire panel                                | August 17, 2021                 |
| Rooks Van Dellen  | Installed full fire sprinkler system and new fire panel | September 30, 2021              |
| Kalsbeek Huizenga | Installed full fire sprinkler system                    | August 30, 2022                 |

As improvements are identified, they are added to this list and prioritized.

## 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, 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/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:**

Smoking on the Calvin University campus beginning in 2020 has been banned from the grounds, as well as 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

**REPORTED FIRES FOR 2021 BY BUILDING LOCATION FOR ALL CALVIN UNIVERSITY ON  
CAMPUS RESIDENCE HALLS AND APARTMENTS**

| Location<br>On-Campus<br>Residence Halls | Total<br>Fires | Fire<br>Number | Date    | Time | Cause  | Number of Injuries<br>that Required<br>Treatment at<br>Medical Facility | Number of<br>Deaths | Value of Property<br>Damaged | Incident Report<br>Number |
|--|----------------|----------------|---------|------|--|---|---------------------|------------------------------|---------------------------|
| Beets Hall<br>3275 Knight Way            | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Bennink Hall<br>3255 Knight Way          | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Boer Hall<br>3255 Knight Way             | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Bolt Hall<br>3200 Knight Way             | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Eldersveld Hall<br>3260 Knight Way       | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Heyns Hall<br>3200 Knight Way            | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Huizenga Hall<br>3245 Knight Way         | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Kalsbeek Hall<br>3245 Knight Way         | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Noordewier Hall<br>3235 Knight Way       | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Rooks Hall<br>3220 Knight Way            | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Schultze Hall<br>3260 Knight Way         | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Timmer Hall<br>3200 Knight Way           | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| VanDellen Hall<br>3220 Knight Way        | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| VanderWerp Hall<br>3235 Knight Way       | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Veenstra Hall<br>3275 Knight Way         | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| vanReken Hall<br>3245 Knight Way         | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Location<br>On-Campus<br>Apartments      | Total<br>Fires | Fire<br>Number | Date    | Time | Cause  | Number of Injuries<br>that Required<br>Treatment at<br>Medical Facility | Number of<br>Deaths | Value of Property<br>Damaged | Incident Report<br>Number |
| Alpha<br>3425 Burton St.                 | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Beta<br>3435 Burton St.                  | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Chi<br>3495 E. Campus                    | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Delta<br>3455 Burton St.                 | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Epsilon<br>3475 Burton St.               | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Gamma<br>3445 Burton St.                 | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Kappa<br>3465 Burton St.                 | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Lambda<br>3485 Burton St.                | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Phi<br>3495 E. Campus                    | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Rho<br>3565 Burton St.                   | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Tau<br>3575 Burton St.                   | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |
| Theta<br>3475 Burton St.                 | 1              | 1              | 12-6-21 | 1800 | Cooking oil<br>spilled on hot<br>stove surface | 0   | 0                   | \$500.00                     | 2021-219                  |
| Zeta<br>3485 Burton St.                  | 0              | 0              | N/A     | N/A  | N/A  | 0   | 0                   | N/A                          | N/A                       |

**REPORTED FIRES FOR 2022 BY BUILDING LOCATION FOR ALL CALVIN UNIVERSITY ON  
CAMPUS RESIDENCE HALLS AND APARTMENTS**

| Location                           | Total Fires | Fire Number | Date   | Time | Cause   | Number of Injuries that Required Treatment at Medical Facility | Number of Deaths | Value of Property Damaged | Incident Report Number |
|------------------------------------|-------------|-------------|--------|------|---------|--|------------------|---------------------------|------------------------|
| <b>On-Campus Residence Halls</b>   |             |             |        |      |         |  |                  |                           |                        |
| Beets Hall<br>3275 Knight Way      | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Bennink Hall<br>3255 Knight Way    | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Boer Hall<br>3255 Knight Way       | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Bolt Hall<br>3200 Knight Way       | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Eldersveld Hall<br>3260 Knight Way | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Heyns Hall<br>3200 Knight Way      | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Huizenga Hall<br>3245 Knight Way   | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Kalsbeek Hall<br>3245 Knight Way   | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Noordewier Hall<br>3235 Knight Way | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Rooks Hall<br>3220 Knight Way      | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Schultze Hall<br>3260 Knight Way   | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Timmer Hall<br>3200 Knight Way     | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| VanDellen Hall<br>3220 Knight Way  | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| VanderWerp Hall<br>3235 Knight Way | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Veenstra Hall<br>3275 Knight Way   | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| vanReken Hall<br>3245 Knight Way   | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| <b>On-Campus Apartments</b>        |             |             |        |      |         |  |                  |                           |                        |
| Alpha<br>3425 Burton St.           | 1           | 1           | 8/8/22 | 1914 | Cooking | 0  | 0                | \$100                     | 2022-129               |
| Beta<br>3435 Burton St.            | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Chi<br>3495 E. Campus              | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Delta<br>3455 Burton St.           | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Epsilon<br>3475 Burton St.         | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Gamma<br>3445 Burton St.           | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Kappa<br>3465 Burton St.           | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Lambda<br>3485 Burton St.          | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Phi<br>3495 E. Campus              | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Rho<br>3565 Burton St.             | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Tau<br>3575 Burton St.             | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Theta<br>3475 Burton St.           | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |
| Zeta<br>3485 Burton St.            | 0           | 0           | N/A    | N/A  | N/A     | 0  | 0                | N/A                       | N/A                    |

**REPORTED FIRES FOR 2023 BY BUILDING LOCATION FOR ALL CALVIN UNIVERSITY ON  
CAMPUS RESIDENCE HALLS AND APARTMENTS**

| Location                           | Total Fires | Fire Number | Date     | Time  | Cause   | Number of Injuries that Required Treatment at Medical Facility | Number of Deaths | Value of Property Damaged | Incident Report Number |
|------------------------------------|-------------|-------------|----------|-------|---------|--|------------------|---------------------------|------------------------|
| <b>On-Campus Residence Halls</b>   |             |             |          |       |         |  |                  |                           |                        |
| Beets Hall<br>3275 Knight Way      | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Bennink Hall<br>3255 Knight Way    | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Boer Hall<br>3255 Knight Way       | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Bolt Hall<br>3200 Knight Way       | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Eldersveld Hall<br>3260 Knight Way | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Heyns Hall<br>3200 Knight Way      | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Huizenga Hall<br>3245 Knight Way   | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Kalsbeek Hall<br>3245 Knight Way   | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Noordewier Hall<br>3235 Knight Way | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Rooks Hall<br>3220 Knight Way      | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Schultze Hall<br>3260 Knight Way   | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Timmer Hall<br>3200 Knight Way     | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| VanDellen Hall<br>3220 Knight Way  | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| VanderWerp Hall<br>3235 Knight Way | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Veenstra Hall<br>3275 Knight Way   | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| vanReken Hall<br>3245 Knight Way   | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| <b>On-Campus Apartments</b>        |             |             |          |       |         |  |                  |                           |                        |
| Alpha<br>3425 Burton St.           | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Beta<br>3435 Burton St.            | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Chi<br>3495 E. Campus              | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Delta<br>3455 Burton St.           | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Epsilon<br>3475 Burton St.         | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Gamma<br>3445 Burton St.           | 1           | 1           | 3/9/2023 | 22:26 | Cooking | 0  | 0                | \$50.00                   | 2023-040               |
| Kappa<br>3465 Burton St.           | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Lambda<br>3485 Burton St.          | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Phi<br>3495 E. Campus              | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Rho<br>3565 Burton St.             | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Tau<br>3575 Burton St.             | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Theta<br>3475 Burton St.           | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |
| Zeta<br>3485 Burton St.            | 0           | 0           | N/A      | N/A   | N/A     | 0  | 0                | N/A                       | N/A                    |

**REPORTED FIRES FOR 2021 BY BUILDING LOCATION FOR ADDITIONAL CALVIN UNIVERSITY  
ON CAMPUS HOUSES (PERKIN'S HOUSE and 3151 HAMPSHIRE)**

| Location<br>On-Campus<br>Houses | Total<br>Fires | Fire<br>Number | Date | Time | Cause | Number of<br>Injuries that<br>Required<br>Treatment at<br>Medical Facility | Number of<br>Deaths | Value of Property<br>Damaged | Incident Report<br>Number |
|---------------------------------|----------------|----------------|------|------|-------|--|---------------------|------------------------------|---------------------------|
| Perkins House<br>3222 Lake Dr.  | 0              | 0              | N/A  | N/A  | N/A   | 0  | 0                   | N/A                          | N/A                       |
| Garden House<br>3151 Hampshire  | 0              | 0              | N/A  | N/A  | N/A   | 0  | 0                   | N/A                          | N/A                       |

**REPORTED FIRES FOR 2022 BY BUILDING LOCATION FOR ADDITIONAL CALVIN UNIVERSITY  
ON CAMPUS HOUSES (PERKIN'S HOUSE and 3151 HAMPSHIRE)**

| Location<br>On-Campus<br>Apartments | Total<br>Fires | Fire<br>Number | Date | Time | Cause | Number of<br>Injuries that<br>Required<br>Treatment at<br>Medical Facility | Number of<br>Deaths | Value of Property<br>Damaged | Incident Report<br>Number |
|-------------------------------------|----------------|----------------|------|------|-------|--|---------------------|------------------------------|---------------------------|
| Perkins House<br>3222 Lake Dr.      | 0              | 0              | N/A  | N/A  | N/A   | 0  | 0                   | N/A                          | N/A                       |
| Garden House<br>3151 Hampshire      | 0              | 0              | N/A  | N/A  | N/A   | 0  | 0                   | N/A                          | N/A                       |

**REPORTED FIRES FOR 2023 BY BUILDING LOCATION FOR ADDITIONAL CALVIN UNIVERSITY  
ON CAMPUS HOUSES (PERKIN'S HOUSE)**

| Location<br>On-Campus<br>Houses   | Total<br>Fires | Fire<br>Number | Date | Time | Cause | Number of<br>Injuries that<br>Required<br>Treatment at<br>Medical Facility | Number of<br>Deaths | Value of Property<br>Damaged | Incident Report<br>Number |
|-----------------------------------|----------------|----------------|------|------|-------|--|---------------------|------------------------------|---------------------------|
| Perkins House<br>3222 Lake Dr.    | 0              | 0              | N/A  | N/A  | N/A   | 0  | 0                   | N/A                          | N/A                       |
| Preserve House<br>3770 Lake Drive | 0              | 0              | N/A  | N/A  | N/A   | 0  | 0                   | N/A                          | N/A                       |

3151 Hampshire was not used for student housing in 2023.

**RESIDENTIAL FIRE SAFETY AMENITIES BY BUILDING LOCATION FOR ALL CALVIN UNIVERSITY  
ON-CAMPUS RESIDENCE HALLS**

| Location<br>On Campus<br>Residence<br>Halls | Fire Alarms<br>Monitored by<br>Campus<br>Safety | Building<br>Equipped with<br>Full Sprinkler<br>System | Building Equipped<br>with Partial<br>Sprinkler System | Building has Fire<br>Alarms, Smoke<br>Detectors, and Fire<br>Extinguishers | Evacuation Plans<br>Posted and Fire<br>Safety Conducted | Number of<br>Evacuation Drills<br>Conducted Each<br>Academic Year |
|---|---|---|---|--|---|---|
| Beets Hall<br>3275 Knight Way               | Yes   | Yes   | No  | Yes  | Yes   | 2   |
| Bennink Hall<br>3255 Knight Way             | Yes   | Yes   | No  | Yes  | Yes   | 2   |
| Boer Hall<br>3255 Knight Way                | Yes   | Yes   | No  | Yes  | Yes   | 2   |
| Bolt Hall<br>3200 Knight Way                | Yes   | Yes   | No  | Yes  | Yes   | 2   |
| Eldersveld Hall<br>3260 Knight Way          | Yes   | Yes   | No  | Yes  | Yes   | 2   |
| Heyns Hall<br>3200 Knight Way               | Yes   | Yes   | No  | Yes  | Yes   | 2   |
| Huizenga Hall<br>3245 Knight Way            | Yes   | Yes   | No  | Yes  | Yes   | 3   |
| Kalsbeek Hall<br>3245 Knight Way            | Yes   | Yes   | No  | Yes  | Yes   | 3   |
| Noordewier Hall<br>3235 Knight Way          | Yes   | Yes   | No  | Yes  | Yes   | 2   |
| Rooks Hall<br>3220 Knight Way               | Yes   | Yes   | No  | Yes  | Yes   | 2   |
| Schultze Hall<br>3260 Knight Way            | Yes   | Yes   | No  | Yes  | Yes   | 2   |
| Timmer Hall<br>3200 Knight Way              | Yes   | Yes   | No  | Yes  | Yes   | 2   |
| VanDellen Hall<br>3220 Knight Way           | Yes   | Yes   | No  | Yes  | Yes   | 2   |
| VanderWerp Hall<br>3235 Knight Way          | Yes   | Yes   | No  | Yes  | Yes   | 2   |
| Veenstra Hall<br>3275 Knight Way            | Yes   | Yes   | No  | Yes  | Yes   | 2   |
| vanReken Hall<br>3245 Knight Way            | Yes   | Yes   | No  | Yes  | Yes   | 3   |

**RESIDENTIAL FIRE SAFETY AMENITIES BY BUILDING LOCATION FOR ALL CALVIN UNIVERSITY APARTMENTS, PERKIN'S HOUSE AND 3151 HAMPSHIRE**

| Location<br>On-Campus<br>Apartments | Fire Alarms<br>Monitored by<br>Campus<br>Safety | Building<br>Equipped with<br>Full Sprinkler<br>System | Building Equipped<br>with Partial Sprinkler<br>System | Building has Fire<br>Alarms, Smoke<br>Detectors, and Fire<br>Extinguishers | Evacuation Plans<br>Posted and Fire<br>Safety Conducted | Number of<br>Evacuation Drills<br>Conducted Each<br>Academic Year |
|-------------------------------------|---|---|---|--|---|---|
| Alpha<br>3425 Burton St.            | Yes   | No  | Yes (Laundry)   | Yes  | Yes   | 2   |
| Beta<br>3435 Burton St.             | Yes   | No  | Yes (Laundry)   | Yes  | Yes   | 2   |
| Chi<br>3495 E Campus                | Yes   | No  | Yes (1 <sup>st</sup> Floor)                           | Yes  | Yes   | 2   |
| Delta<br>3455 Burton St.            | Yes   | No  | Yes (Laundry)   | Yes  | Yes   | 2   |
| Epsilon<br>3475 Burton St.          | Yes   | No  | Yes (1 <sup>st</sup> Floor)                           | Yes  | Yes   | 2   |
| Gamma<br>3445 Burton St.            | Yes   | No  | Yes (Laundry)   | Yes  | Yes   | 2   |
| Kappa<br>3465 Burton St.            | Yes   | No  | Yes (Laundry)   | Yes  | Yes   | 2   |
| Lambda<br>3485 Burton St.           | Yes   | No  | Yes (Laundry)   | Yes  | Yes   | 2   |
| Phi<br>3495 E Campus                | Yes   | No  | Yes (Laundry & Trunk<br>Room)                         | Yes  | Yes   | 2   |
| Rho<br>3565 Burton St.              | No  | No  | No  | Yes  | Yes   | 0   |
| Tau<br>3575 Burton St.              | No  | No  | No  | Yes  | Yes   | 0   |
| Theta<br>3475 Burton St.            | Yes   | No  | Yes (1 <sup>st</sup> Floor)                           | Yes  | Yes   | 2   |
| Zeta<br>3485 Burton St.             | Yes   | No  | Yes (Laundry & Trunk<br>Room)                         | Yes  | Yes   | 2   |
| Perkins House<br>3222 Lake Dr.      | Yes   | No  | No  | Yes  | No  | 0   |
| 3151 Hampshire                      | Yes   | No  | No  | Yes  | No  | 0   |

| CRIME STATISTICS                   |      |           |                       |              |                 |                    |       |
|------------------------------------|------|-----------|-----------------------|--------------|-----------------|--------------------|-------|
| TYPE OF CRIME                      | DATE | ON CAMPUS | *RESIDENTIAL FACILITY | NON - CAMPUS | PUBLIC PROPERTY | **UNFOUNDED CRIMES | TOTAL |
| Murder/ Non-Negligent Manslaughter | 2021 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                                    | 2022 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                                    | 2023 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                                    |      |           |                       |              |                 |                    |       |
| Manslaughter by Negligence         | 2021 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                                    | 2022 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                                    | 2023 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                                    |      |           |                       |              |                 |                    |       |
| Rape                               | 2021 | 4         | 4                     | 0            | 0               | 0                  | 4     |
|                                    | 2022 | 3         | 3                     | 0            | 0               | 0                  | 3     |
|                                    | 2023 | 2         | 2                     | 0            | 0               | 0                  | 2     |
|                                    |      |           |                       |              |                 |                    |       |
| Fondling                           | 2021 | 1         | 1                     | 0            | 0               | 0                  | 1     |
|                                    | 2022 | 1         | 1                     | 0            | 0               | 0                  | 1     |
|                                    | 2023 | 3         | 2                     | 0            | 0               | 0                  | 3     |
|                                    |      |           |                       |              |                 |                    |       |
| Incest                             | 2021 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                                    | 2022 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                                    | 2023 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                                    |      |           |                       |              |                 |                    |       |
| Statutory Rape                     | 2021 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                                    | 2022 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                                    | 2023 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                                    |      |           |                       |              |                 |                    |       |
| Robbery                            | 2021 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                                    | 2022 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                                    | 2023 | 0         | 0                     | 0            | 0               | 0                  | 0     |



| TYPE OF CRIME       | DATE | ON CAMPUS | *RESIDENTIAL FACILITY | NON - CAMPUS | PUBLIC PROPERTY | **UNFOUNDED CRIMES | TOTAL |
|---------------------|------|-----------|-----------------------|--------------|-----------------|--------------------|-------|
| Aggravated Assault  | 2021 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                     | 2022 | 0         | 0                     | 0            | 2               | 0                  | 2     |
|                     | 2023 | 0         | 0                     | 0            | 1               | 0                  | 1     |
|                     |      |           |                       |              |                 |                    |       |
| Burglary            | 2021 | 1         | 0                     | 0            | 0               | 0                  | 1     |
|                     | 2022 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                     | 2023 | 3         | 1                     | 1            | 0               | 0                  | 4     |
|                     |      |           |                       |              |                 |                    |       |
| Motor Vehicle Theft | 2021 | 2         | 0                     | 0            | 0               | 0                  | 2     |
|                     | 2022 | 0         | 0                     | 6            | 0               | 0                  | 6     |
|                     | 2023 | 5         | 0                     | 0            | 0               | 0                  | 5     |
|                     |      |           |                       |              |                 |                    |       |
| Arson               | 2021 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                     | 2022 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|                     | 2023 | 0         | 0                     | 0            | 0               | 0                  | 0     |

\* Resident Facilities are a subset of On Campus Property.

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

| VIOLENCE AGAINST WOMEN ACT CRIME STATISTICS |      |           |                       |              |                 |                    |       |
|---|------|-----------|-----------------------|--------------|-----------------|--------------------|-------|
| TYPE OF CRIME                               | DATE | ON CAMPUS | *RESIDENTIAL FACILITY | NON - CAMPUS | PUBLIC PROPERTY | **UNFOUNDED CRIMES | TOTAL |
| Domestic Violence                           | 2021 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|   | 2022 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|   | 2023 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|   |      |           |                       |              |                 |                    |       |
| Dating Violence                             | 2021 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|   | 2022 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|   | 2023 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|   |      |           |                       |              |                 |                    |       |
| Stalking                                    | 2021 | 1         | 1                     | 0            | 0               | 0                  | 1     |
|   | 2022 | 4         | 2                     | 0            | 0               | 0                  | 4     |
|   | 2023 | 5         | 1                     | 0            | 0               | 0                  | 5     |
|   |      |           |                       |              |                 |                    |       |



| ARRESTS  |      |           |                       |              |                 |                    |       |
|--|------|-----------|-----------------------|--------------|-----------------|--------------------|-------|
| TYPE OF CRIME                                    | DATE | ON CAMPUS | *RESIDENTIAL FACILITY | NON - CAMPUS | PUBLIC PROPERTY | **UNFOUNDED CRIMES | TOTAL |
| <b>Weapons:</b><br>Carrying,<br>Possessing, etc. | 2021 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|  | 2022 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|  | 2023 | 0         | 0                     | 0            | 1               | 0                  | 1     |
|  |      |           |                       |              |                 |                    |       |
| <b>Drug Abuse Violation</b>                      | 2021 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|  | 2022 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|  | 2023 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|  |      |           |                       |              |                 |                    |       |
| <b>Liquor Law Violation</b>                      | 2021 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|  | 2022 | 0         | 0                     | 0            | 0               | 0                  | 0     |
|  | 2023 | 0         | 0                     | 0            | 0               | 0                  | 0     |

| DISCIPLINARY REFERRALS                              |      |           |                       |            |                 |                    |       |
|---|------|-----------|-----------------------|------------|-----------------|--------------------|-------|
| TYPE OF CRIME                                       | DATE | ON CAMPUS | *RESIDENTIAL FACILITY | NON-CAMPUS | PUBLIC PROPERTY | **UNFOUNDED CRIMES | TOTAL |
| <b>Weapons:</b><br>Carrying,<br>Possessing,<br>etc. | 2021 | 0         | 0                     | 0          | 0               | 0                  | 0     |
|   | 2022 | 0         | 0                     | 0          | 0               | 0                  | 0     |
|   | 2023 | 0         | 0                     | 0          | 0               | 0                  | 0     |
|   |      |           |                       |            |                 |                    |       |
| <b>Drug Abuse Violation</b>                         | 2021 | 1         | 1                     | 0          | 0               | 0                  | 1     |
|   | 2022 | 3         | 1                     | 0          | 0               | 0                  | 3     |
|   | 2023 | 3         | 3                     | 0          | 0               | 0                  | 3     |
|   |      |           |                       |            |                 |                    |       |
| <b>Liquor Law Violation</b>                         | 2021 | 20        | 18                    | 0          | 0               | 0                  | 20    |
|   | 2022 | 14        | 14                    | 0          | 0               | 0                  | 14    |
|   | 2023 | 27        | 27                    | 0          | 0               | 0                  | 27    |

\* Resident Facilities are a subset of On Campus Property

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

| HATE CRIMES   |      |           |                       |            |                 |                    |       |
|---------------|------|-----------|-----------------------|------------|-----------------|--------------------|-------|
| TYPE OF CRIME | DATE | ON CAMPUS | *RESIDENTIAL FACILITY | NON-CAMPUS | PUBLIC PROPERTY | **UNFOUNDED CRIMES | TOTAL |
| Vandalism     | 2023 | 1         | 0                     | 0          | 0               | 0                  | 1     |

- Hate crime was for vandalism for the destruction of several rainbow flags supporting LGBTQ community members in an academic building, resulting in fear for the safety of several students and employees.

**NOTE: There were no hate crimes reported in 2021 or 2022.**

## 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 one 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.

Unfounded Crimes - If a Clery Act crime is reported as occurring in any of Calvin's geographical categories and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded." **Only sworn or commissioned law enforcement personnel may unfound a crime after a thorough investigative process.**

## 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 <https://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                   | <a href="mailto:safety@calvin.edu">safety@calvin.edu</a>                       |
| Website                 | <a href="http://www.calvin.edu/campus-safety">www.calvin.edu/campus-safety</a> |
| Text Messaging          | <a href="mailto:33333@calvin.edu">33333@calvin.edu</a>                         |

### J. Broene Center for Counseling and Wellness (Monday–Friday 8:00 a.m.–5:00 p.m.)

|   |              |
|---|--------------|
| 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 |
| Shayne McNichols  | 616-526-6126 |

### Health Services (Monday–Friday 8:00 a.m.–5:00 p.m.)

|   |              |
|---|--------------|
| Non-emergency Medical Assistance (On-Campus)  | x-6-6187     |
| 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  
Director of Safer Spaces/Title IX Coordinator – Lauren Horras  
Student Life Sexual Harassment Resource Page  
<https://calvin.edu/safer-spaces>

616-526-IWRI (526-4974)  
616-526-6232

## **Local Resources for Substance Abuse Treatment**

Pine Rest Christian Mental Health Services  
300 68th Street SE  
Grand Rapids, MI 49512  
(866)852-4001  
<https://www.pinerest.org/addiction/addiction-resources/>

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 for Alcohol and Substance Abuse**

|  |   |                |
|--|---|----------------|
| Addiction Center   | <a href="https://www.addictioncenter.com/">https://www.addictioncenter.com/</a> | 1-844-359-5766 |
| Al-Anon Family Group Headquarters  | <a href="https://al-anon.org/">https://al-anon.org/</a>                         | 1-757-563-1600 |
| <i>Self-Assessment Quizzes are available on their website</i>  |   |                |
| 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   |   |                |
| <i>Provides general information about Alcoholism</i> <a href="https://www.niaaa.nih.gov/">https://www.niaaa.nih.gov/</a> |   |                |

## **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**

|                                      |              |
|--------------------------------------|--------------|
| Corewell Blodgett Hospital           | 616-774-7444 |
| Corwell Butterworth Hospital         | 616-391-1774 |
| Metro Hospital                       | 616-252-7200 |
| Trinity Health 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                    |
| Suicide & Crisis Lifeline                 | 988                               |
| The Employee Assistance Program           | 616-455-6210 or<br>1-800-442-0809 |

### **Sex Offender Registry Information**

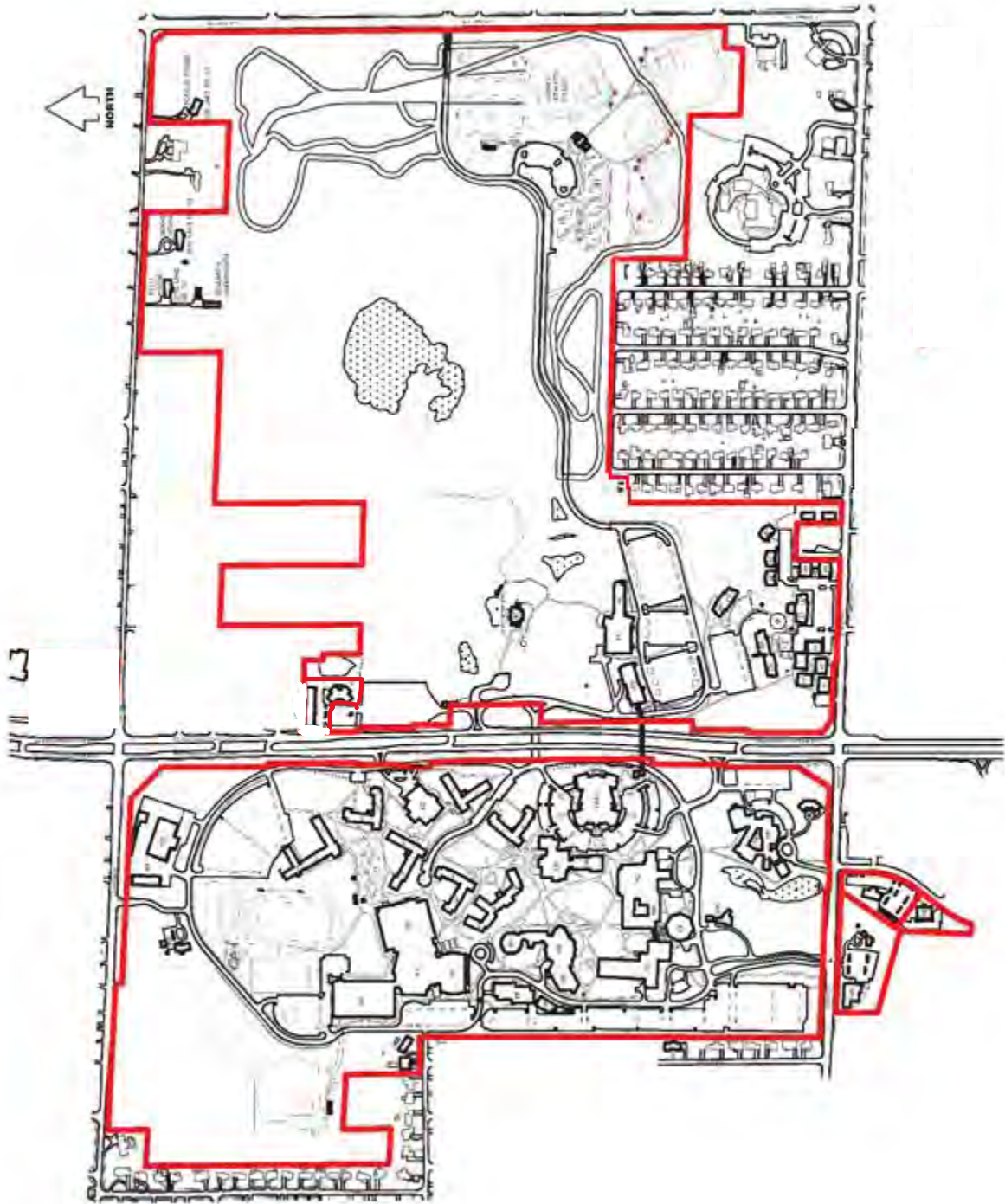
|                                |   |
|--------------------------------|---|
| State of Michigan              | <a href="https://www.michigan.gov/msp/services/sex-offender-reg">https://www.michigan.gov/msp/services/sex-offender-reg</a> |
| Family Watch Dog               | <a href="http://www.familywatchdog.us">www.familywatchdog.us</a>  |
| National Sex Offender Registry | <a href="https://www.nsopw.gov">https://www.nsopw.gov</a>   |

### **Courts**

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

### **Other Resources in Area**

|   |              |
|---|--------------|
| Kent County Victim Witness  | 616-632-5400 |
| Legal Aid of West Michigan  | 616-774-0672 |
| Kentwood Police Crime Mapping   |              |
| <a href="http://www.kentwood.us/city_services/city_departments/police/crime_mapping.php">http://www.kentwood.us/city_services/city_departments/police/crime_mapping.php</a> |              |
| Grand Rapids Police Crime Mapping   |              |
| <a href="https://www.grandrapidsmi.gov/Services/View-a-Grand-Rapids-Crime-Map">https://www.grandrapidsmi.gov/Services/View-a-Grand-Rapids-Crime-Map</a>                     |              |



The map above indicates the Calvin University boundaries as well as the patrol area for the Calvin University Campus Safety Department.



