

# BAPTIST BIBLE COLLEGE AND THEOLOGICAL SEMINARY

SPRINGFIELD, MISSOURI



## ANNUAL SECURITY & FIRE SAFETY REPORT 2018



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# Letter from the Director

This document has been prepared in part to comply with the Jeanne Clery Act, but most importantly it is an effort to inform you about the ongoing process Baptist Bible College undertakes in an effort to keep its campus safe and secure. Whether you are a current member of the BBC campus community or a prospective student, my hope is that you will find the information contained in this document to be helpful and informative. The policies outlined in this document have been developed in an effort to promote awareness of safety and security issues and aid in the effective management of on campus emergencies. Your involvement and support of these policies will help us foster a safe and secure environment in which to learn and work. If you see anything on our campus that you feel is contrary to these policies or is perceived as a safety or security issue, please let us know. It is a pleasure to serve the BBC community as the Director of Safety & Security. If you have any questions about the information contained in this report please do not hesitate to contact me.

Glenn Cozzens  
Director of Safety & Security  
417-268-6133  
gcozzens@gobbc.edu

# Important Phone Numbers

- **Emergency: 911**
- **BBC Security Office: 417-268-6022**
- **BBC Director of Safety & Security (Glenn Cozzens): 417-268-6133**
- **BBC Nurse (Kara Turner): 417-268-6051**
- **BBC Title IX Coordinator (Ray Adams): 417-268-6028**
- **BBC Dean of Men (Bill Levergood): 417-268-6113**
- **BBC Dean of Women (Tina Ebert): 417-268-6006**
- **Springfield Police Department: 417-864-1810**
- **Springfield Fire Department: 417-874-2300**

# Clery Act Reporting Requirements

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act (20 U.S.C. 1092) requires institutions of higher learning to disclose safety and security related statistics and policies in regard to the respective organization. These statistics are meant to warn students, employees, and applicants of the recent incidents of crime on campus. The Baptist Bible College (BBC) Annual Security & Fire Safety Report is intended to accommodate the requirements of The Clery Act.

In compliance with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act, the Director of Public Safety is designated as the Campus Security Survey Administrator, who is responsible for the preparation of the Annual Security Report (consisting of campus security policy disclosures and campus crime statistics for the previous three calendar years) and its submission by October 15 to the U.S. Department of Education.

The Department of Safety & Security maintains a database of all collected data relating to crimes reported to have occurred on the campus of BBC. The Director of Safety & Security prepares the Clery Statistics annually. The Director of Safety & Security works in cooperation with local law enforcement agencies surrounding our campus, as well as Baptist Bible College's Safety and Security Department which provides updated information on the College's safety and security programs and policies in order to comply with the Clery Act.

Additionally, the Annual Security & Fire Safety Report includes the frequency of occurrence of certain categories of crimes specified in the Clery Act to include Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Violations, Drug Abuse Violations, and Liquor Law Violations. These crime statistics are collected by the Director of Safety from the following sources: incidents collected by BBC Safety officers; information that may be provided by the Springfield Police Department, Missouri Highway Patrol and/or the Greene County Sheriff's Department. Once BBC's crime statistics report has been submitted to the U.S. Department of Education and reviewed by that staff, the Department of Education will make that data available to the general public at <http://ope.ed.gov/security>. It is the policy of Baptist Bible College that the VP of Student Life or his designee shall distribute by electronic mail, to all enrolled students, faculty and staff, the appropriate hyperlink to the Annual Security & Fire Safety Report.

The Admissions Director will notify all prospective students of the availability of the report.

The Annual Security & Fire Safety Report also includes:

- Polices regarding procedures and facilities for students and others to report criminal actions or other emergencies on campus and regarding Baptist Bible College's response to such reports.
- Polices concerning security of and access to campus facilities, including campus housing.
- Campus security polices, including enforcement authority, and policies encouraging prompt and accurate criminal reporting.
- Description of the types of programs designed to education and inform students and employees about campus security procedures and crime prevention procedures.
- Annual reporting of statistics concerning the occurrence of Clery reportable crimes on campus property and other properties used by students under campus control as required by the Clery Act.
- Policy regarding possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws.
- Policy regarding possession, use and sale of illegal drugs and enforcement of federal and state drugs laws.
- Campus sexual assault programs and procedures to prevent sex offenses.
- Where registered sex offenders names may be obtained.
- Information regarding missing student notification procedures.
- Annual reporting of statistics concerning the occurrence of fire on campus property and other properties used by students under campus control as required by the Clery Act.
- Description of each on-campus student housing facility fire safety system.
- Number of fire drills held during the previous calendar year.
- Policy regarding portable electrical appliances, smoking, and open flames in student housing.
- Policy regarding fire safety education and training programs provided to students and employees.
- Polices regarding procedures and facilities for students and others to report fires or other emergencies on campus and regarding Baptist Bible College's response to such reports.

The Annual Security & Fire Safety Report for Baptist Bible College can be viewed at the following web site: <http://www.gobbc.edu>

Copies of the Annual Security & Fire Safety Report may also be obtained by contacting:

Glenn Cozzens  
 Director of Safety & Security  
 628 E. Kearney  
 Springfield, MO 65803  
 417-268-6133  
 gcozzens@gobbc.edu

# BBC Public Safety Information & Reporting Procedures

## **Baptist Bible College Safety and Security Department**

The Department of Safety and Security is located on the main floor of the Administration building. Officers are on duty 24 hours a day, 365 days a year, and you may contact the Safety and Security office directly at 417-268-6022.

## **Baptist Bible College Public Safety and Security Authority**

The Safety and Security Department acquires its enforcement authority from the administrative cabinet of BBC. Baptist Bible College Safety and Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Baptist Bible College. Baptist Bible College Safety and Security officers have the authority to issue parking tickets and traffic citations. Baptist Bible College Safety and Security Officers do not have the authority to make arrest.

Some, but not all Baptist Bible College Safety and Security officers are commissioned police officers. Baptist Bible College Safety and Security officers' jurisdiction is comprised of property owned and/or controlled by Baptist Bible College. Criminal incidents are referred to Springfield Police Department who have jurisdiction on the campus. The Department of Safety and Security at Baptist Bible College maintains a highly professional working relationship with the Springfield Police Department. Baptist Bible College does not have a formal Memorandum of Understanding with the Springfield Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Springfield Police Department and then to campus security. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

## **Procedure for Reporting Criminal Offenses - On Campus**

To report a criminal offense on the Baptist Bible College campus call **911**, and then when time permits, call campus Security at **417-268-6022**. Students, faculty, staff, and guests are encouraged to report all crimes to the Springfield Police Department and to the Department of Safety and Security in a timely manner. Any suspicious activity or person seen in parking lots or loitering around vehicles, inside buildings or around the residence dorms should also be reported to the Department Safety and Security.

Past Sex crimes or misconduct may also be reported to the Title IX officers, the Title IX coordinator, the Deans, or the Director of Safety and Security. Those persons will then take the required actions to assure personal and campus safety. They will also review for any and potential disciplinary action. Incidents are reviewed by the Title IX Director or his designee to

determine if a timely warning notice is appropriate. If assistance is required from the Springfield Police Department, the Baptist Bible College department of Safety and Security will contact Springfield-Greene County 911 and request an officer.

Crimes should be reported to the Springfield Police Department and the Baptist Bible College Department of Safety and Security to aid in providing Timely Warning notices to the community, when appropriate, and to ensure inclusion in the annual crime statistics report.

### **Procedure for Reporting Criminal Offenses - Off Campus**

If a criminal action occurs off campus, please call the local police at **911** to file your complaint and then notify the BBC Safety & Security Department at **417-268-6022**. When a BBC student or employee is involved in any off-campus criminal activity, BBC Safety & Security officers may assist with the investigation in cooperation with local, state, or federal law enforcement. The Department of Safety & Security maintains a working relationship with the Springfield Police Department, whose officers work and communicate with the department on serious incidents occurring on campus or in the immediate neighborhood. BBC does not operate any non-campus housing or non-campus student organization facilities.

### **Prompt and Accurate Reporting**

The Baptist Bible College Department of Safety and Security is not a police department. Baptist Bible College encourages and expects victims and witnesses of crimes to report crimes to the Springfield Police Department and to the campus Safety Security even if the victims do not want to pursue action through Baptist Bible College or through the local or state criminal justice system.

When the victim of a crime elects to, or is unable (physically/mentally) to make such a report either witnesses or Baptist Bible College Community members can make a report on behalf of the victim. All reports made to local law enforcement and Baptist Bible College are counted and disclosed in the annual crime statistics for the institution and will be evaluated by the VP of Student Life or his designee and the Director of Safety and Security to determine if an immediate notification, timely warning, or public safety announcement should be made.

### **Voluntary Confidential Reporting**

If you are the victim of a crime and do not want to pursue action within the Baptist Bible College system or the criminal justice system, you may still want to make a confidential report. With your permission, the Director of Safety and Security can file an "information report" on the details of the incident without revealing your identity. The purpose of a confidential report is to keep your identity confidential while allowing others to take precautions to insure their safety. With such information, Baptist Bible College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger.

Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

### **Procedure for Reporting Emergencies**

Baptist Bible College Safety and Security is responsible for coordinating and providing emergency and public safety services to the Baptist Bible College campus. Its principal related services are:

- Security related services
- Coordination of asset and institutional facilities security
- Response to criminal and medical calls

Baptist Bible College has a direct contact number (**417-268-6022**) Trained officers monitor these numbers 24 hours a day, 365 days a year.

### **Procedure for Reporting Non-Emergencies**

Baptist Bible College Safety and Security coordinates with the Springfield Police Department to investigate any criminal offenses committed on campus. If the investigation includes a Title IX offense then the Title IX Coordinator (Ray Adams) will be contacted. While appointments with Public Safety officers to make a report are always subject to an emergency or higher priority call, every effort is made to take the report in a manner most convenient to the victim. Crimes can also be reported to the following offices:

- Dean of Men (Bill Levergood) or Dean of Women (Tina Ebert)
- Title IX Coordinator (Ray Adams)
- Any Faculty or Staff Member

# Building Security and Access

## **Dorm Access**

In order to provide the most secure living environment possible, a security alarm system is in place 24 hours a day in every residence hall. Students will need to have their electronic security FOB at all times to gain access to their dormitory. Students and guests may obtain a FOB at the time of their arrival.

## **Apartment Access**

Apartment residents are assigned a key to their apartment at the time they sign the lease. To gain access in the event you are locked out of your apartment, you may call Security at (417) 268-6022. Be prepared to show a photo ID to the responding officer to verify your identity and for record keeping purposes. A fee may be assessed after the third unlock due to lockout.

## **Non-Residential Buildings and Facilities Access**

Campus buildings and facilities are accessible with an electronic identification badge provided by the Department of Safety and Security. Only authorized students, staff, faculty, guests, and visitors are provided with electronic identification badges and granted access to campus buildings and facilities. Anyone not previously authorized must contact Safety & Security for access.

# Timely Warnings and Emergency Notifications

Anyone with information warranting a Timely Warning or Emergency Notification should report the circumstances to Baptist Bible College Safety and Security immediately. The College will issue warnings or notifications as appropriate to keep the campus community informed about safety and security matters on an ongoing basis and to prevent similar crimes from occurring. The decision to issue a Timely Warning or Emergency Communication shall be decided on a case-by-case basis in compliance with the Clery Act and considering all the facts. The timing of the notification shall, in the first instance, be based upon whether the crime is considered a serious or continuing threat to the students or employees and the possible risk of compromising law enforcement efforts.

## **Timely Warnings**

Timely Warnings are issued for reported Clery Act crimes that are considered by the College to represent a serious or continuing threat to students and employees and are the sole responsibility of the institution. These warnings are issued in a manner that gets the word out quickly community-wide in an effort to prevent similar crimes. The College will attempt to not unnecessarily identifying the victims of crimes when making a timely warning. Timely warnings can be issued for threats to property, as well as for threats to persons. It is irrelevant whether the victims or the perpetrators are members of the campus community. Crimes reported to a professional counselor or pastor which would meet the Timely Warning requirement are exempt due to the confidential means of the report being made. The Director of Safety and Security or his designee are responsible for preparing and issuing timely warnings. The Timely Warning will be issued through the College email system to students, faculty, and staff. The Timely Warning may also be posted around campus and may be posted in other campus forms of media. Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, the Department Safety and Security may use other means of mass communication to include social media.

## **Timely Warning Procedures:**

The campus crime “Timely Warning” is provided to heighten awareness and to provide students, faculty and staff timely notification of Clery Act crimes that are considered to represent a serious or ongoing threat to the campus community. The warning will provide pertinent information related to the crime and available suspect information. The Director Safety and Security or his designee are responsible for preparing and issuing timely warnings. The Director of Safety and Security will make the decision to issue a timely warning on a case-by-case basis considering the facts surrounding a crime, including the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. When the

Director of Safety and Security issues a Timely Warning, it will be issued when deemed appropriate through the college email system to students, faculty, and staff. It may be posted around campus and other forms of media. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Safety and Security may use other means of communication, providing the community with more immediate notification. In some instances, a copy of the notice may be posted in each dorm and updates regarding the situation will follow as more information becomes available. Anyone with information warranting a timely warning should report the circumstances to the Department of Safety and Security, by phone (417-268-6022)

### **Emergency Notifications**

Anyone may report an emergency to Baptist Bible College by calling 417-268-6022. After responsible personnel have been made aware of and determined that an emergency that poses a significant threat to the health and safety of the campus community, an Emergency Notification will be issued. Other communications methods may also be employed including, broadcast texting, website, social media, and fire detection system.

It is the responsibility of students, faculty and staff to provide updated personal information to ensure successful message delivery. At the beginning of each semester, students have an opportunity during registration to change their contact information. Personal information on faculty and staff are maintained in Human Resources Office.

Reasons for an Emergency notification may include, but are not limited to: Campus closures, weather warnings, fire, natural gas leaks, hazardous materials spill, natural disasters, campus wide power outage, violent criminal behavior, bomb threats or other imminent danger, explosions on campus and terrorism incidents. Larger Community notifications will be accomplished through both regular media outlets as well as social media resources by the director of Student Life or his designee.

# Crime Prevention & Awareness Programs

## Crime Prevention, Awareness Programs, and Ongoing 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. Baptist Bible College provides crime prevention education and information to students annually through programs such as:

- **Safety & Security Procedures and Practices Update** – The Director of Safety and Security provides a fire safety and security procedures, tips, and training update each semester. This education and training update is provided to students, faculty, and employees in a designated chapel service.
- **Active Shooter Training** – Students engage in formal active shooter training and education within a classroom setting using various techniques. This training is mandatory for all new students and occurs each semester as a part of new student orientation.
- **Self-Defense Training** – Training program includes numerous self-defense tips, techniques, and education. This training is offered each semester and participation is voluntary.
- **Sexual Harassment and Rape Prevention (SHARP) Training** – Women-empowered training program which includes self-defense, sexual harassment and rape prevention and victim reporting education. Women Empowered is a women's self-defense program based on techniques that require leverage and timing. In this program, women are taught how to neutralize the most common attacks ranging from hair grabs to being pinned to the ground by a weapon-bearing assailant. Because the techniques in the Women Empowered program employ leverage, and timing, rather than strength and speed, anyone, regardless of age or athletic ability, can make them work against larger opponents. This training is offered each semester and participation is voluntary.
- **Dormitory Access Control protocol Training** – Informs students of their responsibility for entering and exiting the building so as to protect the safety of others and Issuance of Timely Warnings to inform students of any criminal issues in order to prevent future incidents. This training is mandatory for all new resident students and occurs each semester as a part of new student orientation.
- **National Campus Safety Awareness Month** – Social media campaign.
- **Domestic Violence Hurts Everyone** – Poster & electronic media campaign.

## **Monitoring Criminal Activity Off-Campus**

When a Baptist Bible College student is involved in any off-campus criminal activity, BBC Department of Safety and Security officers may assist with the investigation in cooperation with local, state, or federal law enforcement. The Baptist Bible College Department Safety and Security maintains a working relationship with the Springfield Police Department, whose officers work and communicate with BBC Public Safety officers on serious incidents occurring on campus or in the immediate neighborhood. Baptist Bible College does not operate any non-campus housing or non-campus student organization facilities.

## **Pastoral and Professional Counselors Reporting Policy**

In accordance with federal law U.S.C. Section 1092 (f), campus “Pastoral Counselors” and campus “Professional Counselors,” who are functioning only within the scope of their responsibilities as counselors (per the definitions below), are not considered to be campus security authorities and, therefore, are not required to report crimes for inclusion in the annual disclosure of campus crime statistics. It should be noted if a Pastoral Counselor or Professional Counselor qualifies as a CSA under some other standard they are not exempt and are required to report crimes for inclusion in the annual disclosure of campus crime statistics. As a matter of policy, however, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures and requirement to report crimes for inclusion in the annual campus crime statistics.

The rulemaking committee defines counselors as:

**Pastoral Counselor** - An employee of an institution, who is associated with a religious order or denomination, is recognized by that religious order or 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 an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

# Campus Crime Statistics

## 2017 Campus Crime Statistics by Location

Reported Crimes	On Campus	Residential	Public
Murder	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	1	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>Total Reported Crimes</b>	<b>1</b>	<b>0</b>	<b>0</b>

Arrests	On Campus	Residential	Public
Alcohol Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Violations	0	0	0
<b>Total Arrests</b>	<b>0</b>	<b>0</b>	<b>0</b>

Hate Crimes (by prejudice)	On Campus	Residential	Public
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity/National Origin	0	0	0
Disability	0	0	0
<b>Total Hate Crimes (by prejudice)</b>	<b>0</b>	<b>0</b>	<b>0</b>

Crime statistics are compiled annually using the Campus Crime Log and local law enforcement reports from the Springfield Police Department, Greene County Sherriff's Department, and Missouri State Highway Patrol.

All criminal offenses should be reported to the appropriate governing authorities and BBC Campus Security (417-268-6022) for appropriate timely warning and annual statistical disclosure.

# Clery Act Crime Definitions

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

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

**Sexual Assault:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. For Clery Act reporting, the following are types of sexual assault:

- A. **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. The State of Missouri classifies the crime of rape under statutes Rape in the first degree and Rape in the second degree. (RSMO 566.030 and 566.031).
- B. **Fondling:** The touching of the private body parts of another person for the purpose 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. The state of Missouri classifies fondling under the Sexual Abuse statutes (RSMo 566.100 and 566.101)
- C. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**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 or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. The state of Missouri classifies aggravated assault as Assault, First Degree, (RSMo 565.050).

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. Missouri State Statute (RSMo 569.160 & 569.170)

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. Missouri classifies the theft or attempted theft of a motor vehicle under State Statute Tampering in the first and second degree (RSMo 569.080 & 569.090).

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft or other personal property of another. Missouri State Statutes (RSMo 569.040, 569.050 and 569.053) cover the crime of arson.

**Hate Crime:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act, bias includes race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability. The following additional crimes are reportable under the Clery Act if they are Hate Crimes:

- A. **Larceny-theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession, of another person.
- B. **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, severe laceration, or loss of consciousness.
- C. **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.
- D. **Destruction, damage, or vandalism of property:** to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. Missouri's Hate offenses law (RSMo 557.035)

**Hate Offenses:** Provides enhanced penalties for motivational factors in certain offenses.

- 1. For all violations of subdivision (1) of subsection 1 of section 569.100 or subdivision (1), (2), (3), (4), (6), (7) or (8) of subsection 1 of section 571.030, which the state believes to be knowingly motivated because of race, color, religion, national origin, sex, sexual orientation or disability of the victim or victims, the state may charge the offense or offenses under this section, and the violation is a class D felony.
- 2. For all violations of section 565.054; subdivisions (1), (3) and (4) of subsection 1 of section 565.090; subdivision (1) of subsection 1 of section 569.090; subdivision (1) of subsection 1 of section 569.120; section 569.140; or section 574.050; which the state believes to be knowingly motivated because of race, color, religion, national origin, sex, sexual orientation or disability of the victim or victims, the state may charge the offense or offenses under this section, and the violation is a class E felony.
- 3. The court shall assess punishment in all of the cases in which the state pleads and proves any of the motivating factors listed in this section.

**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation

and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

**Liquor Law Violations:** Violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness

**Weapons 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; and all attempts to commit any of the aforementioned. Violence Against Women Act (VAWA) In accordance with the Violence Against Women Act, statistics on dating violence, domestic violence, and stalking are reportable under the Clery Act since March 7, 2014.

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined 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.

**Domestic violence:** A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) 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 ; (v) 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.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress.

# Safety and Security Tips

## On Campus:

- Never walk alone at night. Call a friend or Safety and Security Officer to escort you to your dorm or car. Call 417-268-6022.
- Always be aware of your surroundings. Walk purposefully and make eye contact with strangers.
- In parking lots, have keys ready when you approach your car to make your entry easier.
- After dark, try to park in a well-lit area close to your destination.
- Always lock car doors and roll up windows. Keep valuables out of sight or in trunk. (Preferably not in the car)
- If you feel threatened, immediately go to an open building where there are other people and call Security at 417-268-6022.
- Never leave personal items unattended or unlocked.
- Emergency (911) calls will be directed to the Greene County Emergency Communication Center and Officers from the Springfield Police Department will be dispatched to handle the call. For faster assistance, advise the person answering the 911 call that your emergency is happening on the Baptist Bible College campus so they will know to contact Baptist Bible College if they see necessary.

## At Home:

- Always lock apartment and dorm room doors, even when you are there. Take keys with you even when stepping out “just for a second.”
- If you live in an area with locked doors, such as a dorm, do not let strangers in without an ID card. This protects both you and your neighbors.
- Keep windows locked.
- Don’t lend out your keys or leave them lying around. Detach your housing keys from the main ring when having your vehicle serviced.
- Utilize peepholes or safety chains. Don’t open doors without verifying the identity of the person on the other side.
- Don’t keep expensive jewelry, collectibles or large amounts of cash in your dorm or apartment.
- Don’t advertise your absence, especially on your answering machine or any social networking sites. Put only a basic message on your machine identifying the phone number and requesting callers to leave a message.

### **In Social Situations:**

- When dating someone you don't know well, ask people you trust about your date.
- Socialize in groups so that you're not alone with just one person. There is safety in numbers.
- Drive yourself and carry extra money in case you need to get home alone.
- If you feel uncomfortable, there's probably a reason. It's better to do something you may consider rude than to remain in a dangerous situation.
- Keep all drinking glasses, bottles or other open containers in sight at all times. When accepting a drink of some kind, make sure that you open the container yourself and be aware that ice cubes could contain harmful substances as well.

### **Guard Your Privacy on Social Networking Sites:**

- Don't give out information simply because it is requested.
- Giving out birthdates, full names, addresses, phone numbers, Social Security numbers, bank or credit card accounts, and other personally identifiable information can lead to identify theft and cyberstalking.
- Select gender-neutral usernames.
- Protect your passwords. Avoid using common easy to crack passwords such as, 12345, abc123, password, spring2017, etc.
- Be cautious about posting pictures of yourself, as stalkers sometimes can become obsessed by a photos or images.
- Versions of online information can be archived, so once you post information, deleting it does not ensure that it is no longer available online.
- Be cautious about arranging personal meetings with new online acquaintances.
- Only post information that you are comfortable having others see, including parents, potential employers, instructors, etc.
- Trust your instincts.

### **Avoid Identify Theft:**

Identity theft is the nation's fastest-growing crime. If you become a victim of identity theft, it can take years to restore your credit and clear your name. Here are some "Do's" and "Don'ts" to help keep you safer:

**DO:** Only enter your sensitive personal information on trusted sites.

**DO:** find out why your card is unexpectedly denied.

**DO:** Shred receipts, bills and other documents that might have personal information written on them.

**DO:** Obtain a copy of your credit report periodically. Active accounts that you do not recognize could indicate fraudulent activity. If you suspect your identity has been stolen,

**DO:**

- File a report with the local police department.
- Notify one of the three credit reporting agencies to put in place a fraud alert.
- File a report with the Federal Trade Commission ([www.identitytheft.gov](http://www.identitytheft.gov)) or call 1-877-IDTHEFT.

**DON'T:** Share your passwords with anyone, even family and close friends.

**DON'T:** Ignore calls from creditors about charges. This could be the first sign that your identity has been stolen.

**DON'T:** Reply to emails that request personal information. These messages are called phishing messages, and they are a common tool of identify thieves.

**DON'T:** Leave paperwork that contains personal information lying around for others to see or steal.

# Missing Person Policy

Every Baptist Bible College employee and student has a duty to report a person believed to be missing to the Baptist Bible College Department of Safety and Security.

The Department of Safety and Security immediately investigates any report of an individual missing from campus. It is the policy of Baptist Bible College to request each student residing in student housing to identify an individual to be contacted by the College in the event that the student is determined to be missing for a period of more than 24 hours. New students will provide this information during the registration process. Returning students will register during the break between semesters at a designated time broadcast via email. The student will be advised that his or her "missing student" contact information will be registered confidentially, will be accessible only to authorized campus officials, and may not be disclosed except to those officials and enforcement personnel engaged in a missing person investigation.

After investigating a missing person report, should Baptist Bible College determine that the student has been missing for 24 hours, Baptist Bible College will notify Springfield PD and the student's "missing student" contact no later than 24 hours after the student is determined to be missing. Students under the age of 18, who are not emancipated individuals, shall be advised that the College is required to notify the student's custodial parent or legal guardian within 24 hours after Baptist Bible College or a law enforcement agency determines that the student has been missing for more than 24 hours, in addition to notifying any contact person designated by the student.

## Sexual Misconduct, Assault, and Harassment Policies and Procedures

Note: In compliance with federal law, the disclosures below reference legal terms such as “rape,” “sexual assault,” “stalking,” “domestic violence,” etc. Baptist Bible College’s disciplinary process does not enforce criminal law. Thus, College policies use terms such as “sexual misconduct,” “non-consensual sexual intercourse,” “nonconsensual sexual contact,” “sexual exploitation,” and “sexual harassment” that overlap significantly with legal definitions, but are policy-based not criminal in nature. Additionally, domestic violence, dating violence, and stalking can also be violations of the College’s Sexual Misconduct, Discrimination, and Harassment Policy, when motivated in whole or in part by the sex or gender of the alleged reporting party.

Baptist Bible College’s Policy Regarding Sexual Misconduct and Missouri Legal Definitions: Baptist Bible College is committed to the respect of the human dignity of all employees, students, and campus community and strives to maintain a safe, Christian community free from all forms of sexual or physical intimidation and exploitation. Sexual assault, domestic violence, dating violence, sexual harassment, sexual exploitation, or stalking are not only incompatible with biblical standards of Christian conduct, but also are criminal acts that infringe on the rights of others. Baptist Bible College has a zero tolerance policy for sexual violence and will not tolerate retaliation (threatened, attempted, or actual) against any individual for making a complaint under this policy. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator’s attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and identify procedures for determining when those expectations have been violated. Reference materials gathered from:

<https://www.notalone.gov/schools/>

<http://atixa.org>

<http://www2.ed.gov/policy/rights/reg/ocr/edlite34cfr106.html#S31>

<https://www.federalregister.gov/articles/2014/10/20/2014-24284/violence-against-womenact>

Therefore, sexual assault, domestic violence, dating violence, sexual harassment and stalking are prohibited by Baptist Bible College.

In educational institutions, sexual violence and other forms of harassment are prohibited by federal law (Title IX and Title VI of the Civil Rights Act of 1964); thus, is strictly prohibited as a matter of Baptist Bible College policy. As a religious institution, Baptist Bible College retains the right to make legitimate employment, admission, and educational decisions on the basis of an individual's religious beliefs and conduct, consistent with applicable law.

Baptist Bible College encourages victims of sexual violence to report the incident to the College, as well as to law enforcement officials as soon as possible, so that we may care well for our community members.

This policy pertains to sexual assaults including rape, fondling, statutory rape, and incest; domestic assaults, dating violence and stalking. This policy addresses the definition of sexual assault, domestic violence, dating violence and stalking and prevention efforts, how to report these crimes and gain assistance if it occurs, and the procedures for resolution of an incident.

### **Legal Definitions:**

Sex-based violence includes, but is not limited to dating violence, domestic violence, sexual assault (nonconsensual sexual contact, nonconsensual sexual intercourse), sexual exploitation, and stalking, as defined by the 2013 Violence Against Women Act and Missouri Statutes 565 and 566 (see: <http://www.moga.mo.gov/mostatutes/statutesAlpha.html>). It is important to remember that the use of alcohol and/or other drugs will never function to excuse any behavior that violates this policy.

### **Sexual Assault:**

The term sexual assault is defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. It includes the crimes of rape, fondling, statutory rape and incest as defined by the 2013 Violence Against Women Act.

**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.

**Fondling-** The touching of the private body parts of another person for the purpose 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-** 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.

1. A person commits the offense of rape in the first degree if he or she has sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to

consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim's knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.

2. The offense of rape in the first degree or an attempt to commit rape in the first degree is a felony for which the authorized term of imprisonment is life imprisonment or a term of years not less than five years, unless:

- (1) The offense is an aggravated sexual offense, in which case the authorized term of imprisonment is life imprisonment or a term of years not less than fifteen years;
- (2) The person is a persistent or predatory sexual offender as defined in section 566.125 and subjected to an extended term of imprisonment under said section;
- (3) The victim is a child less than twelve years of age, in which case the required term of imprisonment is life imprisonment without eligibility for probation or parole until the offender has served not less than thirty years of such sentence or unless the offender has reached the age of seventy-five years and has served at least fifteen years of such sentence, unless such rape in the first degree is described under subdivision of this subsection; or
- (4) The victim is a child less than twelve years of age and such rape in the first degree or attempt to commit rape in the first degree was outrageously or wantonly vile, horrible or inhumane, in that it involved torture or depravity of mind, in which case the required term of imprisonment is life imprisonment without eligibility for probation, parole or conditional release.

3. Subsection 4 of section 558.019 shall not apply to the sentence of a person who has been found guilty of rape in the first degree or attempt to commit rape in the first degree when the victim is less than twelve years of age, and "life imprisonment" shall mean imprisonment for the duration of a person's natural life for the purposes of this section.

**Sexual Harassment:**

Any unwelcome action of a sexual nature, including unwelcome sexual advances, requests for sexual favors or acts, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, which results in sexual discrimination or a hostile environment. It occurs where work, academic, or personal relationships are inappropriately and intentionally sexualized, and encompasses such conduct as:

- (a) The explicit or implicit solicitation or use of sexual favors as a basis for actions affecting an individual's welfare, grades or advancement as a student or employee.
- (b) Repeated sexual advances, requests for sexual favors and physical contacts of a sexual nature which impedes another's work or academic performance.

(c) Repeated demeaning verbal or visually expressive behavior of a sexual nature, which creates a hostile work, learning or living environment.

(d) Unwelcome sexual conduct resulting in the acceptance of such conduct becoming a term or condition of an individual's academic standing, continued employment, or employment advancement.

Any form of sexual harassment stated above will be cause for complaint. A hostile environment can be created by persistent/pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment.

Often, sexual harassment involves relationships of unequal physical power or unequal power of authority, and, therefore, can contain elements of coercion and threat. Consequently it is College policy to strongly discourage any consensual relationship involving a subordinate employee or student that could lead to alleged or actual sexual harassment.

**Consent:** The term consent is defined as an unambiguous and willful participation or cooperation in an act or as an attitude that is commonly understood to be consistent with the exercise of free will. Consent requires participants who are fully conscious, are equally free to act, have clearly communicated their willingness, cooperation, or permission to participate in a specific sexual activity, are positive and clear in their desires, and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with gestures, body language or attitude. A prior sexual history between the complainant and respondent does not constitute consent. Consent is not freely given if one of the following applies:

(a) The individual is unable to make an informed decision as a result of alcohol or other drugs (including but not limited to predatory drugs or prescribed medications); or

(b) The individual is unconscious, asleep, or suffering from shock; or

(c) The individual is under the age of seventeen and therefore legally unable to give consent; or

(d) Individual has a known mental disorder/developmental or physical disability, and is therefore legally unable to give consent.

“No” means “No”; “No” can be expressed or implied, it does not have to be spoken.

“Yes” means “No” if conditions a, b, c, or d listed above exist. In Missouri statute 556.061.2 consent is defined as: "Consent": consent or lack of consent may be expressed or implied. Assent does not constitute consent if:

(a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or

(b) It is given by a person who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reason is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or c. It is induced by force, duress or deception.

### **Domestic Violence / Dating Violence**

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim; by a person with whom the victim shares a child in common; by a person cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or 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 Missouri.

**Dating Violence:** Means violence committed by a person—

(a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(b) Where the existence of such a relationship will be determined based on a consideration of the victim's statement and the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Missouri Statutes that deal with domestic/dating violence fall under the Domestic Assault statutes.**

**Domestic assault, first degree—penalty:** RSMo 565.072.

A person commits the crime of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a family or household member, including any child who is a member of the family or household, as defined in section 455.010.

Domestic assault in the first degree is a class B felony unless in the course thereof the actor inflicts serious physical injury on the victim or has previously pleaded guilty to or been found guilty of committing this crime, in which case it is a class A felony.

**Domestic assault, second degree—penalty:** RSMo 565.073.

A person commits the crime of domestic assault in the second degree if the act involves a family or household member, including any child who is a member of the family or household, as defined in section 455.010, and he or she:

- (1) Attempts to cause or knowingly causes physical injury to such family or household member by any means, including but not limited to, by use of a deadly weapon or dangerous instrument, or by choking or strangulation; or
- (2) Recklessly causes serious physical injury to such family or household member; or
- (3) Recklessly causes physical injury to such family or household member by means of any deadly weapon.

Domestic assault in the second degree is a class C felony.

**Domestic assault, third degree—penalty:** RSMo 565.074.

A person commits the crime of domestic assault in the third degree if the act involves a family or household member, including any child who is a member of the family or household, as defined in section 455.010 and:

- (1) The person attempts to cause or recklessly causes physical injury to such family or household member; or
- (2) With criminal negligence the person causes physical injury to such family or household member by means of a deadly weapon or dangerous instrument; or
- (3) The person purposely places such family or household member in apprehension of immediate physical injury by any means; or
- (4) The person recklessly engages in conduct which creates a grave risk of death or serious physical injury to such family or household member; or
- (5) The person knowingly causes physical contact with such family or household member knowing the other person will regard the contact as offensive; or
- (6) The person knowingly attempts to cause or causes the isolation of such family or household member by unreasonably and substantially restricting or limiting such family or household member's access to other persons, telecommunication devices or transportation for the purpose of isolation.

Except as provided in subsection 3 of this section, domestic assault in the third degree is a class A misdemeanor.

A person who has pleaded guilty to or been found guilty of the crime of domestic assault in the third degree more than two times against any family or household member as defined in section 455.010, or of any offense committed in violation of any county or municipal ordinance in any state, any state law, any federal law, or any military law which, if committed in this state, would be a violation of this section, is guilty of a class D felony for the third or any subsequent commission of the crime of domestic assault. The offenses described in this subsection may be against the same family or household member or against different family or household

Definition of "Family" or "household member": Spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time Both Dating Violence and Domestic Violence are defined in 42 U.S.C. 13925(a) as follows:

**Domestic Violence:** A felony or misdemeanor crime 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.

**Stalking:** Section 40002(a) of the Violence Against Women Act of 1994 defines "stalking" to mean "engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress."

In the Violence Against Women Act, the following terms are defined:

- **Course of conduct** means two or more acts, including, but not limited to, acts in 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.

- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

In Missouri, Stalking is defined as: A person commits the crime of stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person.

In Missouri, Stalking is covered in Statute 565.225, "Crime of Stalking" listed below.

**Crime of stalking definitions and penalties:** RSMo 565.225 As used in this section, the following terms shall mean:

**"Course of conduct"**, a pattern of conduct composed of two or more acts, which may include communication by any means, over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of course of conduct. Such constitutionally protected activity includes picketing or other organized protests;

**"Credible threat"**, a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, or the safety of his or her family, or household members or domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property. The threat must be against the life of, or a threat to cause physical injury to, or the kidnapping of, the person, the person's family, or the person's household members or domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property;

**"Harasses"**, to engage in a course of conduct directed at a specific person that serves no legitimate purpose that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.

**Crime of Stalking:** A person commits the crime of stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person.

The crime of stalking shall be a class A misdemeanor unless the person has previously pleaded guilty to or been found guilty of a violation of this section, or of any offense committed in violation of any county or municipal ordinance in any state, any state law, any federal law, or any military law which, if committed in this state, would be chargeable or indictable as a violation of any offense listed in this section, in which case stalking shall be a class D felony.

**Crime of Aggravated Stalking:** A person commits the crime of aggravated stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person, and:

- (1) Makes a credible threat; or
- (2) At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or
- (3) At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or
- (4) At any time during the course of conduct, the other person is seventeen years of age or younger and the person harassing the other person is twenty-one years of age or older; or
- (5) He or she has previously pleaded guilty to or been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim.

The crime of aggravated stalking shall be a class D felony unless the person has previously pleaded guilty to or been found guilty of a violation of this section, or of any offense committed in violation of any county or municipal ordinance in any state, any state law, any federal law, or any military law which, if committed in this state, would be chargeable or indictable as a violation of any offense listed in this section, aggravated stalking shall be a class C felony.

Any law enforcement officer may arrest, without a warrant, any person he or she has probable cause to believe has violated the provisions of this section.

This section shall not apply to activities of federal, state, county, or municipal law enforcement officers conducting investigations of violation of federal, state, county, or municipal law.

**Prevention of Sexual Assault:**

Periodically throughout the school year the campus community are reminded about personal safety as well as are offered free training that is aimed to enable individuals to protect themselves through preventing attacks and learning techniques for escape in the event of an attack. It provides valuable information about how to avoid confrontation and how to best defend oneself if physically attacked or confronted. All faculty, staff and students are encouraged to take this prevention training program offered free of charge to all campus community members and their families.

**Reporting Sexual Assault, Domestic Violence, Dating Violence or Stalking:**

Student assistance is available 24 hours a day through the entire year by calling the Baptist Bible College Department of Safety and Security at (417) 268-6022. The Safety and Security

personnel will offer assistance in reporting the crime and in providing information for counseling support and medical treatment.

Inquiries concerning the application of Title IX also may be referred to the United States Department of Education's Office for Civil Rights. For further information on notice of nondiscrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm>. The State of Missouri regional Office of Civil Rights is located in Kansas City and is available to provide assistance. Office for Civil Rights, U.S. Department of Education One Petticoat Lane 1010 Walnut, 3rd Floor, Suite 320 Kansas City, MO 64106 Telephone: 816-268-0550; FAX: 816-268-0599; TDD: 800-877-8339 Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

### **Department of Safety and Security's Response to a Report of Sexual Assault, Domestic Violence, Dating Violence or Stalking:**

**Assessment of Danger:** Upon receiving a call, the Security Officer will determine if the survivor or others are in immediate danger, the survivor's name or other means by which the survivor can be identified, nature of the offense, and present location and phone number where the survivor may be reached. Immediate Danger. If the Officer believes that there is an immediate danger to the caller, the Springfield Police Department and the Director of Public Safety will be notified. When the immediate danger is past, the help of a Dean or Counselor will be offered.

**No Immediate Danger:** When there is no indication of immediate danger, the officer will encourage the victim to accept the help of a Dean or Counselor, who has been trained to provide such assistance. The Director of Security will be contacted and the officer will assume charge of the situation.

**Preservation of evidence:** Once there is no immediate danger the Director of Security or his designee will advise the survivor of the importance of preserving evidence to prove any criminal case of domestic violence, dating violence, and sexual assault or stalking, of if needed to obtain a protective order.

**Medical Assistance:** The officer shall encourage the survivor to seek medical treatment or examination, if needed, and offer to arrange transportation to a local hospital. Should the survivor desire counseling, the officer will offer to make the necessary arrangements outlined below.

**Rape Kit:** If the sexual assault involved sexual intercourse, the officer will inform the survivor about the importance of the Rape Kit (if the sexual intercourse occurred within the last 72 hours) in order to preserve evidence. The officer should instruct the survivor to not wash, shower, douche, or change (destroy or clean) the clothes worn at the time of the assault. Not washing or changing clothes is important in order to preserve evidence.

**Support and Safety:** Should the survivor require medical examination, College personnel can remain outside the examination or treatment room during the examination or treatment and

then return the survivor to his or her residence or, if necessary, to a safe place other than the survivor's residence.

**Crisis Counseling Assistance:** The officer shall encourage the survivor to access support services from those specially trained to assist survivors of sexual assault, domestic violence, dating violence or stalking.

On Campus—Deans in Student Life or Counseling Services

Off Campus—Victim Center at 417-864-SAFE (7223)

**Consent for Help:** If the survivor consents to talk with a dean or counselor, the officer will immediately seek to contact the dean or counselor for immediate assistance. The officer then will contact the survivor to provide the name of the proposed dean or counselor. The victim then may ask for a different dean or counselor if the proposed dean or counselor is known to the survivor and unacceptable for any reason. In such an event, the officer will request another dean or counselor who is available and then repeat the identification process. When no proposed dean or counselor is approved by the victim, the officer will immediately call the Victim Center.

**Refusal of Help:** If the victim declines to talk with a dean or counselor, any information obtained by the officer will be reported to the Director of Safety and Security and the Vice President of Student Life.

### **Information**

The Director of Safety and Security will be able to provide the survivor with the following information,

- Telephone numbers for the referral sources;
- The survivor's right to anonymity;
- The College's willingness to appoint a person to serve as the survivor's liaison with school officials and other parties, including service as the survivor's advisor in any disciplinary proceeding against the alleged offender;
- The availability of medical treatment, counseling services, and other resources;
- The procedure for reporting the incident to the college Department of Safety and Security, the Springfield Police Department, or other appropriate law enforcement agencies; and that the survivor can decline to report to these agencies if they wish.
- The College's willingness to assist in contacting the appropriate outside law enforcement agency if requested by the survivor; survivor has the right to decline to report the incident to law enforcement if they wish.

- The College procedures for disciplinary action against students found guilty of sexual assault, domestic violence, dating violence or stalking and;
- The availability of local attorneys for legal counsel.

**Sexual Assault, Domestic Violence, Dating Violence, Sexual Harassment, and Stalking Reporting:**

The officer shall take appropriate steps in cooperation with the expressed wishes of the survivor:

1. **Police Report Filed:** If the survivor chooses to file a Springfield Police Department report, then the officer will assist the survivor in contacting the Springfield Police Department and will also complete a brief report for statistical records.
2. **No Police Report Filed:** If the survivor decides to not file a report with the Springfield Police Department, then, as soon as possible, the Director of Safety and Security will interview the survivor in an area free from distractions and complete a brief report for statistical records as well as the following:

(a) **Survivor’s Statement:** The officer will record the survivor’s account of the offender’s action and any relevant background information for possible campus discipline of a known perpetrator

(b) **Other Information:** The officer will also seek and identify in the report as much potential corroborating information as possible

**Incident Report Options:** The officer will provide information to the survivor concerning the options for reporting the alleged offense and will use one of the following three formats selected by the survivor. Absent special circumstances the officer will encourage the survivor to choose the third option (a formal complaint):

1. **Anonymous Report:** The report will not include the name of the survivor or other information about the victim’s identity. The report will be used solely for information to enhance prevention programs and to prepare statistical records. The report will be signed by the officer, who will verify that the survivor has requested that no further investigation or action be undertaken.
2. **Signed Report:** The report will include the name of the survivor, but will be used solely for information to enhance prevention programs and to prepare statistical records. The report will be signed by the survivor and will verify that the he or she has requested that no further investigation or action be undertaken.
3. **Formal Report:** The report will be signed by the survivor and will request further investigation and appropriate disciplinary action. If a police report was filed the survivor will provide the College with a copy of the report.

**Confidentiality:** Regardless of the type of report, the name of the survivor and other information about the victim's identity will be kept confidential by the officer and other Baptist Bible College employees to the legal extent possible. Personal Identifying Information (PII) will not be disclosed that could identify a survivor as part of the normal annual Clery crime reporting process.

**Filing of Report:** Promptly after the completion of a report, the officer will deliver the original copy of the report to the Director of Safety and Security. Upon receipt of a report, if the Director of Safety and Security determines there is a safety threat to the community, the survivor will be consulted and an appropriate timely warning will be issued to the community.

**College Response to Reported Sexual Assault, Domestic Violence, Dating Violence, Sexual Harassment and Stalking and subsequent proceedings.**

Baptist Bible College is committed to a prompt, fair and impartial investigation of any allegation of sexual assault, domestic violence, dating violence, and sexual harassment or stalking.

The college encourages victims of sex-based offenses, or third-party witnesses, to report the incident to the Title IX Coordinator, Office of Safety and Security, and/or appropriate law enforcement officials (if desired). We will take appropriate action when informed of an allegation. When an employee (mandated reporter) is informed of an incident, he or she must report the allegation to the Title IX Coordinator, who will initiate a Title IX inquiry. The preliminary inquiry is to determine if there is reasonable cause to believe an offense has occurred. When reasonable cause is identified, the college will initiate an investigation that is thorough, reliable, impartial, prompt and fair to both parties. This investigation determines whether the college's Sex -Based Offenses Policy has been violated. If so, the college will promptly implement an effective remedy designed to end the conduct, prevent its recurrence and address its effects. The college aims to bring all allegations to a resolution within a sixty (60) business day time period, which can be extended for appropriate cause by the Title IX Coordinator with notice to the parties.

To provide support, the reporting party and responding party may have an advisor present during reporting, investigative, and resolution procedures.

Additionally, anonymous reports can be made by victims and/or third parties. Anonymous reports may prompt a need for the institution to investigate; however, the college may be limited in the investigation and outcome of such reports.

**An individual reporting a sex-based offense (reporting party) has the right to:**

- Investigation and appropriate resolution of all credible reports or notice of sex-based offenses made in good faith to college officials;
- Notification in advance, when possible, of any public release of information regarding incident;

- Have no personally identifiable information released to the public, without his or her consent;
- Respectful treatment by college officials;
- Formal resolution of any reported misconduct involving violence;
- Support from college officials in reporting sex-based offenses;
- Be informed of options to notify law enforcement authorities (and for assistance by campus authorities to notify such authorities), or to not to report, if desired;
- Notification of services (counseling, advisory, health, assistance, etc.—on or off campus);
- Notification of possible interim measures to redress violence, such as: a change in campus housing; work assignment rescheduling; academic accommodations, no contact order;
- Maintain interim measures for as long as is necessary, and to remain as confidential as possible;
- Ask investigator to question relevant witnesses and be aware of witnesses questioned, except in cases where a witness' identity will not be revealed to the responding party for compelling safety reasons (excludes name of the alleged victim/reporting party, who is always revealed);
- Review the investigative summary regarding the allegation, subject to the privacy limitations imposed by state and federal law, prior to findings;
- Not have irrelevant prior sexual history admitted as evidence in a campus hearing;
- Regular updates on the status of the investigation and/or resolution;
- Have report heard by Title IX officers who have received sex-based offenses training;
- Preservation of privacy, to the extent possible and permitted by law;
- Meetings and interviews that are closed to the public;
- Bring an advisor of the reporting party's choosing to all phases of investigation and resolution;
- Make or provide an impact statement in person or in writing to be included in the investigation summary following any determination of responsibility, but prior to sanctioning;
- Be informed of outcome of the resolution process in writing, without undue delay between the notifications to the parties, and usually within 7 business days of the end of the process;
- Be informed in writing: when a decision of the college is final; any changes to a sanction (in case of appeal); appeal a finding/sanction of resolution process, and procedures for doing so.
- Request academic and/or living accommodation after an alleged sex offense. Academic accommodations include moving from a seated course(s) to an online course(s). Living accommodations include moving from a dormitory to an apartment. Additional reasonable and available accommodations may be considered.

**The individual accused of a sex-based offense (responding party) has the right to:**

- Investigation and appropriate resolution of all credible reports of sex-based offenses made in good faith to Baptist Bible College officials;
- Notification in advance, when possible, of any public release of information regarding report.
- Respectful treatment by campus officials;
- Be fully informed and have campus policies/ procedures followed without material deviation;
- Notification of services (counseling, advisory, health, assistance, etc.—on or off campus);
- Notification of possible interim measures to redress alleged violence, such as: a change in campus housing; work assignment rescheduling; academic accommodations, no contact order;
- Maintain interim measures for as long as is necessary, and to remain as confidential as possible;
- Ask investigator to question relevant witnesses and be aware of witnesses questioned, except in cases where a witness' identity will not be revealed to the responding party for compelling safety reasons (excludes name of the alleged victim/reporting party, who is always revealed); Be fully informed of the nature of the reported violation and possible sanctions, policies and procedures of the campus resolution process, and timely written notice of all alleged violations;
- Review the investigative summary regarding the allegation, subject to the privacy limitations imposed by state and federal law, prior to findings;
- Not have irrelevant prior sexual history admitted as evidence in a campus hearing;
- Have reports heard by Title IX officers who have received sex-based offenses training;
- Meetings, interviews and hearings that are closed to the public;
- Bring an advisor of the responding party's choosing to all phases of investigation and resolution;
- A fundamentally fair resolution, as defined in the sex-based offenses policy and procedures;
- Make or provide an impact statement in person or in writing to be included in the investigation summary following any determination of responsibility, but prior to sanctioning;
- A decision based solely on evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- Be informed of outcome of the resolution process in writing, without undue delay between the notifications to the parties, and usually within 7 business days of the end of the process;

- Be informed in writing: when a decision of the college is final; any changes to a sanction (in case of appeal); appeal a finding/sanction of resolution process, and procedures for doing so.

### **Investigative Process**

The College uses an investigative and hearing panel along with the final word of the Title IX coordinator to resolve allegations of sex-based offenses. The process is intended to be equitable for all parties involved. If, at any time, it is determined that “reasonable cause” does not exist to move forward in the process, the case will be closed. In general, the parties can expect the following:

1. Initial report. Can be received by any employee and will be forwarded to a Title IX officer (Coordinator or Deputy Coordinator) to identify any necessary interim measures.
2. Preliminary inquiry and finding. Title IX Coordinator assigns Director of Security (if not already done) to contact reporting party (typically 1-4 days in duration depending on weekends and holidays that may interfere), review the conflict and determine if there is reasonable cause to proceed. Based on the preliminary finding, a temporary informal resolution may be instated.
3. Informal Resolution. For allegations that do not involve sexual violence, panel and Director of Security may facilitate conversations among the reporting party and the responding party to try and resolve the conflict, if both parties are willing. If informal resolution fails, is not appropriate, or if an allegation involves sexual violence, an investigator is appointed.
4. Formal investigation. Investigator meets with all parties (ranges from days to weeks, depending on complexity of allegations, typically 10-14 days). The reporting party and responding party are regularly apprised of the status of the investigation as it unfolds.
5. Investigation summary. The investigator will document statements from reporting party, responding party, and any applicable witnesses to produce a timeline of the evidence. Both parties will have opportunity to review the summary and add additional information or clarification.
6. Formal Resolution. After input from both parties, the investigator will finalize the investigative summary, make a determination as to preponderance of the evidence, and forward it to the reviewing panel (typically completed 10-14 days from the end of the investigation barring necessary extensions).
7. Finding/Sanction. The Title IX coordinator determines appropriate sanctions and will share the findings and explain sanctions to both parties at approximately the same time in writing. Typically within 7 days of the conclusion of the investigation.

8. Appeal, if desired. Appeals may be requested, within a three-day window to file once a formal determination is reached, a three-day window to grant or deny the appeal request, and another 7-10 days for a final resolution to be reached.

### **Findings and Sanctions**

The Title IX review panel (and applicable persons) will review the investigative report with finding based on the standard of proof, preponderance of the evidence, to determine appropriate sanctions consistent with college policy and will share the findings/sanctions with the Title IX Coordinator, and the responding and reporting parties (and advisor/s), typically within seven days of the close of the investigation. Both parties will receive written notification of the outcome, to the extent permitted by or mandated by law. In cases involving sex-based violence, the written notification includes the finding, any resulting responsive actions, and the rationale for the decision. This written notification of final decision is delivered to the parties without undue delay between the notifications. It also explains appeals options and procedures for appeal, as well as any changes to the results that could occur before the appeal decision is finalized.

### **Appeals**

Sanctions imposed from the formal resolution process can be appealed by any party according to grounds, below. All sanctions imposed will be in effect during an appeal unless a specific request is made to the Title IX Coordinator (or designee) to delay implementation, but the presumptive stance is that sanctions will go into effect immediately. Graduation, study abroad, internships, conferences, etc. do NOT in and of themselves constitute exigent circumstances, and individuals may not be able to participate in those activities during their appeal. In cases where an appeal results in resumption of privileges or reinstatement to the college, all reasonable attempts will be made to restore the individual to his/her prior status, recognizing that some opportunities lost may be irreparable.

All parties may seek review of a decision in a sex-based offense case by making an appeal to the appropriate appeals officer.

- For students: the appeals officer is the Vice President of Student Life
- For faculty: the appeals officer is the Vice President of Finance
- For staff: the appeals officer is the Vice President for Academic Affairs.

### **Grounds for Appeal**

1. A procedural [or substantive] error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; and/or

3. The sanctions imposed fall outside the range of sanctions designated for this offense and the cumulative conduct history of the responding party.

### **Criteria for Appeal**

1. Appeals must be in writing and submitted to the Office of the Title IX Coordinator for processing, during regular business hours (Monday - Friday, 8 a.m. to 4:00 p.m.) within three (3) business days of the decision. After this time, the decision is final.

2. Clear error or compelling justification must be shown, as findings/sanctions are presumed to have been decided reasonably and appropriately during the original hearing. It is not enough to simply assert one of the grounds for appeal. The written appeal must provide information that specifically supports grounds upon which the individual bases the appeal. If an appeal does not contain sufficient information to support the grounds upon which the appeal is based, review of the appeal will be denied.

3. Only one request for an appeal may be submitted by either party.

Based on written requests/responses or on interviews as necessary, the appeals officer (Title IX Coordinator) will send a letter of outcome for the appeal to all parties. In response to a request, the appeals officer can take one of three possible actions:

- (1) The coordinator may dismiss an appeal request as untimely or ineligible,
- (2) Grant an appeal and remand the finding and/or sanction for further investigation or reconsideration at the hearing level, or
- (3) Modify a sanction.

A written decision concerning the appeal will be provided in person and/or mailed to the mailing address of the respective party as indicated in college records and emailed to the parties' college-issued email accounts. Once received in person, mailed or emailed, the notice of decision will be deemed presumptively delivered.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original hearing body for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the allegation (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- Appeals decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so;

- An appeal is not an opportunity for appeals officers to substitute their judgment for that of the original hearing body merely because they disagree with its finding and/or sanctions.
- The appeals officer will typically render a written decision on the appeal to all parties within five (5) business days from hearing of the appeal. The appeals officer decision to deny an appeal request is final.

### **Sex Offender Registry**

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the Baptist Bible College Department of Safety and Security provides a link to publicly accessible Internet web sites containing the Missouri Sex Offender Registry maintained by the Missouri Highway Patrol. This law also requires sex offenders, who already are required to register in a state, to provide notice of each institution of higher education in that state at which the person is employed or enrolled as a student. Individuals included on the web site are included solely by virtue of their conviction record and Missouri state law. The primary purpose of providing this information is to make the information easily available and accessible, not to warn about any specific individual. Anyone who uses this information to commit a criminal act against another person is subject to criminal prosecution.

Follow the link below to access the Missouri Sex Offender Registry website:

<http://www.mshp.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

# Baptist Bible College Alcohol and Drug Policy

## Alcohol and Drug Policy

Maintaining our personal health and mental well-being is an essential part of our commitment at Baptist Bible College to serve Christ. As a demonstration of that commitment, we expect everyone in our college community (including employees, resident students, and commuter students), while on or off campus property, to refrain from the manufacture, possession, use or distribution of illegal drugs, synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner), alcoholic beverages and tobacco products and to avoid the abuse of prescription or nonprescription drugs. Providing, purchasing, attempting to purchase, or facilitating the purchase of alcoholic beverages is likewise prohibited. "Use" includes consumption by any means. Students are considered "in possession" and responsible for alcoholic beverages that have been determined to be on their person or in their residence or vehicle. Consistent with Missouri law, the College prohibits the use or possession of an alcohol beverage vaporizer. The College reserves the right to check for compliance with this alcohol policy.

We offer support services to students and employees who may be struggling with this area of their commitment to a Christian lifestyle. Students are encouraged also to seek prayer, guidance and encouragement from members of the faculty and Student Life staff. They can seek Christian counseling services and health through our deans department, our counseling department, and other qualified staff and faculty members. There is no charge for these short-term counseling and health services, and confidentiality is guarded carefully. No information is shared with anyone without the client's permission. Students or employees needing long-term therapy will be referred to professionals off campus at their own expense.

Those who violate our College standards, city ordinances, or state or federal statutes regarding the manufacture, possession, use or distribution of illegal drugs, synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner), alcoholic beverages, tobacco products, or the abuse of medications will be subject to disciplinary action, including discharge for employees and dismissal for students.

If found to be in violation of Baptist Bible College standards but permitted to continue as a part of a probationary status, the student may be subject to mandatory counseling (on or off campus), periodic inspections and/or supervised, random drug tests at a medical facility over a given period of time. The student will be responsible solely for costs of the drug screens and off-campus counseling.

Any member of the Baptist Bible College community who refuses to take a field sobriety test, Breathalyzer test, or drug test, and/or refused to provide consent for Baptist Bible College to be apprised of the testing results, shall be considered to be in violation of the College's Alcohol and Other Drug Policy. "Reasonable cause" for alcohol tests may include the odor of alcohol on a person's breath, slurred speech, glassy eyes, being unsteady or unstable on a person's feet and/or similar observations. Reasonable grounds for drug testing may include, but are not limited to: incoherent, erratic or violent behavior; repeated tardiness and/or absenteeism; drug-related odors on person, clothing, room or vehicle; sudden unexplainable drop in academic or work performance; possession of drug paraphernalia; previous positive drug screen results; being cited for substance abuse violations by College or municipal authorities; a report that is provided by a reliable and credible source regarding use of illegal substance.

Student organizations are under the same legal requirements as individuals concerning local, state and federal laws. Any violation of these laws in conjunction with a student organization activity constitutes a violation of College policy. Violations of policy could result not only in disciplinary action against the individual(s) involved, but also in suspension or loss of College recognition of the organization.

#### **Possession, Use, or Sales of Alcoholic Beverages:**

All students, faculty, and staff, while on or off College property, are expected to refrain from the possession, use or sale of alcoholic beverages. Providing, purchasing, attempting to purchase, or facilitating the purchase of alcoholic beverages is likewise prohibited. "Use" includes consumption by any means. Students are considered "in possession" and responsible for alcoholic beverages that have been determined to be on their person or in their residence or vehicle. Consistent with Missouri law, the College prohibits the use or possession of an alcohol beverage vaporizer. The College reserves the right to check for compliance with this alcohol policy by various means.

It is unlawful to sell furnish, or provide alcohol to anyone under 21 years of age. The possession of alcohol, including possession by consumption, by anyone under 21 years of age is illegal. Individuals violating these policies may be subject to sanctions by Baptist Bible College, criminal prosecution, fine and imprisonment.

#### **Illegal Drug Possession:**

Everyone in the Baptist Bible College community (including employees, resident students, and commuter students), while on or off campus property, is expected to refrain from the manufacture, possession, use or distribution of illegal drugs. Purchasing, attempting to purchase, or facilitating the purchase of illegal substances is likewise prohibited. Students are considered "in possession" and responsible for illegal substances found on their person or in their residence or vehicle. Possession of drug paraphernalia is prohibited. If an illegal substance is suspected, the College policy is to investigate and if illegal drugs are found, to call Springfield

Police, and secure the area until their arrival. Individuals violating these polices may be subject to sanctions by Baptist Bible College, criminal prosecution, fine and imprisonment.

### **Policy**

Maintaining our personal health and mental well-being is an essential part of our commitment at Baptist Bible College to serve Christ. As a demonstration of that commitment, we expect everyone in the Baptist Bible College community (including employees, resident students, and commuter students), while on or off Campus property, to refrain from the manufacture, possession, use or distribution of illegal drugs, synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner), alcoholic beverages and tobacco products, and to avoid the abuse of prescription or nonprescription drugs. This policy also applies to all guests while visiting on our campus or attending College sponsored events outside of the campus. As Christians, we believe that this commitment to abstinence is a responsible way to avoid the alcohol and drug abuse problems that cause such great damage and cost to our society and its families.

### **Support Services**

We offer support services to students and employees who may be struggling with this area of their commitment to a Christian lifestyle. We offer support services to students and employees who may be struggling with this area of their commitment to a Christian lifestyle. Students are encouraged also to seek prayer, guidance and encouragement from members of the faculty and Student Life staff. They can seek Christian counseling services and health through our deans department, our counseling department, and other qualified staff and faculty members. There is no charge for these short-term counseling and health services, and confidentiality is guarded carefully. No information is shared with anyone without the client's permission. Students or employees needing long-term therapy will be referred to professionals off campus at their own expense.

Off-campus community counseling and treatment services are available from the following organizations at a potential cost to the student:

Burrell Behavioral Center, Main Center 417-761-5000, 1300 E Bradford Parkway, Springfield, Missouri 65804

Burrell North Clinic 417-761-5820, 1423 N Jefferson Ave Suite D-200 Springfield, Missouri 65802

Cox Medical Center North, 1423 N. Jefferson Ave., Springfield, MO 65802, 417/269-3000

Cox Center for Addictions, Cox North, 1423 N. Jefferson Ave., Springfield, MO 65802, 417/269-2273 phone

Mercy Behavioral Health - Springfield, 1235 E. Cherokee, Springfield, MO 65804 (417) 820-2000

Mercy Marian Center, 1845 Rogers, Springfield, MO 65804, Phone: (417) 820-7447

Southwestern Regional Office, Division of Behavioral Health, 149 Park Central Square, Suite 910, Springfield, MO 65806, Phone: (417) 895-6328

### **Consequences for Violations of this Policy**

For a few, it is sometimes necessary to be confronted and to experience consequences before they recognize that their actions and habits are detrimental to their Christian witness, their own health, and the well-being of the community. In compliance with our own standard as well as the local, state and laws, we advise both traditional and nontraditional students as well as employees that the following consequences will occur when the policy is violated:

1. Students or employees who violate city ordinances or state or federal statutes law regarding the manufacture, possession, use or distribution of illegal drugs, synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner), alcoholic beverages, tobacco products or medications will be reported to the legal authorities.
2. Those who violate Baptist Bible College standards, city ordinances or state or federal statutes regarding (a) the manufacture, possession, use or distribution of illegal drugs, synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner), alcoholic beverages or tobacco products or (b) the abuse of medications will be subject to disciplinary action, including discharge for employees and dismissal for students.
3. If found to be in violation of Baptist Bible College standards but permitted to continue as a part of the community on probationary status, the student may be subject to mandatory counseling (on or off campus), periodic inspections and/or supervised, random drug tests at a medical facility over a given period of time. The student will be responsible solely for costs of the drug screens and off-campus counseling.
4. Any member of the Baptist Bible College community who refuses to take a field sobriety test and/or a Breathalyzer test, when asked to submit to either or both by one of our College Safety and Security Officers for reasonable cause, shall be considered to be in violation of the College's standards prohibiting the possession, use, or distribution of alcohol. "Reasonable cause" includes the odor of alcohol on a person's breath, slurred speech, glassy eyes, being unsteady or unstable on a person's feet, and/or similar observations.
5. Any member of the Baptist Bible College community who refuses to submit to a drug test or refuses to provide written consent permitting Baptist Bible College to be apprised of the testing results, shall be considered to be in violation of the College's illegal drug policy. Reasonable grounds for drug testing may include, but are not limited to: incoherent, erratic or violent behavior; repeated tardiness and/or absenteeism; drug-related odors on person, clothing, room or vehicle; sudden unexplainable drop in academic or work performance; possession of drug paraphernalia; previous positive drug screen results; being cited for substance abuse violations by College or municipal authorities; a report that is provided by a reliable and credible source regarding use of illegal substance.

6. Student organizations are under the same legal requirements as individuals concerning local, state, and federal laws. Any violation of these laws in conjunction with a student organization activity constitutes a violation of College policy. Violations of policy could result not only in disciplinary action against the individual(s) involved, but also in suspension or loss of College recognition of the organization.

### **Special Obligations of Employees and the College:**

**1. Employer's statement:** All Baptist Bible College employees are notified hereby that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and that a violation of this prohibition shall result in immediate disciplinary action up to and including discharge.

**2. Conditions of employment:** As a condition of employment, all Baptist Bible College employees must:

- (1) Abide by the terms of the prohibition referred to in the preceding paragraph; and
- (2) Notify the College (your supervisor or above) of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

**3. Employer's obligations:** Notification of agency - The College will notify the appropriate persons within the College within 10 days after receiving the 5-day notice from an employee referred to in the preceding paragraph or upon otherwise receiving actual notice of such a conviction.

Responsive action - Within 30 days of receiving notice from an employee of a criminal drug statute conviction for a violation occurring in the workplace, the College shall, with respect to any employee who is so convicted: (1) take appropriate personnel action against such an employee, up to and including termination; or (2) require such employee to participate satisfactorily in a drug abuse assistance or a rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. Definitions: 1. "College activities" are defined as those activities that are sponsored by a College department or are sponsored by a recognized student organization. 2. "College property" is defined as College-owned or leased grounds, facilities, or vehicles

### **Description of Local, State and Federal Legal Sanctions:**

**Local sanctions**--Springfield City Code prohibits the following alcohol-related offenses: Possession by persons under 21 years of age of any beer, wine or intoxicating liquor. Section 10-4 of the Springfield City Code. Open containers of alcoholic beverages in motor vehicles within the passenger compartment of any motor vehicle that is being operated upon a public way. Section 10-8 of the Springfield City Code. Possession, sale or consumption of alcoholic beverages in certain public places. No person may sell, give away, purchase or dispense any intoxicating liquors on public streets or alleyways, nor may any person sell, dispense, give away,

offer to sell or possess or consume any alcoholic beverage in any city park. No person shall sell, purchase, dispense or possess 37 Alcohol and Drug Policy any alcoholic beverages on school property, on the Downtown Pedestrian Shopping Mall or in Ozark Jubilee Park or Courthouses. Section 78-4 of the Springfield City Code. Consumption or possession of alcoholic beverages. No person may possess or consume any alcoholic beverage on any business premise except those licensed by the city to sell alcoholic beverages. Section 78-189 of the Springfield City Code. Each of the above offenses is punishable by a fine of up to \$1,000 or imprisonment up to 180 days, or both fine and imprisonment. Sections 1-7 of the Springfield City Code.

**State Sanctions**--Missouri statutes prohibit the following acts: Missouri Liquor Laws The Liquor Control Law for the State of Missouri (311 RSMo.) provides that any person under the age of 21 years who purchases, attempts to purchase or has in his/ her possession any intoxicating liquor is guilty of a misdemeanor (311.325 RSMo). Anyone who shall procure for, sell, give away or otherwise supply intoxicating liquor to any person under the age of twenty-one years is guilty of a misdemeanor (311.310 RSMo). Anyone 17 - 20 years old that uses a fake ID to obtain alcohol is also guilty of a misdemeanor (311.320 RSMo). Under current Missouri law, a subject under the age of 21 who is visibly intoxicated can be arrested without being in physical possession of the intoxicating beverage. A person who has been convicted of a misdemeanor may be subjected to a fine ranging from \$50.00 to \$1,000.00 and/or imprisonment for up to one year (311.880 RSMo.).

**Driving While Intoxicated (DWI)** in Missouri (RSMo. 577) A person commits the crime of "driving while intoxicated" if he/she operates a motor vehicle while in an intoxicated or drugged condition (577.010.1 RSMo.). A person is in an "intoxicated condition" when he/she is under the influence of alcohol, a controlled substance, or drug, or any combination thereof (577.001 RSMo.). An individual is considered intoxicated with any amount of a controlled substance or other specific drugs in their system. If you are stopped by an officer of the law in Missouri, you may be subject to receive a DWI: • If you drive with a blood alcohol concentration (BAC) of .08 or higher (regardless of whether your driving ability was actually impaired 577.012 RSMo.); or It is determined that your driving ability is impaired (even though you may be under the .08 limit). First offense is a class B misdemeanor subject to a fine up to \$500 and/or 6 months imprisonment (577.010 RSMo.). A defendant found guilty must also participate in a Substance Abuse Traffic Offender Program (SATOP) (577.049 RSMo.) Multiple offenses offense range from a class A misdemeanor (a fine up to \$1,000 and/or 1 year imprisonment) up to class B felony (15 years in prison 577.023 RSMo.). After multiple offenses Missouri law typically requires a driver to install an ignition interlock device on a vehicle after reinstatement of a driver's license for 6 months (577.600 RSMo.).

**Refusal to Take Blood Alcohol Test** - Missouri law specifies that if you are driving a vehicle, you have given consent to submit to a chemical test for the purpose of determining the amount of alcohol in your blood (577.020 RSMo.). Refusal to take a test could result in the suspension of your license for one year (577.041 RSMo.).

**Missouri Abuse and Lose Law (Drivers Under 21)** In Missouri, the BAC limit for drivers who are under 21 is .02. Penalties include suspension of license 90 days (first offense); 1 year (any subsequent offense). The Abuse and Lose Law also includes the possession or use of alcohol and or drugs while driving or using a fake ID (see 577.500 & 577.525 RSMo. for more info.). Alcohol & Drug Statute Review 2013 Revised: March 16, 2015

**Missouri Administrative Sanctions** (RSMo. 302 specifically 302.500 – 302.540 ) 38 Individuals arrested for driving while intoxicated, driving with a blood alcohol content of .08 or higher, or driving under the influence of drugs (DUID) are processed administratively as well as criminally (302.505 RSMo.). A driver license is suspended or revoked for 90 days for the first offense. A driver convicted of a second alcohol or drug-related offense, regardless of the length of time between convictions, will normally receive a 1-year revocation for accumulation of points. A driver convicted a second time for an alcohol or drug -related offense within a five-year period may also receive a 5-year license denial (302.525 RSMo.). A driver convicted 3 or more times for an alcohol or drug related offense will receive a 10-year license denial (302.060 RSMo.). The license reinstatement process will include a SATOP along with other requirements prior to reinstatement (302.540, 302.304, & 302.541 RSMo.). (See the Missouri Department of Revenue’s DWI website for more information on revocations, suspensions and multiple offenses).

**Missouri Drug Laws:** The manufacturing, possessing, sale, distribution and use of illicit drugs (i.e. controlled substance or imitation controlled substance) are prohibited by state law (195 RSMo). Penalties for first time offenses for a drug possession violation can range from a fine of \$1,000 to life imprisonment. Other prohibited acts include possession with intent to use drug paraphernalia and advertising the sale of drug paraphernalia. The following table gives information on penalties and fines for specific drug crimes in Missouri (see 195.010 RSMo for definitions and 195.017 RSMo for the scheduling information of controlled substances and RSMo 558.001 for Sentencing and imprisonment and RSMo 579.000 for more offenses and penalties)

**Federal sanctions--United States Code prohibits the following acts:**

**Alcohol offenses:** Legal sanctions for the unlawful possession or distribution of alcohol are found primarily in state and local law.

**Illegal Drug Offenses:**

(1) Simple possession. It is illegal for any person to knowingly or intentionally possess a controlled substance unless obtained by a valid prescription. 21 U.S.C. ~844.

(2) Violations of this section are punishable by imprisonment for up to 1 year, a minimum fine of \$1,000, or both. After a prior conviction for any drug offense, the violator shall be imprisoned for a term of at least 15 days and not more than 2 years and fined a minimum of \$2,500. A third conviction carries a penalty of imprisonment for at least 90 days but no more

than 3 years and a minimum fine of \$5,000. A person convicted under this subsection for the possession of a mixture or substance which contains cocaine base shall be imprisoned not less than 5 years and not more than 20 years, and fined a minimum of \$1,000, if the conviction is a first conviction under this subsection and the amount of the mixture or substance exceeds 5 grams.

(3) Where a person at least 18 years of age distributes a controlled substance to any person under 21 years of age, or where a person possesses with intent to distribute, distributes or manufactures a controlled substance in or on, or within 1000 feet of a public or private elementary, secondary, vocational or public or private college, junior college or university, or playground or housing facility owned by a public housing authority, or within 100 feet of a youth center, public swimming pool or video arcade facility, the punishment shall be twice the maximum punishment provided in 21 U.S.C. 841, which provides in part 1, such person shall be sentenced to a term of imprisonment which may not be less than 10 years or more than life and if death or serious bodily injury results from the use of such substance shall be not less than 20 years or more than life, a fine not to exceed the greater of that authorized in accordance with the provisions of title 18 or \$4,000,000 if the defendant is an individual or \$10,000,000 if the defendant is other than an individual, or both.

(4) Any person convicted of a drug offense under these federal laws shall forfeit to the government any property derived from or obtained directly or indirectly as a result of the violation, or any property used to commit or facilitate the violation. 21 U.S.C. ~853.

(5) Ineligibility to receive or purchase a firearm. 18 U.S.C. ~922(g).

(6) Miscellaneous: Revocation of certain federal licenses and benefits, e.g. pilot licenses, public housing tenancy, are vested within the authority of individual federal agencies.

### **Health Risks Associated with Use of Illegal Drugs and Abuse of Alcohol:**

#### **Alcohol:**

(1) Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

(2) Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large

quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver.

(3) Infants and children develop fetal alcohol syndrome (FAS) as a result of maternal alcohol intake during pregnancy. In severe cases, children with FAS are born with physical abnormalities and mental retardation. But 42 central nervous system damage leading to learning problems, lack of impulse control, hyperactivity and emotional/social difficulties in children can occur with even small amounts of maternal alcohol intake. There is no safe level of alcohol consumption during pregnancy. [Paragraph 1.c. revised 10-12-04.]

### **Cannabis:**

(1) All forms of cannabis have negative physical and mental effects. Several regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat and increased appetite.

(2) Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are "high." Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis.

(3) Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

(4) Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

### **Inhalants:**

(1) The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, and lack of coordination and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrates cause rapid pulse, headaches and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage.

(2) Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

(3) Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

**Cocaine:**

- (1) Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose.
- (2) Injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases.
- (3) Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion.
- (4) Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly.
- (5) Crack or freebase rock is extremely addictive and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures.
- (6) The use of cocaine can cause death by cardiac arrest or respiratory failure.

**Other stimulants:**

- (1) Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headaches, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination and even physical collapse.
- (2) An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.
- (3) In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify the effects.
- (4) Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. The symptoms usually disappear when drug use ceases.

**Depressants:**

- (1) The effects of depressants are in many ways similar to the effects of alcohol. (Since alcohol is a depressant) Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks.

(2) The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death.

(3) Babies born to mothers who abuse depressants during pregnancy may be physically dependent on drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

### **Hallucinogens:**

(1) Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movements are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last 6 months to a year following prolonged daily use. Mood disorders-- depression, anxiety and violent behavior--also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, as well as heart and lung failure.

(2) Lysergic acid (LSD), mescaline and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

### **Narcotics:**

(1) Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possible death. Tolerance to narcotics develops rapidly and dependence is likely.

(2) The use of contaminated syringes may result in disease such as AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

### **Designer Drugs:**

(1) Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to

produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.

(2) Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphorants. They can produce severe neurochemical damage to the brain. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations and impaired perception.

*Description of Health Risks was obtained from "What Works: Schools without Drugs," United States Department of Education, 1989.*

**Program Review:**

Baptist Bible College will conduct a biennial review of this program to determine its effectiveness, make changes where necessary and ensure that it is consistently followed.

**Program Notification:**

Every student receives a copy of this policy annually in conjunction with registration for classes and every employee of Baptist Bible College shall receive a copy of the Drug and Alcohol Abuse Prevention Program annually. Additional copies of the program can be obtained from the office of the Director of Safety and Security and Human Resources.

# FBI Uniform Crime Report & Hate Crime Definitions

Crime definitions from the summary reporting system (SRS) user manual from the FBI's UCR program:

**Criminal Homicide**—a.) Murder and non-negligent manslaughter: the willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded. The program classifies justifiable homicides separately and limits the definition to: (1) the killing of a felon by a law enforcement officer in the line of duty; or (2) the killing of a felon, during the commission of a felony, by a private citizen. b.) Manslaughter by negligence: the killing of another person through gross negligence. Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities are not included in the category Manslaughter by Negligence.

**Forcible rape**—The carnal knowledge of a female forcibly and against her will. Rapes by force and attempts or assaults to rape, regardless of the age of the victim, are included. Statutory offenses (no force used—victim under age of consent) are excluded.

**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 or violence and/or by putting the victim in fear.

**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. Simple assaults are excluded.

**Burglary (Breaking or Entering)**—The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

**Motor Vehicle Theft**—The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

**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 of another, etc.

**Weapons (carrying, possessing, etc.)**—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. Attempts are included.

**Sex offenses (except forcible rape, prostitution, and commercialized vice)**—Offenses against chastity, common decency, morals, and the like. Incest, indecent exposure, and statutory rape are included. Attempts are included.

(a) **Fondling**- The touching of the private body parts of another person for the purpose 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.

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

(c) **Statutory Rape**— Sexual intercourse with a person who is under statutory age of consent.

**Drug abuse violations**—The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The following drug categories are specified: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics that can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

**Liquor laws**—The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Federal violations are excluded.

Crime definitions from the Hate Crime Data Collection guidelines and Training Manual From the FBI's UCR Program: A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim involving the following crime types; Murder and Non-negligent Manslaughter; sexual assault; robbery; as well as the following defined crimes: Larceny-Theft (Except Motor Vehicle Theft)- The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded. 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, severe laceration, or loss of consciousness. 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. Destruction/Damage/Vandalism of Property- To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Although there are many categories of bias, under the Clery Act, only the following eight categories are reported:

**Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

**Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

**Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

**Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

**Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender nonconforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

**Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

**National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

**Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

# Fire Safety and Emergency Evacuations

## Fire Safety Systems in On-Campus Housing Facilities

At Baptist Bible College, all residence dorms and apartments are continuously monitored by an addressable fire detection system. Smoke detectors are located in the hallways, rooms, breezeways, and lobbies. Manual pull stations and/or door alarms are available at each exit point.

## Fire Safety Education and Training

The Director of Safety and Security provides a fire safety and security procedures, tips, and training update each semester. This education and training update is provided to students, faculty, and employees in a designated chapel service.

## Fire Drills

Fire drills are conducted each semester in the Administration Building. The number of fire drills held during the previous calendar year are listed on the table below.

Year	Semester	Frequency
2017	Spring Semester	1
2017	Fall Semester	1
<b>TOTAL</b>		<b>2</b>

## Policy on Portable Electrical Appliances, Smoking, and Open Flames in Dormitories:

- **Portable Electrical Appliances** – Students may use microwaves, hot pots, coffee pots, small toasters, and irons. A student may bring a refrigerator no larger than 3.5 cubic feet in size. No other appliances are permitted, unless approved by the Office of Student Life (refer to the Student Handbook, page 19).
- **Smoking** – Smoking is a violation of the BBC Student Covenant and is not permitted anywhere on campus.
- **Open flames** – Open flames (e.g. burning candles, lighters, etc.) are not permitted in student housing (dormitories or apartments).

## Procedures for Student Housing Evacuation in the Case of a Fire Alarm.

In the event of a fire alarm, students should evacuate using the closest available exit and assemble in a safe area away from the dormitory or apartment building.

## **Policies regarding fire safety notification and emergency evacuation for students and employees.**

### **Fire or Explosion:**

1. Activate any fire alarms in the vicinity.
2. Call 911 first and then Campus Security if possible.
3. If you have proper training, use a fire extinguisher before evacuating only if it is possible to do so without jeopardizing your personal well-being, and the fire is small or just beginning.
4. In smoky conditions, crawl, staying near the floor; touch closed doors before opening them to see if they are hot from a fire on the other side.
5. If there is time, close all windows and doors, turn off all electrical circuits and gas valves.
6. Do not lock doors or use elevators.
7. Leave the building (assist any persons with mobility impairments out of the building or at least to safe refuges [e.g. stairwell landings]) and assemble outside the building. Immediately determine if everyone is present.
8. Inform emergency and Public Safety personnel of the locations of any people who may still be in the building (e.g. physically impaired).
9. The building may be re-occupied upon issuance of an "all clear" signal by Safety and Security.

### **Fire Alarms:**

All students MUST leave a campus building immediately when a fire alarm sounds. Fire Doors: According to the City Fire Marshal stairwell doors must not be left open. Fire Safety Systems: Misusing or committing pranks involving fire safety systems (e.g., building or floor fire/ smoke alarms, fire extinguishers and electrical panels) is prohibited and typically results in suspension. Students violating this standard may be prosecuted also by the City of Springfield, as this is a violation of Springfield city ordinances. Municipal Ordinance #F109-3 provides that such a person will be issued a citation and a summons to appear in court. The penalty is six months in jail and/or a \$500 fine. If a fire truck responds to the false alarm, the penalty is six months in jail and a \$500 fine. In addition, the Fire Marshal states that when the pulling of a fire alarm as a prank results in the evacuation of over ten persons from a building, it can be considered a "terrorist threat." This is a Class "C" Felony and, as a federal offense, would be turned over to the FBI for prosecution.

### **Smoke Detectors:**

Tampering with smoke detectors, including removing the batteries or disabling them in any way, is prohibited. These things are important to let us know if there is a fire (or you have mistakenly burned food)! Fires, regardless of size or damage, must be reported immediately to Safety and Security at 417-268-6022.

# Campus Fire Safety Statistics

## 2017 Fire Safety Statistics & System Description by Location

Residential Hall	# of Fires	Cause	Injuries	Deaths	Property Damage Value
<b>Donnelson Dormitory</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
Fire Safety System Description: Central alarms in hallways/local alarms in each residential room					
<b>Harper Dormitory</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
Fire Safety System Description: Central alarms in hallways/local alarms in each residential room					
<b>Smith Dormitory</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
Fire Safety System Description: Central alarms in hallways/local alarms in each residential room					
<b>Vick Dormitory</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
Fire Safety System Description: Central alarms in hallways/local alarms in each residential room					
<b>Woodworth Dormitory</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
Fire Safety System Description: Central alarms in hallways/local alarms in each residential room					
<b>Zimmerman Dormitory</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
Fire Safety System Description: Central alarms in hallways/local alarms in each residential room					
<b>A Apartment Building</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
Fire Safety System Description: Central Alarms with pull stations					
<b>B Apartment Building</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
Fire Safety System Description: Central alarm connected to pull station / local alarms in each residence					
<b>C Apartment Building</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
Fire Safety System Description: Central Alarms with pull stations					
<b>D Apartment Building</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
Fire Safety System Description: Central Alarms with pull stations					
<b>Rental House A</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
Fire Safety Description: Local Alarms					
<b>Rental House B</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>
Fire Safety Description: Local Alarms					

All incidents of fire should be reported to the appropriate governing authorities and BBC Campus Security (417-268-6022) for annual statistical disclosure.

# Emergency Action Plans

## **Fire or Explosion:**

1. Activate any fire alarms in the vicinity.
2. Call **911** first, then call Campus Security at 417-268-6022, if possible.
3. If you have proper training, use a fire extinguisher before evacuating only if it is possible to do so without jeopardizing your personal well-being, and the fire is small or just beginning.
4. In smoky conditions, crawl, staying near the floor; touch closed doors before opening them to see if they are hot from a fire on the other side.
5. If there is time, close all windows and doors, turn off all electrical circuits and gas valves.
6. Do not lock doors or use elevators.
7. Leave the building (assist any persons with mobility impairments out of the building or at least to safe refuges [e.g. stairwell landings]) and assemble outside the building. Immediately determine if everyone is present.
8. Inform emergency and Public Safety personnel of the locations of any people who may still be in the building (e.g. physically impaired).
9. The building may be re-occupied upon issuance of an "all clear" signal by Safety and Security.

## **Tornado:**

Immediate shelter can be taken in the lowest level of the building you are in, away from doors and windows. Suggested shelters are indicated by tornado signs. Take a flashlight, a battery operated radio, and tune in a local emergency broadcast station. If the tornado is upon you, crouch down and cover your head to avoid flying debris.

## **Active Shooter:**

Designate ONE person to contact Safety and Security immediately at 417-268-6022. Lock the doors and seek shelter in the classroom or an office. Try to remain out of sight and behind a substantial structure. Remain in place until police and Safety and Security Officers clear the building. When told to leave the building, keep your hands in the air and clearly visible.

# Emergency Communication and Testing

## **Emergency Communication**

If there is an immediate threat to the health or safety of students or employees occurring on campus, BBC will follow its emergency notification procedures. BBC will provide adequate follow-up information to the campus community as needed. BBC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Any information disseminated to the larger community will be publicized by the Vice President of Student Affairs or designee. BBC Safety & Security will work in cooperation with the administration and local authorities to determine the validity of a safety/crime alert and what information is essential for safety/crime notification. The Director of Safety & Security or designee will be responsible for initiating official campus emergency communications. The process that the Department Safety & Security will follow in notifying the campus community will include the following steps:

1. Confirm that there is a significant threat to the health and safety of the campus community.
2. Determine the appropriate segment(s) that should receive notification.
3. Determine the content of the notification.
4. Initiate the Emergency Communication.

## **Emergency Plan Testing**

BBC will test the emergency action plan at least once annually. Tests may be announced or unannounced. The Safety and Security department will document, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced. BBC will publicize its emergency response and evacuation procedures at least one test per calendar year.