

This report is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act.

The college will comply with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”. Any questions related to the implementation or the compliance of this public law (34 CFR part 668) should be directed to the Vice President for Student Development located in Welch Hall. The Executive Director of Campus Safety has been designated as the Campus Security Survey Administrator (CSSA) for the Campus Crime and Security Survey that will be conducted between August 21, and October 13, 2007 by the U.S. Department of Education. This survey will collect data about the level and nature of crime on our institution’s campus for the 2007 calendar year. Providing this information is required under section 485 of the Higher Education Act of 1965, as amended, as a condition of our institution’s continued participation in the Federal Student Financial Assistance Programs. Once the institution’s data has been submitted the Department of Education, staff will review the survey data. After it has been reviewed, the data will be available to the general public at <http://ope.ed.gov/security> . Campus Crime Data is collected through incident reports written by the Campus Safety Department and information gathered from Campus Student Authorities. The Executive Director of Campus Safety will oversee the preparation and distribution of the annual report covering the last three years. The annual report will be distributed to the Central Bible College community by email and on the Campus Safety website. It will also be available upon request in printed form from the Campus Safety Office.

Campus Safety Department

It is essential for any institution of a higher learning to maintain an environment in which there exists a positive atmosphere and sense of well-being. Members of the academic community must perceive that they are being well-protected, well-cared for, and secure in their environment. Only when this perception is established can the institution's primary missions of learning and teaching be achieved. The Campus Safety Department is maintained to preserve public peace and order, to protect all college personnel, students, campus visitors, and property from crime and safety hazards, to enforce all campus rules and regulations and all applicable laws and ordinances, and to provide a safe and secure atmosphere where students and employees are able to pursue their educational goals. The officers of the department will handle all requests for services professionally, courteously, and conduct their official and private lives in a way that will bring honor to Christ. The department's public safety role insures that members of the Central Bible College community enjoy a high degree of protection from personal harm and security for their property.

This protection manifests in around-the-clock patrol of the college campus, crime prevention, personal safety awareness programs and constant attention to the correction of potentially hazardous conditions. In fulfilling its rules enforcement responsibilities, the department strives to insure that the peace and order of the college community is

maintained at all times. Through enforcement of the college's rules, regulations and policies, as well as state and local laws, the department protects the Central Bible College community from the unlawful, dangerous or negative acts of any individual or group. The prevention of such acts, or the apprehension and adjudication of persons committing them, serves to maintain the desired academic setting necessary for a college with regard to security, the department's major emphasis rests with the campus physical facilities and the properties within. Continuous security checks of the facilities, both exterior and interior patrolled, are maintained in order to achieve the maximum protection necessary for each building and the occupants inside.

Service to the Central Bible College Community

A most important facet of the department's overall purpose is in the area of service to the community. This includes emergency and general services. This service function extends to the assistance of the main goal of providing a thriving and successful academic institution. Many of the programs and projects necessary to reaching this goal must be cooperative ventures with the various academic departments and other support departments of the college who are striving toward this one main goal. The Campus Safety Department places a high degree of priority on co-operation with the various departments of the college. In fulfilling the responsibilities associated with its purpose for existence. The department recognizes the overall academic mission. Concern for the community well-being, a desire to provide service and assistance whenever possible, and a constant desire to support the academic environment are all factors that are inherent in the department's daily operations and policies. Job responsibilities include, but not limited to:

- Provide assistance to students, faculty and visitors whenever possible, including security escorts whenever requested
- Daily lock up and unlocking of campus facilities
- Property patrols
- Provide assistance for special events within overtime restrictions
- Provide safe on campus traffic flow, through education, observation and reporting
- Provide safe and adequate parking, through education, observation and reporting
- Notify respective department heads of problems dealing with grounds and facilities of Central Bible College
- Log and report any improper activity involving Central Bible College personnel, students, or visitors
- Assume and maintain immediate authority on duty at or near the scene of an emergency situation, complying and helping with the local authorities in an investigation Campus Safety recommends that students and personnel routinely examine their room or office and notice any potential hazards that can be corrected to maintain an appropriate and safe environment. Here are some basics:
 - Locking doors when working alone at night
 - Notifying Campus Safety when working alone at night

- Ensuring that doors and windows are closed and locked when vacating a room or office
- Carrying office keys with you at all times
- Requesting a safety escort from Campus Security when walking to and from buildings after dark
- Locking vehicles when not in use
- Securing personal property. Do not leave purses, backpacks and other personal property unattended, especially in rooms and offices with open doors or other common-use areas such as the dining commons

Campus Safety Authority

Central Bible College Campus Safety officers have been granted administrative authority to investigate illegal acts occurring on campus reporting to the Vice President for Student Development. If a student commits a minor offense involving college rules and regulations, the department will refer the individual to the Office of the Vice President for Student Development. Parking infractions and fines are administered by the Campus Safety Department. Campus Safety officers do not make arrests; the Campus Safety Department maintains a working relationship with local law enforcement authorities. Officers do have the right to detain and identify an individual on college property. All criminal offenses such as homicide, sexual assault, robbery, aggravated assault, auto theft, burglary, hate crimes etc. are reported to the Springfield Police Department for investigation and resolution as per the Jeanne Clery Act.

To report a crime:

Contact the Campus Safety Office at extension 1161. Please call the Campus Safety Office before dialing 911. This enables us to determine if an emergency exists and assists Law Enforcement or emergency personnel when they arrive on campus. In most occasions, they are not familiar with our campus and will need Campus Safety to direct them to the proper location. A person should contact Campus Safety if they see any suspicious activity or when people are seen in the parking lots or loitering around vehicles, inside buildings or around the residence halls. They should be reported to the Campus Safety Department immediately. For off campus crimes call 911.

Confidential Reporting Procedure:

If you are the victim of a crime and do not want to pursue action within the college's Campus Safety Department or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Executive Director for Campus Safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With

such information, the college can keep accurate records 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 crimes statistics for the institution.

Limited Voluntary Confidential Reporting:

The Central Bible College Campus Safety Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Springfield Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Central Bible College Campus authorities, as identified below:

Jim Vigil - Vice President for Student Development
Damon Duran - Resident Director of Men
Kate Drackett - Resident Director of Women
Deonna Crabtree – Executive Director for Counseling
Brian Page - Counselor
Alan Baker - Campus Pastor

Campus “Pastoral Counselors” and “Campus Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Access Policy

During business hours, the college (excluding the residence halls) will be open to students, parents, employees, contractors and guests. During non business hours access to all college facilities is by proximity card or key, if issued, or by admittance via the Department of Campus Safety or Resident Life Staff. In the case of extended closing, the college will admit only those with prior written approval (room log) to all facilities. Evans Hall is secured after business hours and access is controlled by those with authorized proximity card access or key access. The residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock. Entry into the residence halls is controlled and monitored by the Campus Safety Office. A curfew report is automatically sent to the Resident Directors, Vice President for Student Development and the Director of Campus Safety. The Library, Fitness Center, and the Zimmerman building have individual hours, which may vary at different times of the year. Emergencies may necessitate changes or alterations to any posted schedule.

Lockdown Policy

April 16, 2007 and February 14, 2008 are two dates that have changed college campuses nationwide. On April 16, 2007 a student entered the Virginia Tech campus and took the lives of thirty three people and wounded many others. Valentine's Day, February 14th, 2008, will be remembered at Northern Illinois University as the day a young man walked on stage in a lecture hall and shot 21 people, killing five and himself. These tragic events have dictated the need for enhanced training to be provided to staff and students to increase their chances of surviving a surprise attack by an Active Shooter. During these types of events the first responders are the people inside the crisis. Utilizing this knowledge Central Bible College is implementing the A.L.I.C.E. program. This program enhances current "Lockdown" procedures used frequently in educational institutions throughout the nation.

The program is designed to give a person or group of people who may find themselves in a potentially life threatening situation, some mental and physical tools that could play a vital role in their survival. The program is designed to equip any person to employ survival strategies for such an encounter. One does not have to be in law enforcement in order to survive a violent encounter, but they do need to have a frame of reference from which to draw from when making life saving decisions under extreme pressure, much like preparing for a school fire, or a tornado.

A.L.I.C.E., an acronym which stands for Alert, Lockdown, Inform, Counter, Evacuate, will give our campus community options to perform as first responders to these crises.

- **Alert** is the initial communication of a campus threat. This communication transcends the campus announcement for securing doors and barricading. An advocate of options, CBC desires to equip its personnel with choices to make an informed decision as to what is needed to survive.
- **Lockdown** is the aggressive use of current procedures; CBC will communicate the initial emergency lockdown message, "*All Campus Immediate Emergency Lockdown*", Follow-up information will continue to inform the campus community.
- **Inform** is the aggressive use of technology, such as the CBCAlert system, and its internal communications system to broadcast updated information as the situation progresses utilizing the surveillance camera system to monitor the situation (installation scheduled for Fall 2009). This secondary information will include details such as what, where, who and any other information. The information will be utilized to assist the campus community in making an informed decision as to what degree of lockdown should be pursued in their designated area.
- **Counter** is a simple strategy in using tactical advantages to aid survival, including swarm, limb control, take-down and distractions. This strategy may not only distract the intruder but also serves to disarm them. The distraction and disarming occur when the resources that are at ones disposal are utilized, for example: pens, pencils, books, laptops, chairs, backpacks, etc. In order to shoot accurately, an intruder must be capable of certain things: See the target, aim the weapon, and squeeze the trigger. By interfering with the skills necessary to effectively shoot,

- the chances of survival are greatly increased. Actions along these lines are much more warranted than passively huddling in a corner with no other recourse.
- **Evacuate** provides permanent security by giving an opportunity and location for constituents to vacate the area as quickly and safely as possible. The determination for evacuation is based upon the information being gathered and distributed. A location away from the threatened area must be sought (Designated Safe Zones: Maranatha Manor chapel parking lot or the South-Southwest side of the Fair Grounds).

This self-confidence, along with prior planning and practice is effective in combating the initial fear associated with the element of surprise that can be debilitating and fatal.

Campus Safety Lock-Down Procedures

There is a high probability of fear or traumatic reaction among students and staff in response to the potential circumstances surrounding these procedures. It is advisable, therefore, that students and staff be consulted and briefed prior to any drill. However, all personnel working in the building must be familiar with and trained in these procedures.

If an immediate emergency arises, call the Campus Safety Office to inform the college's Crisis Response Team. Follow procedures as specified.

1. Campus Safety personnel will initiate emergency communications procedures.
 - (a) Campus Safety personnel will lock-down all buildings controlled by the proxy system.
 - (b) Campus Safety Department will contact the offices of the President and Vice President for Student Development to assist in additional communication to campus.
 - (c) Campus Safety personnel will activate the lock-down alert / PA system to alert personnel to commence campus-wide lock-down procedures. Emergency message will be, "**All Campus Immediate Emergency Lockdown**". If necessary, additional information will follow.
 - (d) Campus Safety personnel will monitor the camera surveillance system and communicate ongoing details to the campus community during the lockdown.
2. The President's Office will circulate an immediate and urgent mass email to all campus personnel and students informing them of lock-down. Emergency message will be, "**All Campus Immediate Emergency Lockdown**". If necessary, additional information will follow.
3. The Student Development Office will issue the emergency notification system to all campus personnel and students through CBCAlert (Wireless Emergency Notification System) text messaging informing them of lock-down. Emergency message will be, "**All Campus Immediate Emergency Lockdown**". If necessary, additional

information will follow.

Student Development staff will position themselves at the two safe-zone areas (Maranatha Manor Chapel parking lot and the South-Southwest side of the Fair Grounds) to assist students, staff, and faculty as they gather (Counselors-Fairgrounds; Resident Directors-Marannatha).

4. Faculty/Supervisors:

- (a) Faculty/supervisors will lock their class/office doors (utilize push locks), turn off the lights.
- (b) Fire alarms are not to be activated. A fire alarm signals the occupants in the room to evacuate the building and thus may place them in potential harm as they attempt to exit.
- (c) Ensure that students/staff are as safe as possible – create cover in the class/office by keeping students/staff away from and below the level of windows, doors and other exposed areas.
- (d) Prepare students/staff for potential encounter with intruder.
 1. They must rally those in the room to equip themselves with any weapon at their disposal such as a chair, laptop, books, purse, or backpacks.
 2. They must review a plan of action to attack, smother, disarm, and restrain intruder.
- (e) If the intruder enters the room, the faculty/supervisor should orchestrate the following:
 1. Initiate the plan of action with one clear shout that is understood by those within the room to attack the intruder (words such as Spartan! or Attack!).
 2. Lead student/staff to simultaneously attack intruder with make-shift weapons. The intent is to hinder the intruder's aim and intent. With weapons engaged, students/employees are to employ a united rush to smother, disarm and detain the intruder.
 3. Communicate to Campus Safety that intruder has been disarmed and apprehended.
- (f) If intruder is not in the immediate vicinity of specific buildings, personnel within those corresponding buildings will receive direction from Campus Safety personnel to immediately evacuate to the designated safe zone:
 1. Designated Safe Zones: Maranatha Manor chapel parking lot or the South-Southwest side of the Fair Grounds.
 2. Communication will be delivered via the CBCAlert system and the internal communication system.

3. If available, Campus Safety Officers will assist in the relocation of personnel.
 - (g) After being informed by Campus Safety, faculty will resume regular scheduled activities, unless additional information is given.
 - (h) Library occupants should move to a safe location in the basement.
 - (i) Occupants in the Forest Arnold Activity Center and Schmitgall Fitness Center should evacuate to the locker rooms if at all possible.
 - (j) Occupants within Welch Hall who are able to secure their office doors are to remain within their offices.
 - (k) Personnel within Evans Hall must find safety in the following locations:
 1. Basement: IT Department;
 2. First floor: Registration Office & VP offices;
 3. Second floor: available classrooms without glass doors;
 4. Third floor: available classrooms without glass doors. Those in classrooms must remain in that location.
5. Students/Staff:
- (a) Students/ Staff who are in restrooms, hallways or commons areas go to the nearest available classroom/office.
 - (b) Do not sound the fire alarm. A fire alarm signals the occupants in the room to evacuate the building and thus may place them in potential harm as they attempt to exit.
 - (c) Staff and students are to remain quiet and wait for further information.
 - (d) Create cover in the secured room by keeping away from and below the level of windows, doors and other exposed areas.
 - (e) Take initial preparation for potential encounter with intruder.
 1. Those in the room should equip themselves with any weapon at their disposal such as a chair, laptop, books, purse, or backpacks.
 2. They must review a plan of action to attack, smother, disarm, and restrain intruder.
 - (f) If the intruder enters the room the students and staff should initiate the following:
 1. Initiate the plan of action with one clear shout that is understood by those within the room to attack the intruder (words such as Spartan! or Attack!).
 2. Initiate simultaneous attack upon intruder with make-shift weapons. The intent is to hinder the intruder's aim and intent. With weapons engaged,

students/staff are to employ a united rush to smother, disarm and detain the intruder.

3. Communicate to Campus Safety that intruder has been disarmed and apprehended.
- (g) If intruder is not in the immediate vicinity of specific buildings, personnel within those corresponding buildings will receive direction from campus safety to immediately evacuate to the designated safe zone:
1. Designated Safe Zone: Maranatha Manor chapel parking lot or the South-Southwest side of the Fair Grounds.
 2. Communication will be delivered via the CBCAlert system and the internal communication system.
 3. If available, Campus Safety officers will assist in the relocation of personnel.
- (h) After being informed by Campus Safety, faculty will resume regular scheduled activities, unless additional information is given.
- (i) Students in the Bartlett Peterson Dining Commons, smaller utility buildings or open area will seek cover away from and below the level of windows, doors and other exposed areas within the building.
- (j) Students/Staff who are out-of-doors:
1. Unless otherwise instructed – students and staff will move to the alternate campus location: Maranatha Manor Chapel parking lot or the South-Southwest side of the Fair Grounds.
 2. Staff outside at the time of lock down should direct the students and remain with them until informed that the situation is clear.
 3. When instructed that outside students should return to the building – students should return to their last class or designated classroom

Campus Safety personnel will contact 9-1-1 and alert the authorities of the situation. Campus Safety will utilize all available and reasonable means to assess and provide security during lock-down. At the beginning of a potential or actual situation, they will obtain the following information:

1. Exact location.
2. When did the situation begin?
3. Who is involved?
4. Specifically, what is taking place?
5. Identities and number of participants, if known.

If possible, the IT Department will release an emergency notification on the telephone voicemail system and the website in order to supply immediate communication with concerned family members.

When safe to do so, first aid will be provided to any victims until Emergency Responders arrive. When the Police arrive, Campus Safety/Administration will advise them of the situation, actions that have been taken, and follow their instructions. They will assume command.

The college's Crisis Response Team will assemble to determine the nature and extent of the crisis & trauma counseling required. The select campus staff will meet as soon as possible to debrief and develop plans for follow up.

The following should be implemented by the Office of the President:

1. An all-campus meeting in the chapel.
2. Notification to the media. All media contact should be routed to a campus spokesperson designated by the President.
3. When appropriate, resume normal college functions.

Drug Abuse Policy and Penalties

Students enrolled in Central Bible College are subject to disciplinary action for the possession, manufacture, use, sale or distribution (by either sale or gift) of any quantity of any prescription drug or controlled substance or for being under the influence of any prescription drug or controlled substance, except for the use of medication in accordance with the instructions of a licensed physician. Controlled substances include, but are not limited to, marijuana, cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, LSD, PCP, and substances typically known as "designer drugs" such as "ecstasy" or "eve". Possession of paraphernalia associated with the use, possession or manufacture of a prescription drug or controlled substance is also prohibited. The college prohibits the unlawful possession, use, manufacture, or distribution of illicit drugs by employees. The penalty for violation of the college's policy on drug and alcohol abuse may range from a reprimand to suspension without pay for an appropriate period or termination of employment. In addition to sanctions imposed by Central Bible College for violation of the Drug Policy, a student may be subject to regulations of civil authorities. Various local, state and federal regulations prohibit the illegal use, possession, and distribution of illicit drugs and alcohol. The college reserves the right to refer students to court authorities for any behavior that is in violation of the law.

Health Insurance Portability and Accountability Act (HIPAA)

The CBC Counseling and Wellness Center has adopted a Health Information Physical Security Policy that complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Department of Health and Human Services (DHHS)

security and privacy regulations' requirement to protect the security of health information, as well as our duty to protect the confidentiality and integrity of information as required by law, professional ethics, and accreditation requirements. Any questions about this confidentiality and privacy program may be directed to the PHI Privacy/Security Office – Ruth Kaunley, Director of Counseling and Wellness Center or dmcraintree@cbcag.edu . The CBC Privacy Practices Policy can be obtained from the Counseling and Wellness Center. Each student will be supplied with this policy upon receiving their confidential Student Information Form.

H1N1 (Swine) Flu Planning Report

As the H1N1 flu continues to spread around the world, the U.S. Centers for Disease Control (CDC) expects case counts to rise both in the United States and our local area. This increases the likelihood that members of the college community could be exposed to someone with H1N1 flu, as the disease spreads nationally. There have been confirmed cases in all states.

The Central Bible College's website (cbcag.edu) will post daily updates regarding the H1N1 flu

Central Bible College's Response to H1N1 (Swine) Flu

Central Bible College will follow state and national guidelines for preventions, advising, and self-isolation of campus community with influenza-like symptoms.

Central Bible College will educate campus community about how to prevent the spread of the flu on campus. Please contact the Counseling and Wellness Center at ext. 1173 for more information.

The Counseling and Wellness staff will work closely with local and state health authorities to stay informed regarding new developments and recommendations related to the H1N1 flu. Campus wide updates will be provided to the community regarding new information with the H1N1 flu.

Prevention

Good Health Practices

- Get adequate sleep
- Reduce stress
- Stay physically active
- Choose nutritious foods and drink plenty of water
- Wash hands frequently with soap and water
- Maintain clean work and living quarters, with importance placed on high-touch surfaces.

Hygiene and Respiratory Etiquette

- Cover nose and mouth with a tissue when coughing or sneezing (or a shirt sleeve or elbow if no tissue is available).
- Avoid or limit contact with others

H1N1 (Swine) Flu Vaccine

A vaccine to prevent H1N1 flu is not currently available; however a vaccine is expected to be available in October. The Counseling and Wellness Center will update the community with new developments and dates for the H1N1 flu vaccine.

Symptoms of H1N1 (Swine) Flu and When to See a Doctor

Symptoms

H1N1 flu symptoms are similar to other flu strains.

Fever	Body Aches	Fatigue
Cough	Headache	Diarrhea
Sore Throat	Chills	Vomiting

H1N1 flu develops three to five days after a person is exposed to the virus and continues for about eight days. H1N1 flu starts one day before symptoms appear and continues until full recovery.

When to see a doctor

Individuals should see a doctor immediately if:

- They begin experiencing the above symptoms and have traveled to an area where cases of H1N1 flu have been reported. Individuals should inform their doctor of the location and dates of their travels.
- They develop what appear to be H1N1 flu symptoms after being in close contact with someone who has been diagnosed or exposed to the H1N1 flu.

Doctors do not have a fast method to differentiate between H1N1 and other influenza A subtypes.

Considerations for high-risk Individuals

- Individuals at high risk for flu complications who become ill with flu-like symptoms should speak with their health care provider as soon as possible. Early treatment with antiviral medications often can prevent hospitalizations.
- Individuals who are at higher risk of complications from flu if they become ill include those:
 - Age 65 or older
 - Who are pregnant

- Who have asthma, other chronic pulmonary, cardiovascular, hepatic, hematological, neurologic, neuromuscular, or metabolic disorders such as diabetes
- With immunosuppressant (including immunosuppressant caused by medications or by HIV)

For specific information regarding H1N1 flu for students, staff, faculty, and administration please visit the CBC website at <http://cbcag.edu>

Non-Discrimination Policy

Central Bible College does not discriminate on the basis of race, color, national origin, sex, religion, veteran status, marital status, pregnancy, age or disability in the educational programs or activities it conducts. Such programs and activities include but are not limited to admission of students, employment and intercollegiate athletics.

Discrimination is prohibited by Title VI and Title VII of the Civil Right Act of 1964, as amended. Title IX of the Educational Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990, including all subsequent amendments and administrative regulations adopted here under by the Department of Education. Any grievances or complaints regarding these policies may be addressed to the designated officer through the Office of the Vice President for Operations. As a religious educational institution operating under the auspices of the General Council of the Assembly of God, Central Bible College is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.

Sexual Harassment Policy

A specific policy of sexual harassment has been established and applies to administration, faculty, staff and students of Central Bible College. Sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and affects or creates a work environment that is hostile, offensive, or coercive to a reasonable woman or man, as the case may be. The following are examples of conduct that, depending upon the circumstances, may constitute sexual harassment:

1. Unwelcome and unwanted sexual jokes, language, epithets, advances or propositions;
2. Written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual;
3. The display of sexually suggestive objects, pictures, posters or cartoons;
4. Unwelcome and unwanted comments about an individual's body, sexual prowess, or sexual deficiencies;
5. Asking questions about sexual conduct;
6. Unwelcome touching, leering, whistling, brushing against the body, and/or suggestive, insulting or obscene comments or gestures; and
7. Demanding sexual favors in exchange for favorable reviews, assignments, promotions,

or continued employment or promises of the same.

In cases where sexual harassment is suspected or a question exists as to whether a certain behavior constitutes sexual harassment, the affronted party should speak with a member of the Board of Administration. All allegations of harassment will be immediately investigated according to the processes noted above. The college will tolerate neither mishandling of complaints by faculty or administration or other notified and authorized personnel, nor negative behavior responses to an individual after making a complaint or anyone who assists in the investigation of the complaint. Violation of any aspect of the school's policy will result in disciplinary action up to and including dismissal.

SEXUAL ASSAULT PREVENTION AND RESPONSE

Central Bible College does not tolerate nor condone rape and other forms of sexual assault against women or men, whether by a stranger or by an acquaintance. Sexual assault includes, but is not limited to, stranger rape, date rape, acquaintance rape, gang rape, rape by a foreign object, forced sodomy, forced oral copulation, sexual battery, or threat of sexual assault. These actions are violations of law for which criminal charges can be filed and civil remedies sought. They are also violations of Central Bible College's policy for which disciplinary action will be taken, including suspension or expulsion from Central Bible College. CBC will provide assistance and support for student survivors of sexual assault. If the alleged offender is a student and a complaint is filed, Central Bible College will follow established disciplinary procedures to process the case. CBC will also promote prevention of sexual assault through education and awareness, including a yearly chapel service featuring speakers that promote sexual assault prevention awareness.

Definitions: Central Bible College declares that practices which are known to be morally wrong by Biblical teaching are not acceptable for members of the college community. This includes sexual sins such as premarital sex, adultery, and homosexual behavior. Immoral sexual behavior between consenting students will be dealt with by the Vice President for Student Development according to the student handbook. The following policy addresses sexual assault against an individual, not sexual behavior by consenting adults.

Sexual Misconduct includes any sexual act that occurs without the "effective" consent of the other party and includes the following:

1. **Sexual intercourse** (vaginal, anal, or oral penetration)
 - however slight
 - with any object
 - by a male or female whether an acquaintance or a stranger
 - without "effective" consent
2. **Other sexual contact**
 - attempted or actual touching

- of the genitalia, buttocks, breast, or clothing covering same
- without “effective” consent

3. **“Effective Consent”** is:

- informed;
- freely and actively given;
- mutually understandable words or actions;
- which indicate a willingness to participate in mutually agreed upon sexual activity.
- Initiators of sexual activity are responsible for obtaining effective consent.
- Silence or passivity is not effective consent.
- The use of intimidation, coercion, threats, force or violence negates any consent obtained.
- Consent is not considered effective if obtained from an individual who is incapable of giving consent due to the following:
 - a mental, developmental, or physical disability; or
 - s/he is under the legal age to give consent; or
 - s/he is intoxicated by alcohol, beer or under the influence of drugs.

I. **Assistance Available.** Special assistance is available to student victims of sexual offenses by calling the Campus Safety Department at 417-833-2551, Ext. 1161. Such assistance is available 24 hours a day the entire year. The Counseling and Wellness Center can be reached during *the academic year* at 417-833-2551, Ext. 1173. Assistance is also available at the Victim Center, 417-863-7273, located at 943 N. Boonville, Springfield, Mo. 65802.

II. **Calls for Help.** Upon receiving a call that a sex offense has occurred, the Campus Safety officer will determine if the victim or others are in any immediate danger, the victim's first name or other means by which the victim can be identified, the nature of the offense, and the present location and phone number where the victim may be reached.

A. **Immediate Danger.** If the officer believes there is a clear and immediate danger the Springfield Police Department and the Vice President for Student Development will be notified. When the immediate danger is past, the help of a rape crisis counselor (from the above center) or assistance from CBC’s Counseling and Wellness Center will be offered.

B. **No Immediate Danger.** When there is no indication of immediate danger, the officer will encourage the victim to accept the help of a rape crisis counselor or assistance from CBC’s Counseling and Wellness Center. The on call supervisor will be contacted and assume charge of the situation.

C. **Consent for Help.** If the victim consents to talk with a counselor, the officer will immediately seek to contact The Victim Center or CBC’s Counseling and Wellness Center for immediate assistance. The officer then will contact the victim to give him or her the name of the proposed counselor. The victim then may ask for a different counselor if the proposed counselor is known to the victim and unacceptable for any reason. In such an event, the officer will request another counselor who is available and then repeat the identification process. When a proposed counselor is not approved by the victim, the officer will immediately call The Victim Center.

D. **Refusal of Help.** If the victim declines to talk with a counselor, any information obtained by the officer will be reported to the Vice President for Student Development.

III. Information. The officer will provide the victim with the following information, including telephone numbers for the referral sources:

- A. the victim's right to anonymity;
- B. the College's willingness to appoint a person to serve as the victim's liaison with College officials and other parties, including service as the victim's advisor in any disciplinary proceeding against the alleged offender;
- C. the availability of medical treatment, counseling services, and other resources;
- D. the procedures for reporting the incident to the Campus Safety Department, the Springfield Police Department, or other appropriate law enforcement agencies;
- E. the College procedures for disciplinary action against students found guilty of sexual offenses; and
- F. the availability of local attorneys for legal counsel

IV. Medical and Counseling Assistance. The officer will encourage the victim to seek medical treatment or examination, if needed, and offer to arrange transportation to a local hospital. Should the victim desire counseling, the officer will offer to make the necessary arrangements outlined in section II above.

A. **Rape Kit.** If the sexual offense involved sexual intercourse, the officer will inform the victim about the importance of the Rape Kit (if the sexual intercourse occurred within the previous 72 hours) in order to preserve evidence. The Rape Kit procedure can be performed at a local hospital.

B. **Support and Safety.** Should the victim require medical examination or treatment, the officer, Dean of Men or Women, or a CBC counselor can remain outside the examination or treatment room during the examination or treatment and then return the victim to his or her residence or, if necessary, to a safe place other than the victim's residence.

V. **Report of Offense.** When time permits, in an area free from distractions, the officer will interview the victim and complete an offense report form.

A. **Victim's Statement.** The officer will provide the victim's account of the offender's actions and any relevant background information.

B. **Other Information.** The officer also will seek and identify in the report as much potential corroborating information as possible.

C. **Three Options.** The officer will provide information to the victim concerning the options for reporting the alleged sexual offense and will use one of the following three formats as selected by the victim.

1. **Anonymous Report.** The report will not include the name of the victim 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 victim has requested that no further investigation or action be undertaken.

2. **Signed Report.** The report will include the name of the victim, but will be used solely for the statistical and informational purposes of an anonymous report. The report will be signed by the victim and will verify that he or she requests that no further investigation or action be undertaken.

3. **Formal Complaint.** The report will be signed by the victim and will request further investigation and appropriate disciplinary action.

D. **Preferred Option.** Absent special circumstances, the officer will encourage the victim to choose the third option for a formal complaint.

VI. Confidentiality. Regardless of the type of report, the name of the victim and other information about the victim's identity will be kept confidential by the officer and other College employees.

VII. Filing of Report. Promptly after the completion of a report, the officer will deliver the original copy of the report to the Vice President for Student Development and a photocopy of the report to the Executive Director for Campus Safety. Upon receipt of a report, if the Vice-President for Student Development determines there is a safety threat to the community, the victim will be consulted and an appropriate warning will be issued to the community.

VIII. Change of Program or Residence. The College will change the victim's class schedule, or the victim's location in the College housing system, if the victim requests such change and the new classes and/or the new location can be reasonably provided.

IX. Disciplinary Action. If the report requests disciplinary action, and if the offender is a student, then the Vice President for Student Development will review the complaint for action pursuant to the Student Conduct Code. The policy for student disciplinary cases is established by the Student Conduct Code, and copies are available for review in the Vice President for Student Development's office. Disciplinary action under the Central Bible College student conduct code is independent of any legal proceedings. This action may run concurrently with or in addition to any law enforcement investigation or court proceedings. The following sections of this protocol summarize some of the steps in the disciplinary procedures implemented by the Vice President of Student Development.

X. Parties. In the disciplinary process, the victim of a sexual offense is referred to as the complainant, and the student who offended the victim is referred to as the accused student. Collectively, the complainant and the accused student are referred to as the parties for the particular case.

XI. Gender Balance. The Vice President for Students Development may elect to handle sexual offense complaints in cooperation with another faculty or staff member of the opposite sex in order to eliminate the risk of any gender bias, either perceived or real.

XII. Administrative Resolution. The Vice President for Student Development will conduct an investigation to determine if the complaint has merit. Unless the complaint is found to be without

merit, the Vice President for Student Development will seek to resolve the matter administratively by determining the nature and severity of the violations and by reaching an agreement with the accused student on the appropriate sanctions for such violations. The Vice President for Student Development will confer with the complainant prior to completing an agreement with the accused student. If the complainant is dissatisfied with the completed agreement, the complainant may appeal to the College judicial board.

XVIII. Written Charges. If the complaint cannot be resolved administratively by mutual consent, the Vice President for Student Development will prepare written charges against the accused student, unless the Vice President for Student Development finds there is no probable cause (that is, reasonable grounds) for the filing of charges. The charges will be forwarded to the College judicial board, and copies will be sent to the accused student and the complainant by the Vice President for Student Development.

XIV. Hearing Date. The judicial board will set the time and place for the hearing, and both the accused student and the victim will be given notice of the hearing at least one

week in advance of the date. Either party may request the board to delay the hearing for good cause.

XV. Hearing Guidelines. The hearing will be administrative in nature, and every attempt will be made to assure a fair and impartial hearing. Following is a summary of the guidelines for such hearings.

A. Closed Hearings. Hearings will be conducted in closed session. The parties may be present during the hearings, but may not be present during the deliberations of the board.

B. Advisors. The complainant and the accused student each will have the right to be assisted by an advisor, who is a full-time student, faculty, or staff member of the College.

C. Admission of Others. Admission of witnesses and other persons to the hearing will be subject to the discretion of the board, as permitted by the Family Educational Rights and Privacy Act.

D. Witnesses. The parties will have the privilege of presenting witnesses, and the board may call additional witnesses.

E. Cross-Examination. The members of the board may question and cross-examine witnesses. The parties and/or their advisors may not cross-examine witnesses or other parties, but may suggest questions to be asked by the chairperson of the board.

F. Deliberation and Voting. After the hearing, the board will deliberate and then determined by secret ballot whether or not a majority of the members believe the accused student violated the Student Conduct Code.

G. Standard of Required Proof. The board's determination will be made on the basis of whether it is more likely than not that the accused student violated the Student Conduct Code, which is equivalent to the "preponderance of the evidence" standard.

H. Reopening of Hearing on Question of Sanctions. If the board finds that the accused student committed one or more violations of the Student Conduct Code, the board may recall the parties, and any other witnesses, to receive evidence or statements about the appropriateness of disciplinary sanctions. Such evidence may include testimony of character witnesses on behalf of the accused student, evidence of prior acts of misconduct, and/or a victim's impact statement.

I. Disciplinary Sanctions. Based on its findings of violations, or the lack of violations, and its information about the appropriateness of sanctions, the board will determine the disciplinary sanctions to be recommended to the Vice President for Student Development for imposition against the accused student.

J. Announcement of Decision. Upon conclusion of its deliberations, the board then will recall the parties to announce its decisions.

XVI. Special Provisions. Due to the special problems of sexual offenses, the following procedures also will be utilized by the board.

A. Room Divider. The board will install a screen divider between the complainant and the accused student in order to prevent eye contact between the parties during the hearing.

B. Participation by Telephone. If the complainant does not believe the divider screen will be adequate, the board will offer to the complainant the opportunity to testify at the hearing, and to listen to the proceedings of the hearing, through speaker telephones located in the hearing room and in a separate room assigned to the complainant by the board. Only the complainant and his or her advisor may be present in the assigned room.

C. Corroborative Evidence. The board will make a bona fide effort to avoid any re-victimization of the complainant and shall seek out all avenues of corroborative evidence identified by the complainant without limiting itself to statements of the complainant and the accused student. If necessary, the board may recess its hearing to a later announced time when further evidence may be available.

Central Bible College Policy Statement for Timely Warnings

In the event a serious situation arises, either on or near campus, which constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued to students, faculty, and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Campus Safety Department may post a notice on the campus-wide electronic bulletin board on the Central Bible College website under announcements at: www.cbccag.edu . A copy of the announcement may be communicated via the campus email system and student newspaper (*The Voice*). It may also be posted in each residence hall, at the Boyd Apartment building, and in the CBC Commuter Center. The campus website announcement and email notification is immediately accessible via computer by all students, staff, and faculty. Anyone with information warranting a timely warning should report the circumstances to the Campus Safety Office, by phone **(417) 833-2551 ext. 1161**, or (417) 848-8776, or in person at the dispatch office within Campus Safety Department located on the east side of Horton Hall..

Missing Student Policy and Procedure

Central Bible College takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating CBC student(s) living in college-owned, on-campus housing, who based on the facts and circumstances known to the College are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from students changing their routine without informing roommates and/or friends of the change. All possible efforts will be made to locate the student to determine his/her state of health and well-being. The efforts to locate the student will be collaborative between the Student Development Department, the Resident Director’s Office, the Campus Safety Department, and the missing student’s family and friends. While the scope of policy and procedures is directed primarily to residential students and the staffs of the Student Development and Campus Safety Departments, all members of the academic community, students, faculty, staff, and administrators, share the responsibility of reporting to designated college officials when they believe a student is missing.

Anyone who believes a student to be missing should report their concern to Campus Safety or Student Development and Resident Life. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24

hours. Depending on the circumstances presented to college officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Vice President for Student Development will place the call.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event they are reported missing while enrolled at Central Bible College. This emergency information will be kept in the Resident Director's Office and will be updated annually.

DEFINITIONS:

1. Residential Student - For purposes of this policy, a student who resides in on-campus housing under a housing contract and is currently enrolled at Central Bible College.
2. Missing - For purposes of this policy, a residential student is presumed missing if he or she is overdue in reaching home or campus for more than 24 hours past their expected arrival and a check of their residence supports that determination.

GENERAL PROCEDURE:

1. The CBC official receiving the report will collect and document the following information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time and location the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (e.g. –visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
 - d. The missing student's cell phone number (if known by the reporter).
2. The CBC official receiving the report will contact the Vice President for Student Development in order to update them on the situation and to receive additional consultation. The Vice President for Student Development will ascertain if/when other members of the Board of Administration and the Executive Director for Campus Safety need to be contacted.
3. Upon notification from any entity that a student may be missing, CBC may use any or all of the following resources to assist in locating the student.
 - a. Call the student's room.
 - b. Go to the student's residence hall room.
 - c. Talk to the student's RA, roommate, and suite mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - d. Secure a current student ID (from security) or other photo of the student.
 - e. Call and text the student's cell phone and call any other numbers on record.
 - f. Send the student an email.
 - g. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student union, fitness center, etc. The Office of Campus Safety and the Office of the Residence Director may be asked to assist in order to expedite the search process.
 - h. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as Facebook and Twitter.
 - i. Ascertain the student's car make, model and license plate number. A member of the Office of Campus Safety will also check CBC's parking lots for the presence of the student's vehicle.

4. The Central Bible College IT Department may be asked to obtain email logs in order to determine the last log in and/or access of the CBC network.
5. Once all information is collected and documented and the Board of Administration is consulted, CBC staff may contact the Springfield Police Department to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police will be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the college.
6. Residential students, who are under 18 years of age and not emancipated individuals, are to be informed that the college is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.

Additional information regarding crime in the Springfield Area:

For more information on crime in the Springfield, Mo. area go to Springfield Police Department website:
http://www.springfieldmo.gov/maps/crimeseen_disc.html

http://www.springfieldmo.gov/spd/HowDoI/report_search.jsp

For additional crime stats you can go to the Missouri Highway Patrol website:

http://www.mshp.dps.missouri.gov/MSHPWeb/SAC/data_and_statistics_ucr_query%20-%20backup.html

Information on for Sex offenders can be found at the following Greene County Website:

http://www.greenecountymo.org/sheriff/sex_offender/

Go to the following link to look at Crime stats for any college or university in the U.S.

<http://ope.ed.gov/security/GetDownloadSelectedData.aspx>