



2015-2016 CAMPUS SAFETY AND SECURITY REPORT

Emergency Procedures Drug, Alcohol and Sexual Abuse Information

Nazarene Bible College
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INTRODUCTION

This publication details the policies and procedures that Nazarene Bible College uses to deter and respond to crimes on campus as well as emergency response and evacuation procedures. In it you will find listings of the measures Nazarene Bible College has taken to help you in maintaining personal safety. You will also find suggestions on how you can increase your own safety, as well as the information required by the Crime Awareness and Campus Security Act of 1990.

Like other small colleges, Nazarene Bible College has historically been less susceptible to many of the violent crimes more prevalent in our principal cities and at larger campuses. However, neither Nazarene Bible College nor any other institution of higher education is a sanctuary from the ills of society. No institution can guarantee that all members of its community will be free from personal attack or loss of their property. This level of absolute protection is unavailable anywhere.

What should be expected is that an institution will take reasonable steps to provide a level of security that is not so restrictive as to be unacceptable, yet will promote an environment in which personal security is taken very seriously by all members of the college community.

Therefore, the College encourages you to read and understand this publication. Your use of the facilities, programs, and services mentioned in this publication, along with your taking steps to increase your safety, will help you have a positive experience at Nazarene Bible College.

SAFETY TIPS

PERSONAL SAFETY

- Most assaults are one-on-one.
- Decrease your chances of assault by walking with someone else.
- Avoid walking in areas with limited lighting.
- Tell others where you are going and when you expect to return.
- Report anyone who is acting suspiciously to the plant manager at extension 5121.

PROPERTY

- Don't leave books or other valuables, such as purses, briefcases, or backpacks, unattended for even short periods of time.

SEXUAL OFFENSES

- Most rapes occur between people who are acquaintances or friends. Awareness of the possibility that it may happen to you is the first step in prevention. Go to events with a group of friends and agree to leave together.

DRIVING

- Learn the basics of driving in poor conditions.
- Check weather reports in advance.
- Be prepared to use chains and drive slowly.
- Carry an emergency kit in your car.
- Park in well-lighted areas whenever possible.
- Lock all doors at times, even while driving.

FIRE PREVENTION

- Don't abuse fire safety equipment. Report all non-functioning equipment to Campus Safety.
- Do not overload electrical outlets. If you require a multi-plug device, contact the plant manager for assistance.

CAMPUS SECURITY AND ACCESS TO FACILITIES

SAFETY LIGHTING

Lighting has been installed throughout the campus to increase evening visibility. Major pathways are well lighted. Students are encouraged to stay in areas where visibility is good.

ACADEMIC BUILDING ACCESS

Classroom buildings and the student center are open during instructional sessions, and secured within the hour of class dismissal. When necessary, the security director or any member of the President's Cabinet can provide access to all campus facilities.

Nazarene Bible College does not have any residence halls. Additional information regarding access to campus facilities can be found in the *Nazarene Bible College Student Handbook* at nbc.edu/core/assets/files/shandbook.pdf. **

MAINTENANCE

Security considerations used in the maintenance of campus facilities are as follows: **when feasible**, repairs and maintenance to facilities will be scheduled at times that do not interfere with the normal operations of the College.

USE OF CAMPUS FACILITIES

All use of campus facilities is restricted to activities which are in keeping with the educational, cultural, recreational, and social purposes of the College and consistent with the College's status as a tax exempt and non-profit institution.

CRIME REPORTING AND POLICE RELATIONS

Nazarene Bible College responds to campus-related incidents and notifies local authority when necessary. It is imperative that all criminal and emergency incidents are reported to the security director or the Title IX coordinator/vice president for finance. Nazarene Bible College reporting procedures allow victims or witnesses to report criminal actions or emergencies on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics. **

CONTACT INFORMATION FOR REPORTING**

Security Director	Office:	719-884-5121
	Cell:	719-460-6443
Title IX Coordinator/ VP for Finance	Office:	719-884-5021

Emergency 911**

QUESTIONS, CONCERNS AND COMPLAINTS

It is Nazarene Bible College's policy to address any reported non-emergency issues, including criminal offenses, which may be in opposition to a safe working and learning environment. Students with questions, concerns, or complaints regarding any safety issue or form of misconduct may contact the director of student success at 719-884-5031 to either discuss situations or complete a Question, Concern, and Complaints Form. This form is accessible to all students under the Student Center and Resources link through the student online site (<http://online.nbc.edu>). Faculty and staff members with safety or misconduct concerns should contact the director of human resources at 719-884-5022.**

CAMPUS SECURITY AND LAW ENFORCEMENT**

Nazarene Bible College is committed to providing a safe and secure environment for all members of the community, including guests, students, and employees. With this goal in mind, NBC employs a campus security director. It is within the campus security director's jurisdiction to monitor the security of the entire NBC campus. This includes all owned campus buildings, parking lots, and land. Nazarene Bible College does not have non-campus or off-campus locations or organizations. No personnel on the campus of Nazarene Bible College have arresting authority; however, all individuals are encouraged to report criminal activity promptly to the security director. In order to aid in the prevention of crimes, Nazarene Bible College encourages accurate and prompt reporting of all criminal activity to campus security and the local authorities. Although Nazarene Bible College does not have any written agreements with local law enforcement agencies, crimes and emergencies are appropriately reported to local authorities.

Offenses Occurring on Campus

	2012	2013	2014
Murder (and non-negligent manslaughter)	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses: Forcible Rape	0	0	0
Forcible Fondling	0	0	0
Non-forcible Sex Offenses:			
Incest	0	0	0
Statutory Rape	0	0	0
	2012	2013	2014
Robbery (and attempted robbery)	0	0	0
Aggravated Assault	0	0	0
Burglary (and attempted burglary)	0	0	0
Motor Vehicle Theft	0	0	0
Crimes of Prejudice	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Arrests On Campus For:	0	0	0

Liquor Law Violations			
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0
Disciplinary Referrals For: Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0

CAMPUS CRIME LOG

Nazarene Bible College maintains a daily crime log that records crimes which occur on the college campus. The most recent 60 day period of the log is available for public inspection during normal business hours. Individuals who would like to review these logs should contact the **NBC compliance assistant at 719-884-5026.** **

PREPARING AND DISCOLSING ANNUAL CRIME STATISTICS**

Nazarene Bible College annually reports the crime statistics from the three most recent calendar years that have occurred within the Clery Geography of NBC to the Department of Education. The crime statistics include any Title IX crimes reported to the local police agencies, the NBC security director, or the Title IX coordinator/ vice president for finance.**

SEX OFFENDER INFORMATION**

The Colorado Springs Police Department keeps a record of registered sex offenders available to the public on their website at springsgov.com/units/police/getpdffiles.asp. The campus community can also obtain copies of this information by contacting the director of security at 719-884-5121.**

NAZARENE BIBLE COLLEGE SECURITY

TIMELY WARNING REPORTS**

Nazarene Bible College makes timely warning reports to the members of the campus community regarding the occurrence of Title IX crimes. These timely warning reports

serve to aid in the prevention of similar crimes while respecting the confidentiality of victims, including names and other personally identifying information of victims. **

EMERGENCY NOTIFICATIONS**

If the security director, the Title IX coordinator/vice president for finance, or another member of the President's Cabinet determines that there is an immediate threat to the health or safety of students or employees on campus, Nazarene Bible College will follow its emergency notification procedures. These procedures can be found in the Annual Security Report at nbc.edu/security. **

SEXUAL MISCONDUCT

Nazarene Bible College believes that acts of sexual misconduct are reprehensible. Students have the right to be free from abuse, personal force and violence or threats of violence. All students are expected to conduct themselves in a manner that does not infringe upon the rights of others.

The College defines "sexual misconduct" as any nonconsensual sexual physical contact, including instances in which the person subjected to the misconduct is incapable of giving consent because of permanent or temporary mental or physical incapacity.

WHAT TO DO IF A SEXUAL OFFENSE OCCURS

1. Respond to any injuries first. If you need medical attention, call an ambulance at 911.
2. Call NBC Security Director at 719-884- 5121, the Direction of Student Success at 719-884-5068, or the V.P. for Finance at 719-884-5021 and tell them you have experienced a violation.
3. If you are not injured and you have experienced sexual assault and the incident took place within the past 72 hours, the preservation of evidence is crucial. **DO NOT SHOWER OR WASH YOUR CLOTHES.** Avoid food and liquids. When you take off your clothes, put them in a paper bag.
4. Call the Colorado Springs Police Department at 719-444-7000. A police officer will meet with you as soon as possible.
5. Go with the police officer to Memorial hospital for evidence collection and a medical examination. At the hospital, you will meet with a member of the Colorado Springs Youth and Victim Services Unit. Get a business card from this person. They will serve as your primary Police Department contact.

6. If you have not already done so, contact the Director of Student Success at 719-884-5068, for support and guidance in the investigative process. To the extent possible, any investigation will be handled in confidence.
7. Anyone desiring information on registered sex offenders can fill out a request at any police precinct or online at the Colorado Department of Public Safety Website: <http://sor.state.co.us/>

REPORTING OF SEX OFFENSES

When the accused offender is an NBC student, the victim may wish to pursue College disciplinary procedures. These procedures are in the Student Handbook under the Standard of Conduct, Disciplinary Processes Section. When an individual believes that a crime has been committed, it is recommended that charges be filed with the local criminal justice system.

While suspension from the College is a possible outcome in the most serious cases brought to the College, a more typical result involves some duration of disciplinary probation, community service, an educational project, and/or professional counseling. College disciplinary sanctions range from oral warning to permanent expulsion. Although there is no time limit on the filing of charges within the College, prompt reporting is likely to result in a more satisfactory investigation because people's memories are fresh and witnesses are more readily available.

NBC'S COMMITMENT TO PROTECTING CONFIDENTIALITY**

Although it can be difficult for a victim to come forward, NBC is dedicated to protecting the confidentiality of victims and other necessary parties. Complete confidentiality can only be maintained by: licensed counsellors, NBC's designated college pastor, or NBC's designated online chaplain. Confiding in other employees will necessitate some reporting.

Recordkeeping and disclosure procedures at NBC ensure that information available to the public does not include any personally identifying information. The institution will maintain as confidential any accommodations or protective measures provided to the victims so long as it does not impair the ability to provide such measures. Although rare, there are also times when the college may not be able to maintain confidentiality in order to provide a safe, non-discriminatory environment for all students. **

NBC'S RESPONSIBILITIES**

The college takes the strongest possible stance against sexual misconduct in all its forms. The college actively educates its constituents regarding sexual misconduct, and provides timely support and assistance to victims of sexual assault. If a crime of sexual misconduct has occurred on- or off-campus, The Nazarene Bible College will provide the victim a written explanation of:

- The victim's rights
- The victim's options
- Resources available to the victim both through the institution as well as the community

*A full description of the victim's rights, options, and resources can be found in the NBC Sexual Misconduct Prevention: Policies and Procedures document which is available on the NBC website at nbc.edu/security.***

PREVENTING VAWA CRIMES THROUGH NBC PROGRAMS**

Nazarene Bible College believes that acts of sexual misconduct are reprehensible. NBC is committed to implementing the legislation and conditions provided in the Violence Against Women Act (VAWA) in accordance with the latest regulations provided in the Clery Act, to ensure Title IX compliance.

NBC's Security Committee has the responsibility to develop and implement programming to prevent dating violence, domestic violence, sexual assault, and stalking crimes. This committee meets once per term or more frequently as determined necessary by the committee chair, the director of financial aid. The Security Committee's programs include:

- Awareness Programs
- Bystander Intervention
- Risk Reduction

Programs are continually implemented with a combination of the following: the distribution of informative pamphlets or handouts, email attachments, or verbal presentations. **

DRUGS AND ALCOHOL:

ALCOHOL AND OTHER DRUGS NOTIFICATION**

In compliance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989, Nazarene Bible College (NBC) is required to provide this notification annually to all students and employees. NBC's complete Drug and Alcohol Policy can be found at nbc.edu/security.

It is the policy of Nazarene Bible College to prohibit the possession, use, manufacture, or distribution of tobacco, alcohol, cannabis, illegal drugs, or other controlled substances, as defined by federal law, on the campus or as part of any college activity.

As an educational institution, NBC aims to educate its community members about prevention and the risks of unlawful use of illicit drugs and alcohol, and to encourage appropriate, responsible behavior. As an agent of the Church of the Nazarene, NBC holds to the Church's position that total abstinence is the first step in prevention of

tobacco, drug, and alcohol abuse. The health risks associated with the abuse of alcohol and the use of illicit drugs are numerous. They include malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, emotional illness, coma, and death. Personal relationships and the ability to work and study are also at risk. Use during pregnancy endangers the fetus.

Disciplinary sanctions for the violation of the policy by any employee may include, but are not limited to, reprimand, reassignment, demotion, suspension, dismissal, or termination of employment. Disciplinary sanctions for students may include, but are not limited to, disciplinary warning, probation, suspension, or expulsion. A disciplinary sanction for either employees or students may include the completion of an appropriate rehabilitation program. Information concerning available counseling, treatment, rehabilitation, or re-entry programs can be provided by the Office of the Vice President for Enrollment Management (students) or by the human resources director (employees.) These resources may include, but are not limited to:

- Counselling through NBC
- Counselling through the community of Colorado Springs
- Rehabilitation centers such as Alcoholics Anonymous

Referral to the authorities for prosecution under criminal law may also be invoked, especially in cases of unlawful sale or distribution of drugs or alcoholic beverages. Penalties under local, state, and federal law may range in severity from relatively minor fines to fines of several million dollars. Imprisonment is also a possibility for terms ranging from six months to a life sentence.

Any employee, whether faculty, administrator, or support staff, who is convicted under a criminal drug statute for a violation occurring in the workplace must so notify the Office of the Director for Human Resources within five (5) days from the date of conviction. In the case of students that receive federal financial aid, Nazarene Bible College is required by federal law to notify the source of financial aid at the time a student violation is reported. A conviction of the violation of this law must be reported within ten days of the conviction.

A published review of the Alcohol and Other Drugs (AOD) programming as well as, the AOD Notification and disciplinary sanctions is issued biennially by the Committee on Campus Security. **

DRUG AND ALCOHOL TREATMENT RESOURCES

Drug and alcohol counseling is available to students from the following agencies:

Pikes Peak Mental Health Center Alcohol

Emergency (24 hour)

719-635-7000

General Information

719-572-6100

Alcoholics Anonymous (24 hours)

719-573-5020

LEVEL 1 – Emergency Lock Down	Class-to-Class Advisory by Security Staff and or Crisis Team
LEVEL 2 Emergency – Bldg Evacuation	Fire Alarm and Class-to-Class Advisory by Security Staff and/or Crisis Team
LEVEL 2 Emergency – Rm. Evacuation (Transfer to Safe Place on Campus)	By notification from administrators, department supervisors, and/or faculty
LEVEL 2 Emergency – Campus Evacuation	By notification from administrators, department supervisors, and/or faculty
LEVEL 3 Emergency – Notification of Staff, Faculty, Students	By notification from administrators, department supervisors, and/or faculty

NOTE: Each administrator, faculty, and staff member has a list of the different levels used to describe the crisis.

EMERGENCY TRAINING PRACTICE

NBC performs annual emergency drills, training and procedure review for faculty and staff for the following crisis situations:

- 1 Lock Down
- 2 Building Evacuation – fire/bomb threat
- 3 Room Evacuation - tornado

EMERGENCY EQUIPMENT

First Aid Supplies: A basic first aid kit for minor ailments/injuries is maintained in each building.

- › **Administration** – 1 on the lower level and 1 on the second level
- › **Leist** – 1 on the upper level
- › **Oliver/Brand** – 1 on each level
- › **Powers** – 1 on the lower level
- › **Strickland** – 1 in kitchen
- › **Williamson** – 1 on each level

For major injuries requiring medical care, call 911.

CLOSING COMMENTS

Nazarene Bible College strives to ensure an open and honest level of communication with regard to campus crimes and issues of safety and security in and around our campus. We hope that this information has helped you identify those features of the campus safety program that can assist you in having a good experience at NBC. In our efforts to continually enhance our safety program, we welcome your input regarding Nazarene Bible College's safety and security programs and services

**Text in red indicates a policy change approved in Nazarene Bible College's Cabinet meeting on June 24, 2016. The policy changes reflect NBC's current procedures and practices which are in adherence to Title IX, Clery Act and VAWA legislation.