

# **Bethel College Annual Security & Fire Safety Report**

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**2018**

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# Bethel College Annual Security Report 2018

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This report is created in compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”. It does not include confidential counseling or medical information or identifiable student disciplinary actions.

## **Reporting Criminal Actions or Other Emergencies**

Bethel College encourages victims and witnesses to report crimes to the police. Police reports are public records under state law, and as such, Bethel College cannot hold police reports in confidence. If victims wish to make a confidential report, they may contact the Office of Student Life or members of the President’s Cabinet to keep the matter confidential. The total number of these types of reports is provided to local police for disclosure of annual crime statistics, but no personal information or details will be shared.

To further emphasize the importance of reporting incidents, and initiating response efforts, Bethel College has instituted a system of anonymous reporting allowing individuals to submit a report and protect their identity. Anonymous reports can be made via hand-written or typed notes sent to Student Life, anonymous telephone calls made to 316-284-5337, and via the online Student Life Concern Form ([https://bthl.acck.edu/ICS/Resources/Student\\_Life/Report\\_Concern.jnz](https://bthl.acck.edu/ICS/Resources/Student_Life/Report_Concern.jnz)). Information submitted via the online Student Life Concern Form will be sent to Student Life staff without identifying the sender unless the sender chooses to be identified.

## **Warning Reports to Members of the Campus Community**

The North Newton Police Department, Newton Police Department, and Harvey County Sheriff’s Department work together with Bethel College to identify crime patterns and trends in or near the college campus to determine if such crimes pose a safety or security threat to the college community. If a threat is presented, on or off campus, that constitutes an ongoing threat to the college community a timely warning will be issued to the college community. These warnings will be posted on the Bethel College website homepage at [www.bethelks.edu](http://www.bethelks.edu) and members of the President’s Cabinet and the Bethel College Crisis Management Team will make appropriate decisions regarding use of the campus emergency notification systems which include: campus overhead audio alert, all campus e-mail, and an all campus text message.

Anyone with information that may require the issue of a timely warning via the campus emergency notification systems should report the circumstances to local law enforcement by calling 9-1-1.

## **Policies for Preparing the Annual Disclosure of Crime Statistics**

The Department of Education requires all post-secondary educational institutions that receive federal financial aid to report the frequency of major crime that occurs on campus. This information is to be made available to all current and prospective students, and all Bethel College employees. To comply with the Campus Security Act, the Office of Student Life collects data on the frequency of occurrence of major crime on campus, and collects data on the frequency of occurrence of major crime involving Bethel College students and community members. The summary statistics of crimes, which were reported to campus authorities or local police agencies during the previous school year, is available from the Office of Student Life and the most recent data is presented in this document which will be distributed to all students of the current academic year, and made available to prospective students, parents, faculty and staff, and other interested parties. The data can also be found online at: <http://www.bethelks.edu/student-life/services/campus-safety/>

## **Security and Access to Campus Facilities, Including Campus Residences**

- *All students are responsible for the proper care and use all Bethel College grounds and facilities.*
- All Bethel College Residence halls are equipped with fire alarms and smoke detectors
- Unauthorized entry into any Bethel College space and/or facility is prohibited.
- *Keys are to be used only by the student to whom they have been issued.*
  - *Duplication of college keys is prohibited.*
  - *It is a violation to possess and/or use an unauthorized key for college buildings.*
- Sleeping in a room (including the lounge areas of Warkentin Court) assigned to a member of the opposite sex during the stated non-visitation hours is defined as cohabitation in all three residence halls.
  - Students of all sexual orientations are expected to comply with the cohabitation policy in the spirit in which it is written.
- All guests must comply with Bethel College policy and Community Standards. The resident/student is responsible for the conduct of his or her guest, and will be held responsible for any violations of policy and/or Community Standards committed by the guest.
  - Guests must be registered with the Coordinator of Residence Life prior to staying overnight.
  - Emergency contact information for guests should be provided at the time they are registered with the Coordinator of Residence Life.
  - Guests must be with their hosts when in the residence hall.
  - Minors, other than relatives of current Bethel College students, are discouraged from being in residence halls.
  - Guests are limited to no more than three (3) nights per month.

Each evening during the standard academic year, there are two (2) Community Assistants on Duty

- Responsibilities include: walking through each residential community twice each evening; responding to alleged policy violations; checking the safety and security of residence halls; contacting professional staff members &/or community safety agencies (police, fire, ambulance) if necessary.
- Each evening during the standard academic year, there is one (1) Professional Staff On Duty
  - Responsibilities include: providing counsel to the Community Assistants; helping assess emergency situations; facilitating the exchange of information between Bethel College administration and/or the community safety agencies
- Bethel College maintenance staff walks through buildings to address safety and security concerns on a regular basis.
- Bethel College complies with appropriate requests for information from local and state officials including the state fire marshal.

### **Type and frequency of campus security and prevention programs**

Because of the strong commitment to being a community of persons that trust and respect each other, one can feel safe on the campus. However, this does not mean that reasonable safeguards should not be taken. Bethel College presents programming that reinforces this message, furthers our training and preparedness should incidents arise, and helps us to be proactive and implement prevention procedures before incidents occur. Repeated messages throughout these programs encourage all members of the community to observe the following:

- Be aware of your surroundings.
- If walking in less well lighted areas after dark, carry a flashlight or walk with a companion.
- Lock your doors.
- Guard your keys; do not loan them to others.
- If anyone makes comments to you that make you feel uncomfortable or threatened in any way, say so and/or walk away. If anyone continues this behavior after you have asked them to stop report it to any member of the Student Life staff. Employees should report it to their supervisor.
- Students should inform a Student Life staff member immediately of any acts that threaten the safety or security of the residence hall, or of the presence of persons who should not be in building. Likewise employees should inform their supervisor.
- Know the location of emergency telephones on campus. These are in red metal boxes and are set up to dial 911.
- There are six emergency telephones on campus:
  - Warkentin Court on the east side of Mod 1A next to parking lot
  - Haury Hall on the west wall just north of the front sidewalk
  - Schultz Student Center to the left of the front entrance
  - Tennis courts on the east side at the lighting controls
  - Goering Hall on the west exterior wall
  - Fine Arts Center at the west entrance from the parking lot.

The sessions where this information is presented include:

- Thresher Days (New Student Orientation): During Thresher Days (New Student Orientation) information is presented regarding campus safety procedures and protocols. This information also includes information on prevention.
- Thresher Days (New Student Orientation): During Thresher Days (New Student Orientation) information is presented regarding Title IX and Sexual Misconduct incidents.
- Mandatory Building Meeting during Week of Welcome: A mandatory meeting takes place the night the residence halls open. During this meeting all policies and procedures are discussed. This includes our campus safety protocols, information on prevention, as well as Title IX and Sexual Misconduct incidents.
- Campus Safety Convocation: During the first week of classes, the Office of Student Life presents information about campus safety and security to the entire student body utilizing Convocation. This training includes the aforementioned campus safety procedures, information on responding to a violent intruder/active shooter situation, and information on prevention.
- Faculty Meeting: Early in each Fall semester, time is requested in a Faculty meeting to address campus safety and protocol responses. These sessions also include information on prevention, as well as Title IX and Sexual Misconduct policies and procedures.
- Staff Welfare Forum: Early in each Fall semester, time is requested in a Staff Forum to address campus safety and protocol responses. These sessions also include information on prevention, as well as Title IX and Sexual Misconduct policies and procedures.
- Fire & Tornado drills: Fire drills take place each semester in each residence hall. Once the weather is appropriate for tornados to occur drills take place in each residence hall.
- Lockdown/Active Shooter Drill: Usually takes place each Spring to review protocols in an active shooter situation.
- E-mails: Numerous reminders on campus safety and emergency response are sent to the campus community. These e-mails may be sent in response to potential issues on campus, or as a response to current news of safety related incidents on other college campuses.

## **Policies regarding alcohol and drugs (from Student Handbook)**

*In the Bethel College Student Handbook, the applicable policy is #2 - ALCOHOL & ILLEGAL/ILLICIT SUBSTANCES.*

### **A. Alcohol**

1. The use, possession, purchase, transportation, distribution, sale, delivery, or manufacture of alcoholic beverages by Bethel College students or guests while attending any Bethel College sponsored/supported event and/or on any property owned by Bethel College, including campus-owned houses, and the semi-wilderness park and natural resource area adjacent to the college property on the east of campus, regardless of age is prohibited.
2. Being under the influence of alcohol and/or intoxicated (as defined by federal, state, and/or local law) while attending any Bethel College sponsored/supported event and/or on any property owned by Bethel College, including campus-owned houses, and the semi-wilderness park and natural resource area adjacent to the college property on the east of campus, regardless of age, as a student or guest is prohibited.

3. Persons in the presence of alcohol, with or without objective signs of intoxication, may be in violation of this policy.
  4. Open, full, or empty alcohol containers including, but not limited to, beer cans, bottles and/or shot glasses may not be displayed and are prohibited.
  5. Devices and games used or intended for the rapid consumption of alcoholic beverages are prohibited.
  6. The use of powdered alcohol (commonly referred to as “palcohol”), defined by Kansas House Bill No. 2208 as “alcohol that is prepared in a powdered or crystal form for either direct use or for reconstitution in a non-alcoholic liquid” is prohibited on the Bethel College campus and will be treated as an alcoholic beverage in the enforcement of this policy.
- B. Illegal/Illicit Substances
1. The use, possession, purchase, transportation, distribution, sale, delivery, or manufacture of any narcotic; drug; medicine prescribed to someone else; chemical compound; or other controlled substance by Bethel College students or guests while attending any Bethel College sponsored/supported event and/or on any property owned by Bethel College, including campus-owned houses, and the semi-wilderness park and natural resource area adjacent to the college property on the east of campus is prohibited.
  2. Being under the influence of any narcotic; drug; medicine prescribed to someone else; chemical compound; or other controlled substance and/or intoxicated (as defined by federal, state, and/or local law) while attending any Bethel College sponsored/supported event and/or on any property owned by Bethel College, including campus-owned houses, and the semi-wilderness park and natural resource area adjacent to the college property on the east of campus, as a student or guest is prohibited.
  3. The use, possession, purchase, transportation, distribution, sale, delivery, display, or manufacture of paraphernalia related to any narcotic; drug; medicine prescribed to someone else; chemical compound; or other controlled substance is prohibited.
    - i. This includes the alteration or manipulation of an item for the purpose of using an illegal/illicit substance.
  4. Local law enforcement will be involved with situations involving illegal/illicit substances drugs.
  5. Upon reasonable suspicion of drug use, and approval by the President or designee, the College may require the student to submit to a drug test conducted by a licensed professional. The student may be responsible for the cost of the drug test and subsequent processing.

### **Disclosure to an alleged victim**

Bethel College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 6 of Title 8, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by Bethel College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of disclosure.

## **Emergency Response and Evacuation Procedures**

Bethel College strives to provide safe facilities and a safe environment for all members of our campus community. However, we recognize that emergencies may occur and the college must be prepared to respond appropriately. This crisis response plan provides policies and procedures for the coordination of processes and communication within the college, and between the college, the media and the public in the event of an emergency or controversial issue. Emergencies may include fires, bomb threats, natural disasters or major crimes. Controversial issues may include police investigations, protests or other situations that demand a public response. **The plan is not intended to change the way emergencies are initially reported. All emergencies on campus should be reported immediately to 911 (from other campus phone: 9-911).**

It is the goal of this crisis response plan to establish guidelines for dealing with a variety of situations and to ensure that the campus community is familiar with those procedures and their roles in the event of a crisis. The plan is designed to be used in conjunction with the normal decision-making hierarchy of the college and does not supplant that decision-making process.

### **Assessment**

The individual who encounters the potential crisis should gather accurate information from the appropriate sources. Initial information regarding the crisis or emergency, or one that may have potential crisis impact, should be delivered without delay to the member(s) of the President's Cabinet having responsibility for the area(s) affected.

A crisis is defined as any situation that:

- could affect or has affected the health, safety or welfare of students, faculty, staff or campus visitors
- could result or has resulted in campus disruptions and public relations damage

If the situation warrants, the member of the President's Cabinet will immediately inform the President, or his designee, who will contact the Institutional Communications Office and determine whether or not to convene the Crisis Management Team (CMT).

**Assembling Crisis Management Team (CMT)**

<b>Core Crisis Team (CCT)</b>	<b>Back Up</b>
President	
Vice President for Student Life	Director of Student Wellness & Director Involvement & Engagement
Vice President for Business Affairs	Director of Physical Plant and/or Controller
Vice President for Academic Affairs	Registrar
Vice President for Advancement	Director of Development
Vice President for Admissions	Associate Director of Admissions
Vice President for Marketing and Communications	Institutional Communications Writer/Editor

Other personnel may be added to this core team to form the Crisis Management Team, which will then formulate a response based on the nature of the crisis and existing procedures (see Specific Crisis Procedures). Those added could include the following, depending on the situation:

<b>Other Personnel</b>	<b>Back Up</b>
President's Assistant	
Director of Information and Media Services	Computer Network Administrator
Director of Alumni Relations	
Coordinator of Residence Life	Student Life Staff on Duty &/or Vice-President for Student Life
Affiliate Director	
Dean of the appropriate division/program director	
Athletic Director	Assistant Athletic Director
Athletic Coach	



### **Actions of the CMT**

Upon assembly the CMT will assess the situation, determine resources needed and/or available to address the emergency and issue staff assignments. One person shall be designated to log all events/actions, normally the President's Assistant. In considering events and actions, the essential goals of the CMT will be, in order:

1. Preservation of human life and welfare
2. Preservation of human health and safety
3. Protection of college property and, where possible, personal property
4. Maintenance of college programs and operations
5. Response to external community needs

Campus buildings and areas will receive priority attention with regard to normal operation (restoration of services, maintenance and use). Within the categories listed in order below, the CMT will prioritize locations within these categories and among all remaining locations.

1. Crisis Command Center
2. Maintenance Areas
3. Residence Halls
4. Administrative and Academic Facilities
5. Recreational Facilities

When responding to a catastrophic event, effort and action will focus on Priority I Objectives until substantially met. Priority II and III Objectives will be addressed as resources are available.

### **Priority I Objectives**

1. Establish emergency communications.
2. Assess damage, injuries and location of major problems.
3. Evacuate affected locations pending additional assessment.
4. Isolate dangerous areas until judged safe for reentry.
5. Establish medical triage and first aid areas and transport seriously injured to medical facilities if necessary.
6. Repair utilities and lifelines to prevent further life/safety hazards.
7. Identify and rescue persons trapped in damaged facilities.
8. Control secondary hazards.

### **Priority II Objectives**

1. Communicate critical information and instructions to campus, the public, families and students.
2. Shore up damaged facilities that pose safety hazards.
3. Provide emergency food and shelter as needed.
4. Conduct rapid structural engineering assessment of campus facilities.
5. Track status of all injured and missing college students and personnel.
6. Restore college telecommunications systems as soon as possible.
7. Assess local transportation conditions and advise campus regarding viable routes.
8. Secure closed facilities.
9. Begin documentation of damages.

### **Priority III Objectives**

1. Initiate Data Recovery Plans.
2. Identify and secure valuable college materials.
3. Normalize flow of supplies and equipment from off campus.
4. Provide psychological and personal assistance to staff, faculty, students and others impacted by the event.
5. Re-allocate residential, academic and administrative operating space, if necessary.
6. Provide space to external agencies, if necessary and possible.

### **Missing Student Notification Procedures**

Any individual who believes that a currently enrolled Bethel College student is missing should immediately contact the Office of Student Life at (316) 284-5324. Once this information is received, the Office of Student Life will begin an investigation. Should the investigation result in the conclusion that the student is missing, and has been missing for 24 hours, the Office of Student Life will notify the North Newton Police Department and/or the appropriate local law enforcement agency, as well as the student's emergency contact within a span of time not to exceed 24 hours from the time the student was determined to be missing. If the missing student is under the age of 18, and not an emancipated individual, the Office of Student Life will notify the student's parent or legal guardian immediately after the determining the student is missing.

Upon receipt of information that a student might be missing, the Office of Student Life will enlist the aid of various College departments to assist in determining if the student is in fact missing.

Bethel College has developed a means by which all students living on campus housing can confidentially identify and register an individual to be contacted within 24 hours after investigation has determine that they are missing. In the event a student goes missing, this contact information will be accessed and notification made to this individual within 24 hours using the student provided information. Students may register and update this contact information by contacting the Office of Student Life and/or the Coordinator of Residence Life.

## **Sexual Assault/Offenses Prevention & Procedures**

“Bethel” comes from an Old Testament place whose name means “house of God” in Hebrew. You are part of a community that acknowledges the presence of God and asks that you show kindness and compassion toward those whom God has created. At Bethel College, we are committed to fostering a community culture in which every member feels welcome and valued.

The principle aim of the criminal justice system is to adjudicate a defendant’s guilt and serve justice. A college’s responsibility is broader: it is charged with providing a safe environment for all students and employees. Bethel College will not tolerate any form of sexual harassment, sexual misconduct or gender-based violence by faculty, staff, students or campus visitors. Sexual misconduct, including sexual harassment and sexual violence is not simply inappropriate behavior proscribed by Bethel College policy, it is also prohibited by law. Additional information regarding community standards and sexual misconduct policies can be found by opening the Title IX link on the Bethel College website and at [www.eeoc.gov](http://www.eeoc.gov).

Bethel College sets expectations of conduct and imposes responses for students, faculty, staff, and campus visitors who fail to meet those standards. Specifically, students who engage in sexual misconduct on or off campus and whose actions create a hostile environment for another student are in violation of this policy and may be charged with a Title IX violation. Bethel College Student Life sponsors and organizes sexual violence and rape prevention programs on campus. This programming includes: defining sexual misconduct; promoting awareness of rape, acquaintance rape, and other sex offenses; sharing resources and contact information for supportive services; and gender equality.

- 17.1. In compliance with the Kansas Act Against Discrimination, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other federal and state laws, Bethel College prohibits any member of the faculty, staff, administration or student body or any visitors (including patrons, independent contractors or vendors) from harassing or discriminating against any other member of the Bethel College community because of their gender, sexual orientation, parental or marital status, gender identity or, gender expression. All employees are expected to respect the rights of their co-workers and students. Employees who engage in unlawful discrimination, harassment, sexual misconduct or gender-based violence will be subject to disciplinary action, up to and including immediate termination of employment.
- 17.2. Sexual harassment, sexual misconduct, and gender-based violence, as defined below, violates Bethel College policy and Federal Civil Law. The College enforces this policy through an internal process and the support, assistance and encouragement of criminal investigation and prosecution of alleged offenders through the appropriate local, state, and federal external judicial forums. This policy provides education to members of the college community regarding sexual harassment, sexual misconduct, and gender-based violence, outlines responses against students who violate this policy, and explains the restorative efforts available to community members who are victims, or accused.
- 17.3. Bethel College reserves the right to take whatever measures it deems necessary in response to an allegation of this policy in order to protect students’ rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a student conduct hearing, and reporting the matter to the local police. Not all alleged violations will be deemed to be equally serious offenses, and Bethel College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense.

17.4. The College will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

17.5. **Intentionally Dishonest Reports of Sexual Misconduct**

Reports/complaints determined to be intentionally dishonest and malicious will be considered violations of Bethel College's Community Standards and ACTIONS AGAINST MEMBERS OF THE COMMUNITY policy and may result in sanctions via the Student Conduct process.

17.6. **Definitions**

17.6.1. **Consent:** Consent is clear permission ("Yes"). Consent to one form of sexual activity should not, and cannot, be taken as consent to any other sexual activity. Consent cannot be inferred. Individuals who consent to sexual activity must be able to fully understand their actions. A person incapacitated by alcohol or drugs, asleep, physically impaired or unable to communicate in clear and understandable words or actions is incapable of giving consent or mutual agreement.

17.6.2. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other gender-based verbal or physical conduct of a sexual nature that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits a Bethel College community member of educational access, benefits or opportunities and/or creates an intimidating, hostile or offensive environment. There are two types of sexual harassment: quid pro quo and hostile work environment.

17.6.2.1. **QUID PRO QUO.** Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to or rejection of such conduct results in adverse action. Quid pro quo harassment also exists when a threat of adverse action or a promise of benefit is explicitly conditioned on submission to or rejection of such requests.

17.6.2.2. **HOSTILE ENVIRONMENT.** Sexual harassment is unwelcome conduct that is based on sex, gender, gender identity, or gender expression (including pregnancy). Harassment becomes unlawful where enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

17.6.2.3. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

17.6.2.4. Sexual harassment includes, but is not limited to:

17.6.2.4.1. Unwelcome sexual advances or comments, requests for sexual favors, and other nonconsensual verbal or physical harassment of a sexual nature;

17.6.2.4.2. Offensive comments, stereotypes, or rumors about a person's sex, sexual identity, gender, or sexual activity;

17.6.2.4.3. Frequent or severe teasing or offhand comments that create a hostile or offensive environment;

17.6.2.4.4. Suggestions that responses to sexual conduct or requests will affect decisions regarding matters such as employment, academic standing, grades, financial aid, reference letters, or receipt of benefits or services from the college

17.6.3. **Retaliatory harassment:** any adverse action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

17.6.4. **Nonconsensual sexual contact** (or attempts to commit same): Any intentional sexual touching (including disrobing or exposure) however slight with any object by an individual

upon another individual without effective consent. This includes, but is not limited to, situations in which the victim is unable to consent because he or she is physically helpless, is mentally incapacitated due to drug or alcohol consumption, or is unconscious, regardless of whether or not the consumption of drugs or alcohol was with the victim's consent.

Nonconsensual sexual contact includes, but is not limited to:

- 17.6.4.1. Nonconsensual sexual acts with someone who is unconscious or physically unable to defend themselves.
  - 17.6.4.2. Nonconsensual sexual acts with someone who is incapable of giving consent due to mental cognitive abilities or mental health, or because of the effect of alcohol, drugs or other substances when the condition was known by the offending person or was reasonably apparent to the offending person.
  - 17.6.4.3. Disrobing self or disrobing or causing another to disrobe in a nonconsensual sexual context or in a sexual way to arouse or satisfy the sexual desires of the offending person or another person.
  - 17.6.4.4. Causing someone who is not consensual to hear, see, or become aware of sexual activity to arouse or satisfy sexual desires of the offending person or to arouse fear in the victim.
  - 17.6.4.5. Use of force or fear to cause someone to participate in any nonconsensual sexual act.
- 17.6.5. **Nonconsensual sexual intercourse** (or attempts to commit same): Any sexual intercourse (anal, oral, or vaginal), however slight with/by any object, by a man or woman upon a man or a woman, without effective consent.
- 17.6.5.1. Intercourse includes any penetration of an orifice by an object and/or oral copulation (mouth to genital contact or genital to mouth contact).
- 17.6.6. **Sexual Exploitation** (or attempts to commit same): When a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
- 17.6.6.1. Invasion of sexual privacy;
  - 17.6.6.2. Prostituting another student;
  - 17.6.6.3. Non-consensual video or audio-taping of sexual activity;
  - 17.6.6.4. Going beyond the boundaries of consent
  - 17.6.6.5. Letting others watch consensual sex without the consenting partner's knowledge
  - 17.6.6.6. Engaging in voyeurism;
  - 17.6.6.7. Knowingly transmitting an STI or HIV to another student;
  - 17.6.6.8. Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals
  - 17.6.6.9. Sexually-based stalking and/or bullying/cyberbullying may also be forms of sexual exploitation
  - 17.6.6.10. See ACTIONS AGAINST MEMBERS OF THE COMMUNITY (ASSAULT, HARASSMENT, HAZING, & BULLYING) for definitions of bullying and cyberbullying.

# **Bethel College Sexual Misconduct Complaint Resolution Procedures**

## **MAKING A COMPLAINT**

With the exception of the confidential advisers listed below, all Bethel College faculty, staff and volunteers have a duty to report prohibited discrimination and harassment to the Title IX Coordinator (316-284-5353) or one of the Deputy Title IX Coordinators.

### **Confidential advisers**

- Rev. Peter Goerzen, Campus pastor
- Joanna Bjerum, Campus counselor

Students or third parties who wish to report prohibited discrimination or harassment should file a complaint with the Title IX Coordinator (316-284-5325) or a Deputy Title IX Coordinator. Students and other persons may also file a complaint with the United States Department of Education's Office for Civil Rights by visiting [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or by calling 1-800-421-3481.

### **Content of the complaint**

So that Bethel College has sufficient information to investigate a complaint, the following information will be requested: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all persons involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that Bethel College may follow up appropriately.

### **Conduct that constitutes a crime**

Any person who wishes to make a complaint of discrimination or harassment that also constitutes a crime—such as sexual harassment that takes the form of sexual violence—is encouraged to make a complaint to local law enforcement at (316) 283-3191 or 911 if it is an emergency. If requested, Bethel College will assist the complainant in notifying the appropriate law enforcement authorities.

### **Special guidance concerning complaints of sexual violence**

If you are a victim of sexual violence, do not blame yourself. Sexual violence is never the victim's fault. Bethel College recommends that you immediately go to the emergency room of the local hospital and contact local law enforcement, in addition to making a prompt complaint under these Complaint Resolution Procedures.

If you are a victim of sexual violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Victims of sexual violence should not bathe, urinate, douche, brush teeth or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

If you are a victim of sexual violence, do not delete any call or text messages from your cell phone. If possible, print copies of all relevant texts.

Once a complaint of sexual violence is made, the complainant has several options such as, but not limited to:

- Contacting parents or a relative
- Seeking legal advice
- Seeking personal counseling (always recommended)
- Pursuing legal action against the perpetrator
- Pursuing college disciplinary action against the perpetrator

### **No requirement to confront**

Individuals who wish to file a complaint of discrimination or harassment are not required to confront the alleged perpetrator in any manner or for any reason prior to filing a complaint.

### **Timing**

Bethel College encourages persons to make complaints of discrimination and harassment as soon as possible because late reporting may limit Bethel College's ability to investigate and respond to the conduct complained of. Bethel College faculty, staff and volunteers must forward any report or observation of discrimination or harassment to one of the individuals identified in Section III.a. above. All complaints of harassment should be filed within 90 days of the alleged misconduct.

### **Confidentiality**

In the event a complainant requests confidentiality or asks that a complaint not be investigated, Bethel College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, Bethel College's ability to respond may be limited. Bethel College reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated harassment, or where the alleged perpetrator may pose a continuing threat to the Bethel College community.

## **INVESTIGATION AND RESOLUTION OF THE COMPLAINT**

### **Commencement of the investigation**

Once a complaint is made, the Title IX Coordinator (or designee) will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual harassment. During the course of the investigation, the Title IX Coordinator (or designee) may receive counsel from Bethel College's general counsel or other parties as needed.

In certain narrow circumstances, the Title IX Coordinator may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Title IX Coordinator will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

**Content of the investigation**

During the investigation, the complainant will have the opportunity to describe his or her allegations and identify supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and identify supporting witnesses or other evidence. The Title IX Coordinator (or designee) will review statements and, depending on circumstances, may interview others with relevant knowledge, review documentary materials and take other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

**Attorney participation**

During the investigation process, both the complainant and the respondent may ask an attorney to accompany him or her to meetings with the Title IX Coordinator (or designee). During the meetings, the attorney may observe the proceedings, but cannot ask questions or participate in the discussion. The attorney may only advise his/her client.

**Non-attorney support person for cases involving students**

During the investigation process, both a student complainant and a student respondent may ask a non-attorney support person from the Bethel College community to accompany him or her to meetings with the Title IX Coordinator (or designee). The support person must be an administrator, faculty member or fellow student. In cases involving multiple student complainants or student respondents, the non-attorney support person cannot be another complainant or respondent. The non-attorney support person does not serve as an advocate on behalf of the complainant or respondent, and he or she must agree to maintain the confidentiality of the process.

**Interim measures**

At any time during the investigation, the Title IX Coordinator may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative living, class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Sexual Harassment Policy.

**Pending criminal investigation**

Some instances of sexual harassment may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, Bethel College will assist the complainant in doing so. The possibility of a criminal investigation, however, does not relieve Bethel College of its responsibility to investigate harassment. Therefore, to the extent doing so does not interfere with any criminal investigation, Bethel College will proceed with its own investigation and resolution of the complaint.



### **Findings of the investigation**

At the conclusion of the investigation, the Title IX Coordinator will prepare a written report called a Notice of Determination. The written report will explain the scope of the investigation, explain whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence and recommend one of the three determinations specified below. The written report will be submitted to the vice president for student life, the academic dean, the president of the college, the alleged victim and the alleged perpetrator.

#### ***The Notice of Determination will be one of three outcomes:***

- Finding “No Violation”
  - If there is a determination that the behavior investigated did not violate the Sexual Misconduct Policy, both parties will be so informed.
- Finding “Inappropriate Behavior Not Rising to the Level of a Violation”
  - There may be a determination that the behavior investigated did not violate the Sexual Misconduct Policy, but was inappropriate, unprofessional or violated some other Bethel College policy. The Title IX Coordinator may determine that such inappropriate behavior merits discipline, ongoing monitoring, coaching or other appropriate action. If so, the Title IX Coordinator, in consultation with appropriate administrators, may impose disciplinary measures consistent with Bethel College policy.
- Finding “Violation of Sexual Misconduct Policy”
  - If there is a determination that the behavior violated the Sexual Misconduct Policy, the Title IX Coordinator, in consultation with appropriate administrators, will determine appropriate corrective and disciplinary action to be taken. In addition, reasonable and appropriate measures will be taken to ensure that the complainant is not subject to further discrimination or harassment and to remedy the effects of any discrimination or harassment that may have occurred. Remedial steps may include, but are not limited to, counseling or training, separation of the parties and/or discipline of the perpetrator, including written reprimand, suspension, demotion, termination or expulsion.

#### **Special procedure concerning complaints against the President or Title IX Coordinator**

If a complaint involves alleged conduct on the part of the Bethel College president, the Bethel College Board of Directors will designate an appropriate person to conduct the investigation required by these procedures. The written report of the investigation will be presented to the full Board of Directors, which will prepare and issue the written Notice of Determination. The Notice of Determination issued by the full Board of Directors is final and not subject to appeal.

If a complaint involves alleged conduct on the part of the Title IX Coordinator, the president will designate an appropriate person to conduct the investigation required by these procedures. The written report of the investigation shall be presented to the president, who will prepare and issue a written Notice of Determination. The Notice of Determination issued by the president is subject to appeal to the Board of Directors consistent with the procedures set forth in the Appeals section.

**Informal resolution**

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used with the complainant's voluntary cooperation and the involvement of the Title IX Coordinator or designee. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, the Title IX Coordinator will inform the complainant of his or her right to terminate such informal means at any time. In any event, informal means, even on a voluntary basis, will NOT be used to resolve any complaints of sexual violence.

**Timing of the investigation**

Bethel College will conclude its investigation and determination of the complaint and notify the parties of the determination within sixty (60) days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Title IX Coordinator in writing explaining how much additional time is needed and why it is needed.

**RIGHTS OF THE PARTIES**

During the investigation and determination of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to present witnesses and other relevant evidence;
- Similar and timely access to all information considered by the Title IX Coordinator;
- Equal opportunity to review any statements or evidence provided by the other party; and
- Equal access to review and comment upon any information independently developed by the Title IX Coordinator.

**APPEALS****Grounds of appeal**

Except with respect to the determination of a complaint against the president, the complainant or respondent may appeal the determination of a complaint to the Bethel College president. An appeal may be made only on the following grounds:

- Decision was contrary to the substantial weight of the evidence;
- Substantial likelihood that newly discovered information, not available at the time evidence was presented to the Title IX Coordinator, would result in a different decision;
- Bias or prejudice on the part of the Title IX Coordinator; or
- Punishment or corrective action imposed is disproportionate to the offense.

### **Method of appeal**

Appeals must be filed within ten (10) days of receipt of the written determination received from the Title IX Coordinator. The appeal must be in writing and contain the following:

- Name of the complainant;
- Name of the respondent;
- A statement of the resolution of the complaint, including corrective action, if any;
- A detailed statement of the basis for the appeal, including the specific facts, circumstances and argument in support of it; and
- Requested action, if any.
- The appellant may request a meeting with the president, but the decision to grant a meeting is within the president's discretion. If a meeting is granted, the other party will be granted a similar opportunity.

### **Resolution of the appeal**

The vice president for student life will resolve the appeal within fifteen (15) days of receiving it and may take any and all actions that he or she determines to be in the interest of a fair and just decision. The decision of the vice president for student life is final. The vice president for student life shall issue a short, plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant, respondent and the Title IX Coordinator within three (3) days of the resolution.

### **RETALIATION**

Bethel College prohibits retaliation against any member of the Bethel College community who reports or assists in making a complaint of discrimination or harassment or who participates in the investigation of a complaint in any way. Retaliation is a separate violation of the Sexual Misconduct Policy and may result in independent or heightened disciplinary consequences for any persons found to have engaged in retaliation.

### **DOCUMENTATION**

Throughout all stages of the investigation, resolution and appeal, the president, the Title IX Coordinator and their designees are responsible to maintain documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts and audio recordings.

### **REPORTING & RESPONSES**

Please refer to the Sexual Misconduct Complaint Resolution Procedures manual located here:

<https://www.bethelks.edu/userfiles/1/files/Title-IX-Complaint-Resolution-Procedures.pdf>

Members of the Bethel College community are encouraged to submit reports of sexual misconduct, even if supporting information is not available; a lack of evidence should not be a deterrent from making a report. All allegations of sexual misconduct are taken seriously, and Bethel College will work with involved parties in a supportive and responsible manner. If someone experiences or is aware of sexual misconduct, they should report it as soon as possible.

Reporting the incident to the Title IX Coordinator or Title IX Administrator from the list provided, is recommended, but students should feel free to report to any Bethel College staff member. Reports can also be submitted via e-mail, anonymous letter, the online Title IX Report Form (<https://www.bethelks.edu/form/title-ix->), or by calling the Student Life office at (316) 284-5324.

Students will be informed of crisis resources and services, including:

- Safehope is an advocacy program providing free, safe and confidential services in Harvey, Marion and McPherson counties. Safehope is available 24 hours a day, seven days a week by calling 1-800-487-0510 or 316-283-0350 and on campus Tuesday's from 12:00p-2:00p in office 218 of the Administration Building.
- The Kansas Crisis Hotline, 1-888-END ABUSE (1-888-363-2287) is a toll-free, 24-hour statewide crisis hotline developed to link victims of domestic violence and sexual assault to crisis programs across Kansas.

The following provides a basic outline of the response protocol from Bethel College.

- The responding Bethel College Professional (BCP) will assure the immediate physical safety of the alleged victim.
  - **The alleged victim determines their safety and whether they will report to law enforcement.** If there is an immediate safety risk determined for the college campus or other students, and/or the alleged victim's physical safety is in jeopardy the BCE will call "911" and will engage the alleged victim to reaffirm their right to determine whether to report to law enforcement.
  - If the alleged victim determines they want to seek medical attention, regardless of severity, the BCP will call 911 to request medical assistance. If able to effectively respond, the alleged victim may refuse transport via ambulance.
- BCP will attempt to determine when the misconduct took place, and if necessary will offer medical options.
  - If the sexual misconduct has just occurred and involves a physical assault (especially if committed by an unknown assailant), AND the alleged victim is willing to contact the North Newton Police Department (NNPD), the officer will respond directly to the victim's location. At this point, NNPD will decide what steps need to be taken based on the victim's history of the assault.

- Regardless of the time frame, victims of sexual assault should seek medical attention to address concerns about sexually transmitted infections, and if applicable, pregnancy. This does not mean the alleged victim has to speak to the police or that if they report a crime, the case will be prosecuted.
  - The alleged victim is not required to seek medical attention. However, even if the alleged victim does not want to report the crime or consider prosecution now, documenting injuries and collecting the evidence is important in case the alleged victim changes their mind later. Forensic examinations, completed at hospitals, can aid in the success of a later investigation and possible prosecution. The hospital does NOT test evidence. Hospital personnel document and collect. Hospital labs may do very limited and presumptive testing but it should never be used to form a conclusion. Cost associated with the evidence collection will be assumed by the county in which the assault happened. Other services including STI testing are the responsibility of the victim. Working with an advocate from Safehope, resources like Crime Victim's Compensation can be identified to help cover these costs
- The person making a report and/or the alleged victim will be advised regarding the college's efforts to offer confidentiality and privacy.
  - Complete confidentiality cannot be maintained, but information will only be shared with those who need to know. Bethel College and the involved staff members will keep confidentiality to the best of their ability and duties.
  - The college has legal and ethical obligations to disclose information regarding certain alleged events to protect the safety of Bethel College and the neighboring community. Non-personally identifying information may/will be disclosed to meet annual federal campus crime statistic reporting requirements. When this occurs, a report of basic details of an incident, including the general location, date, time of day, and disposition will be made available to the public. No names are given, and facts that could lead to the identity of the victim are not disclosed.
- All involved parties will be advised about support and resources available via Bethel College and the neighboring community. These may include medical care, counseling, spiritual counseling, and law enforcement services.
- The person making a report and/or the alleged victim will be offered changes in academic, employment, and living situations, as available and appropriate. These changes may be required. Additionally, the allegation may require the relocation of the alleged perpetrator.
- A prompt and thorough campus investigation and subsequent hearing (if appropriate) will be conducted.

- If Bethel College and involved law enforcement officers/agents are not able to substantiate a report made against a member of the Bethel College community, the accused perpetrator and the person making a report and/or the alleged victim will be informed of this outcome.
- A campus hearing is not a criminal trial. The rights one might have in criminal cases may not pertain on campus. While Bethel College’s policy on sexual misconduct may be similar to the state statute for sex offenses, they are not identical. For more information regarding this process, contact the Title IX Coordinator ([TitleIXCoordinator@bethelks.edu](mailto:TitleIXCoordinator@bethelks.edu)).
- The person making a report, the alleged victim, and the alleged perpetrator will be advised of the investigation.
- After the completion of the appropriate Bethel College Title IX investigative process, an appropriate response, potentially including sanctions, will be issued. This response will be in line with the mission, vision, values, and beliefs of Bethel College and may consider previous violations, severity, and legal substantiation. The person making a report and/or, the alleged victim, and the alleged perpetrator will be advised of the investigation and (as appropriate) the findings, results, and outcomes.
- Acts of retaliation, such as threats or intimidation by the alleged perpetrator against the alleged victim, or by the alleged victim or anyone acting on their behalf against the alleged perpetrator, will be considered violations of Bethel College community standards and policy and may result in sanctions via the Student Conduct process.
- The issues surrounding sexual misconduct, specifically sexual assault, are complex. For this reason, it is strongly recommended survivors and their supporters (family, friends, etc.) talk to specially trained professionals and/or advocates who can provide support, and available information and/or options for a criminal investigation.

*PRAIRIE VIEW COMMUNITY MENTAL HEALTH CENTER EMERGENCY CONTACTS:*

Type	Phone
24-hour emergency hotline	316-284-6400
24-hour emergency hotline	800-992-6292
Direct to hospital unit	800-362-0180

Other resources include:

Safehope

800-487-0510

The Kansas Crisis Hotline

888-363-2287

## Registered Sex Offenders

In accordance to the *Campus Sex Crimes Prevention Act of 2000*, in this document Bethel College provides a link to the Kansas Bureau of Investigation's (KBI) Registered Offender Registry (<http://www.kansas.gov/kbi/ro.shtml>). This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. The statute requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Those wishing to know if someone is a registered offender may obtain that information through the Kansas Bureau of Investigation's web site.

## CRIME DATA

### CRIMINAL: OFFENSES – ON CAMPUS

Criminal offense	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Rape</u>	2	0	0
e. <u>Fondling</u>	2	0	3
f. <u>Sex offenses - Non-forcible</u>	0	0	0
g. <u>Incest</u>	0	0	0
h. <u>Statutory rape</u>	0	0	0
i. <u>Robbery</u>	0	0	0
j. <u>Aggravated assault</u>	0	0	0
k. <u>Burglary</u>	0	0	0
l. <u>Motor vehicle theft</u> (Does not include theft <i>from</i> a motor vehicle)	0	0	0
m. <u>Arson</u>	0	0	0

## CRIMINAL OFFENSES – ON-CAMPUS STUDENT HOUSING FACILITIES

Criminal offense	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Rape</u>	1	0	0
e. <u>Fondling</u>	1	0	0
f. <u>Sex offenses - Non-forcible</u>	0	0	0
g. <u>Incest</u>	0	0	0
h. <u>Statutory rape</u>	0	0	0
i. <u>Robbery</u>	0	0	0
j. <u>Aggravated assault</u>	0	0	0
k. <u>Burglary</u>	0	0	0
l. <u>Motor vehicle theft</u> (Does not include theft <i>from</i> a motor vehicle)	0	0	0
m. <u>Arson</u>	0	0	0



**CRIMINAL OFFENSES – NONCAMPUS**

<b>Criminal offense</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
a. <u>Murder/Non-negligent manslaughter</u>			<b>0</b>
b. <u>Negligent manslaughter</u>			<b>0</b>
c. <u>Sex offenses - Forcible</u>			<b>0</b>
d. <u>Rape</u>			<b>0</b>
e. <u>Fondling</u>			<b>0</b>
f. <u>Sex offenses - Non-forcible</u>			<b>0</b>
g. <u>Incest</u>			<b>0</b>
h. <u>Statutory rape</u>			<b>0</b>
i. <u>Robbery</u>			<b>0</b>
j. <u>Aggravated assault</u>			<b>0</b>
k. <u>Burglary</u>			<b>0</b>
l. <u>Motor vehicle theft</u> (Does not include theft <i>from</i> a motor vehicle)			<b>0</b>
m. <u>Arson</u>			<b>0</b>

## CRIMINAL OFFENSES – PUBLIC PROPERTY

Criminal offense	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Rape</u>	0	0	0
e. <u>Fondling</u>	0	0	0
f. <u>Sex offenses - Non-forcible</u>	0	0	0
g. <u>Incest</u>	0	0	0
h. <u>Statutory rape</u>	0	0	0
i. <u>Robbery</u>	0	0	0
j. <u>Aggravated assault</u>	0	0	0
k. <u>Burglary</u>	0	0	0
l. <u>Motor vehicle theft</u> (Does not include theft <i>from</i> a motor vehicle)	0	0	0
m. <u>Arson</u>	0	0	0

## HATE CRIMES – ON CAMPUS

Criminal offense	2017 Total	Category of Bias for crimes reported in 2017							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> <i>(Does not include theft from a motor vehicle)</i>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2016 Total	Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> <i>(Does not include theft from a motor vehicle)</i>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2015 Total	Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> <i>(Does not include theft from a motor vehicle)</i>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

## HATE CRIMES – ON-CAMPUS STUDENT HOUSING FACILITIES

Criminal offense	2017 Total	Category of Bias for crimes reported in 2017							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2016 Total	Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2015 Total	Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0



### HATE CRIMES – NONCAMPUS

Criminal offense	2017 Total	Category of Bias for crimes reported in 2017							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

## HATE CRIMES – PUBLIC PROPERTY

Criminal offense	2017 Total	Category of Bias for crimes reported in 2017							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2016 Total	Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2015 Total	Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

**VAWA OFFENSES – ON CAMPUS**

Crime	2015	2016	2017
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

**VAWA OFFENSES – ON CAMPUS STUDENT HOUSING FACILITIES**

Crime	2015	2016	2017
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

**VAWA OFFENSES – NONCAMPUS**

Crime	2015	2016	2017
a. <u>Domestic violence</u>			0
b. <u>Dating violence</u>			0
c. <u>Stalking</u>			0

**VAWA OFFENSES – PUBLIC PROPERTY**

Crime	2015	2016	2017
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

**ARRESTS – ON CAMPUS**

<b>Does NOT include drunkenness or driving under the influence in Liquor law violations.</b>			
	Number of Arrests		
Crime	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	4	0	0
c. <u>Liquor law violations</u>	0	0	0

**ARRESTS – ON CAMPUS STUDENT HOUSING FACILITIES**

<b>Does NOT include drunkenness or driving under the influence in Liquor law violations.</b>			
	Number of Arrests		
Crime	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	1	0	0
c. <u>Liquor law violations</u>	0	0	0

### ARRESTS – NONCAMPUS

<b>Does NOT include drunkenness or driving under the influence in Liquor law violations.</b>			
Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>			0
b. <u>Drug abuse violations</u>			0
c. <u>Liquor law violations</u>			0

### ARRESTS – PUBLIC PROPERTY

<b>Does NOT include drunkenness or driving under the influence in Liquor law violations.</b>			
Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	2	0	0
c. <u>Liquor law violations</u>	0	0	0

### DISCIPLINARY ACTIONS – ON CAMPUS

Do NOT include drunkenness or driving under the influence in Liquor law violations.			
Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	6	9	7
c. <u>Liquor law violations</u>	20	31	19

### DISCIPLINARY ACTIONS – ON-CAMPUS STUDENT HOUSING FACILITIES

Do NOT include drunkenness or driving under the influence in Liquor law violations.			
Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	6	9	7
c. <u>Liquor law violations</u>	20	31	19



### DISCIPLINARY ACTIONS – NONCAMPUS

<b>Do NOT include drunkenness or driving under the influence in Liquor law violations.</b>			
	Number of persons referred for Disciplinary Action		
Crime	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>			0
b. <u>Drug abuse violations</u>			0
c. <u>Liquor law violations</u>			0

### DISCIPLINARY ACTIONS – PUBLIC PROPERTY

<b>Does NOT include drunkenness or driving under the influence in Liquor law violations.</b>			
	Number of persons referred for Disciplinary Action		
Crime	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

## UNFOUNDED CRIMES

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2015	2016	2017
a. <u>Total unfounded crimes</u>	0	0	0

# Annual Fire Safety Report

The Higher Education Opportunity Act became law in August 2008 and requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on-campus statistics. The following public disclosure report details information required by this law as it relates to Bethel College for the 2015-2016.

## GENERAL STATEMENT OF BETHEL COLLEGE RESIDENCE HALLS

Bethel College's residence halls (Haury Hall, Voth Hall, and Warkentin Court) have a smoke detectors and a fire alarm monitoring system that is monitored by the Newton (KS) Fire Department 24 hours per day, seven days per week.

Each residence hall conducts two fire drills per year, one in each academic semester. Others may be required based on needs of maintenance, or residential life staff.

## FIRE SAFETY IMPROVEMENTS AND UPGRADES

Bethel College Maintenance reviews the fire systems in the residence halls annually and implements upgrades, repairs, or revisions whenever issues are identified.

During the summer of 2016 the Haury Hall fire system was replaced and updated.

## RESIDENCE HALL FIRE DRILLS

Fire drills are held for each residence hall at least once per Fall and Spring Semester and are mandatory supervised evacuations for fire. The drill is initiated by the Residence Life staff in conjunction with Maintenance, and local public safety agencies.

Evacuation route maps are posted at strategic locations throughout each residence hall to identify the closest egress route. Failures to evacuate and follow proper evacuation protocol are subject to sanctions resulting from the Student Conduct process.

## POLICIES REGARDING FIRE AND FIRE SAFETY (FROM STUDENT HANDBOOK)

*In the Bethel College Student Handbook, the applicable policy is #7 – FIRE*

- A. Attempting to ignite and/or the action of igniting Bethel College and/or personal property on fire either by intent or through reckless behavior.
- B. Appliances: Every electrical appliance must be UL-listed and may only be used within the limitations of that listing. Flexible wiring (i.e., wiring not in a conduit) shall not be extended through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage. Wiring, including but not limited to telephone, \*cable, or computer wiring, from room to room is prohibited. All appliances with open/exposed heating elements are prohibited. These would include, but are not limited to, kerosene lanterns, hot plates, "George Foreman" grills, candle warmers and stoves
  1. Incidents of cable splicing will be passed to Cox Communications, and may be subject to criminal prosecution.
- C. Electricity: All extension cords must have the following components: 1) Grounded with three wires; 2) Terminate in single receptacle; 3) Sized adequately to handle load. Multi-tap adapters, "cube taps," zip type extension cords, and similar devices are prohibited.
- D. Light strings (e.g. Christmas lights) cannot be hung in hallways;

- E. Failure to Evacuate: It is each resident's responsibility to immediately evacuate to designated assembly areas when the fire alarm sounds;
- F. False Fire Alarms: False alarms (pulling fire alarm stations without cause, tampering with smoke detectors, etc.) are prohibited;
- G. Fire and Emergency Equipment: Tampering or interfering with fire alarm pull stations, smoke and heat detectors, fire extinguishers, hoses, fire sprinkler systems, exit signs or lights is prohibited behavior. Violators are subject to disciplinary action as well as legal prosecution;
- H. Flammable or Corrosive Materials: Storage or use of any flammable liquids, fireworks, photo developing chemicals, or corrosive materials in any quantity is prohibited in or around the residential facilities. No vehicles or machines with flammable or corrosive materials can be brought into or stored in or around the residential facilities;
- I. Halogen Lamps: Halogen lamps are prohibited;
- J. Open Flames: Use of candles, charcoal grills, incense, tiki torches, or any other open flames are prohibited in or around the residential facilities. Propane gas and charcoal for BBQs may not be stored in or around any residential facility;
- K. Smoke Detectors/Sprinkler Heads: Hanging items on, damaging, dismantling, deactivating, covering, or otherwise altering smoke detectors and/or sprinkler heads is prohibited.
  - 1. Note: Regardless of intent, any action that results in the activation of an alarm or the discharge of a fire suppression apparatus that causes damage to Bethel College or student property will be the responsibility of the student(s) responsible

## **REPORTING A FIRE**

Students reporting a fire should call 911 (from other campus phone: 9-911). If the fire event is no longer a danger, the Coordinator of Residence Life &/or the Community Assistant on duty should be contacted as soon as possible and the fire event reported.

## **FIRE EVACUATION PROCEDURES**

Building evacuation protocols are discussed with students when they move into their residence hall and are included on the evacuation route maps. In the case of fire, students are instructed to sound the nearest fire alarm and then evacuate the building. The evacuation procedures are:

- Remain calm
- Turn off equipment and appliances
- Check if your door is hot or has smoke around it. If so, stay in your room and wait for firefighters to evacuate you
- Close, but do not lock, doors and windows
- Proceed to the nearest exit. Use the stairs only, **DO NOT** use the elevators
- Report to your gathering point and check in with your Community Assistant or Coordinator of Residence Life
- **DO NOT REENTER** the building until after Public Safety officers have authorized reentry

## **FIRE SAFETY EDUCATION AND TRAINING**

Residence Life staff are trained on fire safety under the supervision local public safety agencies before the beginning of the Fall semester, and as needed/required in the Spring semester.

## **FIRE LOG**

The Bethel College Maintenance Department maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. Any entry to the log is required to be made within two business days of the receipt of the information. The fire log for the most recent 60 day period remains open for public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days after receipt of a request for public inspection.

## **EMERGENCY PHONE NUMBERS**

In case of fire always call 911 (from other campus phone: 9-911).

## **FIRE STATISTICS**

The Bethel College Maintenance Department collects fire statistics of any fire that occurred in an on-campus residence hall. The statistics are also published in the Annual Security and Fire Safety Report.

### **FIRES – SUMMARY**

Name of Facility	2015			2016			2017		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Haury Hall	0	0	0	0	0	0	0	0	0
Warkentin Court	0	0	0	0	0	0	0	0	0
Voth Hall	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>