



2018 Annual Security and Fire Safety Report

For the calendar year 2017

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INTRODUCTION

Anabaptist Mennonite Biblical Seminary (AMBS) is committed to assisting all members of the AMBS community in providing for their own safety and security. Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial, and geographic considerations, we understand the issue of campus safety may also be a concern.

This combined *Annual Security and Fire Safety Report* covering the period of January 1 through December 31, 2017, contains crime and fire statistics collected during this period. The Office of the U.S. Department of Education provides guidance regarding this reporting and compliance with this act, known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, referred to as the *Clery Act*, which provides students and their families with information in regards to campus safety and security.

By law AMBS is required to compile and publish this annual report by Oct. 1. Data for this report is managed and maintained by the President's Office in consultation with the members of the AMBS Board of Directors and the Administrative Cabinet.

Board Chair: Bruce Baergen
President: Sara Wenger Shenk
Vice President and Chief Financial Officer: Ron Ringenberg
Vice President and Academic Dean: Beverly Lapp
Dean of Lifelong Learning: Jewel Gingerich Longenecker
Director of Enrollment and Financial Aid: Daniel B. Grimes

This report is made available to the general public, prospective students, and employees, including all currently enrolled students, faculty and staff, via email notification and on the AMBS Campus Safety Campus Safety and Security (CSS) webpage found at www.amsb.edu/about/campus-security.

A copy of this annual report is maintained in the President's Office and made available upon request. Contact the AMBS President's Office at 3003 Benham Ave, Elkhart, IN, 46517, or by calling (574) 295-3726. Persons may also visit the office located in Waltner Hall Room 107. In addition, all campus safety and security policies and procedures are found in the student handbook and the employee manuals, available via Moodle, and on the AMBS Campus Safety and Security webpage.

CAMPUS LAW ENFORCEMENT AND REPORTING A CRIME

At present AMBS employs no campus security personnel. However, there are designated campus personnel who will and can assist individuals in reporting a crime. These persons do not have the authority to arrest individuals, but they will and can assist in promptly reporting a crime to the proper authorities and counseling professionals, off-campus referral services through local hospitals, mental health agencies, and other support organizations.

Emergency Numbers

AMBS makes available the contact information for other agency and public offices that can be contacted in case of an emergency.

Agency	Phone Number
American Red Cross: Elkhart Chapter	574-293-6519
Poison Control Center	800-222-1222
Elkhart Police (non-911)	574-295-7070
Elkhart Fire Department	574-293-8931
Elkhart General Hospital	574-294-2621
Elkhart Public Works and Utilities (Water and Sewer)	574-293-2572
Natural Gas Provider (NIPSCO: Northern Indiana Public Service Company) <i>Report a Gas Leak</i> <i>Report a Power Outage</i>	1-800-634-3524 1-800-464-7726

All criminal actions that happen on campus involving seminary personnel, seminary property, or property on campus belonging to seminary personnel should be reported as soon as possible to any of the following campus personnel. If any of these campus personnel receive information about a crime and believes it was provided in good faith, he or she should document it as a crime report.

Title	Name	Phone number(s)
Vice President and Chief Financial Officer	Ron Ringenberg	574-296-6212
President	Sara Wenger Shenk	574-296-6243
Executive Assistant for Business Services; Director of Housing	Linsey Vandrick	574-295-3726
Director of Maintenance and Campus Safety	Jeff Marshall	574-298-2575 (c) 574-296-6241
Assistant Director of Maintenance	Norm Cender	574-296-6259 574-238-5233 (c)
Academic Dean	Beverly Lapp	574-296-6238
Director of Enrollment and Financial Aid	Daniel Grimes	574-296-6266
Dean of Lifelong Learning	Jewel Gingerich Longenecker	574-296-6222
Campus Pastor	Janeen Bertsche Johnson	574-296-6216
Executive Assistant for the President and Academic Dean	Karen Sherer Stoltzfus	574-296-6244

Reportable Crimes

The Clery Act requires AMBS to report offenses for the following crimes:

- o Murder and non-negligent manslaughter
- o Negligent manslaughter
- o Forcible sex offenses (rape and fondling)
- o Non-forcible sex offenses (incest and statutory rape)
- o Domestic violence
- o Dating violence
- o Stalking
- o Robbery
- o Aggravated assault
- o Burglary
- o Motor vehicle theft
- o Arson
- o Hate crimes
- o Referrals for disciplinary action

AMBS maintains records and statistics related to crimes that occurred on campus for three years. These records are publicly accessible and may be requested from the President's Office by any current student or employee or any applicant for enrollment or employment.

If a victim of a crime does not want to pursue criminal action via the AMBS system or within the criminal justice system, the victim is encouraged to consider making a confidential report. With the permission of the victim, any of the designated personnel in the list below can file a confidential report of the incident on behalf of the victim without revealing the identity of the victim. However, the first priority of the seminary is to ensure the safety of the victim and others. Therefore, this confidential report is necessary to determine patterns or methods of crime and to alert the campus community of any potential dangers. Reporting in this manner is counted and disclosed by the institution annually.

If a criminal act is being committed, or a related or suspected emergency is in progress, the Elkhart City Police should be called at once. If a situation or incident is deemed severe or dangerous, seminary personnel and students are instructed to call 911 immediately.

At present, AMBS has no officially recognized student organizations with off-campus locations or off-campus housing facilities. Therefore, the recording and monitoring by local, state or federal law enforcement is not applicable.

EMERGENCY RESPONSE EVACUATION AND TIMELY WARNING

AMBS is committed to providing a safe and secure campus work and learning environment for students, employees and the community at large. AMBS will respond to an emergency in a safe and timely manner; will provide support to emergency responders from off-campus agencies; will assist students, faculty, staff and visitors; and will effectively communicate the status of events. Priorities in AMBS's emergency response will be:

- Preserve life, safety and health of individuals
- Protect facilities, equipment and services from loss during an emergency
- Effectively communicate with all parties throughout the emergency
- Maintain the continuity of seminary operations

1. Emergency Response and Evacuation Procedures Summary

The seminary's Vice President is the administrator responsible for notifying faculty, staff and students of emergency situations (e.g., inclement weather, building evacuations, campus closures, etc.). The seminary employs a wide variety of tools to make sure everyone on campus is informed during an emergency event — including the seminary's website, e-mail communication, telephone, printed materials and in-person announcements. The seminary will use all appropriate means to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate communication procedures above, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency. The Vice President (or the acting Campus Safety Officer in the absence of the Vice President) will immediately consult with the President about the situation, gather all of the facts available, and determine that there is a significant emergency. The Vice President will, in light of the specific facts and circumstances of the situation, determine whom to notify, determine the content of the notification, and initiate the notification process. Other members of the Administrative Cabinet and faculty or staff will be consulted as necessary.

Based on the severity of the situation, a Critical Incident Response Team (CIRT) will be called together for further response to the emergency and aftermath.

In addition, the seminary will communicate with local emergency management and law enforcement agencies as quickly as possible concerning any emergency as appropriate to the particular situation. For more information concerning the seminary's emergency preparedness procedures, please reference the complete AMBS Emergency Response Plan and Timely Warning Procedure.

Each room in Waltner Hall, Lambright Center and the library will have emergency exit and tornado shelter instructions posted near the entrance.

The seminary will test its procedures at a minimum annually. Tests may be announced or unannounced, and a report of the test will be documented. At least biennially the President will review the crime and fire statistics and review the campus emergency plan and revise as necessary.

2. Main Points

a. Emergencies or Dangerous Situations

1. If you encounter a situation or incident on campus that involves an emergency or dangerous situation, first make sure you are in a safe place.
2. Call 911 if the emergency/danger is severe.
3. Contact the AMBS Vice President or, in his/her absence, the Acting Campus Safety Officer. If direct contact with the VP is not possible, contact any faculty/staff. See phone list contained in this section.
4. The VP will immediately consult with the President and others as appropriate to determine next steps in response and notification. Depending on the severity of the emergency, a Critical Incident Response Team may be assembled for continued response.
5. The VP or designee will notify the campus community immediately upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors occurring on campus. Email, office phone announcement, and in-person announcements/warnings will be used as appropriate. Website and print may also be used for less urgent emergencies.
6. AMBS administration will continue to monitor the situation, respond and communicate as the situation merits until the emergency has passed.

b. Timely Warnings

The campus community will also be notified of non-emergency situations that are deemed important to maintain safety to persons and property but don't pose an immediate threat. The communication will include a description of the event and appropriate steps to be taken for safety and security. Examples include:

1. A vehicle is vandalized overnight in a campus parking lot
2. Occurrences of a violent crime in the surrounding neighborhoods
3. A planned power outage for repair purposes

3. Emergency Contact Information

Below are additional contact numbers you may need in case of an emergency.

Agency	Phone Number
American Red Cross: Elkhart Chapter	574-293-6519
Rape or Domestic Violence <i>Elkhart County Women's Shelter</i> <i>YWCA Women's Resource Center</i> <i>YWCA 24-hour Crisis Line</i>	574-294-1811 574-233-9491 1-866-YES-YWCA (1-866-937-9922)
Poison Control Center	800-222-1222
Elkhart Police (non-911)	574-295-7070
Elkhart Fire Department	574-293-8931
Elkhart General Hospital	574-294-2621
Elkhart Public Works and Utilities (Water and Sewer)	574-293-2572
Natural Gas Provider (NIPSCO) <i>Report a Gas Leak</i> <i>Report a Power Outage</i>	1-800-634-3524 1-800-464-7726

Below are the current office holders and their contact numbers related to the AMBS positions referenced in the policy:

Title	Name/Agency	Phone Number(s)
Elkhart City Emergency Personnel	Police/Ambulance	911
Vice President and Chief Financial Officer	Ron Ringenberg	574-296-6212
President	Sara Wenger Shenk	574-296-6243
Executive Assistant for Business Services; Director of Housing	Linsey Vandrick	574-295-3726
Director of Maintenance and Campus Safety	Jeff Marshall	574-298-2575 (c) 574-296-6241
Assistant Director of Maintenance	Norm Cender	574-296-6259 574-238-5233 (c)
Academic Dean	Beverly Lapp	574-296-6238
Director of Enrollment and Financial Aid	Daniel Grimes	574-293-6266
Dean of Lifelong Learning	Jewel Gingerich Longenecker	574-296-6222
Campus Pastor	Janeen Bertsche Johnson	574-296-6216
Executive Assistant for the President and Academic Dean	Karen Sherer Stoltzfus	574-296-6244

Approved by Ad Cabinet, 04/2013
Revised by Ad Cabinet, 09/2013

CRIME PREVENTION

The prevention of crime and vandalism is important to seminary life. AMBS is committed to educating the community with various ways to help prevent crime. This may be accomplished through forums or other means of educational gatherings. Students who live on campus or in seminary-owned housing are encouraged to lock their outside apartment doors at all times, even while occupied. Parents living on campus or in campus housing are encouraged to monitor their children playing outdoors. The Business Office will inform all occupants beforehand of any off-campus service personnel engaged to provide services in seminary-owned housing. AMBS maintenance personnel are to give occupants of seminary-owned housing advance notice, as well, for entering apartments to do repairs and other maintenance tasks. The Director of Housing may access occupied AMBS housing, with permission of occupants, to show housing options to prospective students. Occupants are

discouraged from giving access to apartments or other seminary-owned housing to any unauthorized persons. Cars on campus should be locked at all times and personnel and students are encouraged not to keep valuables in the car in plain sight. At night time, persons are discouraged from walking alone.

Only authorized persons (faculty, administrators, staff and the student[s] hired for lock-up purposes) are to have access to the security code, key to the outside door, or to the building itself in off-hours. Waltner Hall, Lambright Center, the maintenance building and the chapel are “secured” with an electronic system that is activated during off-hours (when the offices and/or library are closed). Each room in Waltner Hall, Lambright Center, and the library has emergency exit and tornado shelter instructions posted near the entrance.

New Student Orientation – Safety Awareness and Crime Prevention

New students enrolled in Leadership Education in Anabaptist Perspective (LEAP) will be briefed on general safety by course facilitators. These programs will include information on the following:

- general safety measures and crime prevention
- dating violence, domestic violence, sexual assault and stalking
- the definition of consent in reference to sexual activity
- safe and positive options for bystander intervention
- information on risk reduction
- information on AMBS policies and procedures after a sex offense occurs

AMBS will provide, on an ongoing basis, continuing education regarding crime prevention and awareness to all its students and employees.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY AND PROCEDURES

1. Policy

The Controlled Substance Act of 1970 (modified by congressional action in 1984) and the Anti-Drug Abuse Act of 1986 provides penalties for the unlawful manufacture, distribution and dispensing of controlled substances. The Drug-Free Schools and Communities Act Amendments of 1989 require institutions of higher education to have policies in place to prevent the unlawful possession, use and distribution of illicit drugs and/or alcohol by employees and students.

Anabaptist Mennonite Biblical Seminary discourages the possession and use of alcoholic beverages on campus and in seminary-owned housing; AMBS prohibits the use of alcoholic beverages at any seminary-sponsored function on or off campus and the illegal use of alcohol by minors on campus. AMBS persons (students and employees) who abuse or become addicted to alcohol or drugs will be subject to disciplinary action.

This policy addresses six areas as outlined by the Drug-Free Schools and Communities Act Amendments:

1. Prohibition of unlawful possession, use or distribution of drugs or alcohol;
2. Description of applicable legal sanctions for violation of the state and federal laws applicable to the possession or distribution of illicit drugs or alcohol;
3. Description of the health risks associated with the use of illicit drugs and alcohol abuse;

4. Description of counseling, treatment or rehabilitation or re-entry programs that are available to employees or students;
5. Statement of disciplinary sanctions for employees or students imposed by AMBS;
6. Biennial schedule to review this program and to ensure that disciplinary sanctions are consistently enforced.

The administration of this policy and its procedures is overseen by the AMBS Administrative Cabinet, which is responsible for the annual distribution of this document to all students and all employees. The Administrative Cabinet also biennially reviews the effectiveness of the policy. Students receive the policy and its procedures electronically at the beginning of each academic year through the campus email system. It is also found in the Student Handbook, which is distributed annually. The policy and its procedures are distributed at the August all-employee meeting. It is also available in the Faculty Policy and Procedures Manual and the Staff Policy and Procedures, which are also distributed each fall.

a. Prohibition of unlawful possession, use or distribution of drugs or alcohol.

AMBS prohibits employees and students from the illegal possession, use, manufacture or distribution of any controlled substance or drug paraphernalia on its premises or in conjunction with any of its activities, whether on-campus or off, or the abuse of any drugs and/or alcohol that impairs the ability of persons to function as an employee or student in a normal, safe and alert manner.

b. Description of applicable legal sanctions for violation of the state and federal laws applicable to the possession or distribution of illicit drugs or alcohol

State and federal laws related to the possession or distribution of marijuana, alcohol, drugs or materials for manufacturing drugs vary, but may include arrest; fines (from tens to hundreds of thousands of dollars); time in jail or prison; confiscation of property; loss of driver's license; and criminal record that could bar employees or students from certain types of employment.

No person under the age of 21 (a minor) is allowed to possess or consume alcoholic beverages in the State of Indiana. Any person who provides alcohol to a minor is subject to arrest and prosecution.

Employees are required to report any drug- or alcohol-related convictions under a criminal drug statute for violations occurring in the workplace or during the performance of work-related duties or activities within five days after the conviction, as required by the Drug-Free Workplace Act.

Penalties Related to Illicit Drugs

Crime	Penalties
Dealing in Cocaine, a Narcotic Drug, or a Schedule I, II, or III Controlled Substance (except marijuana, hash oil or hashish)	6 to 20 years imprisonment and up to \$10,000 fine. If the amount of the drug involved is three (3) grams or more; OR it is delivered to a person under eighteen (18) years of age and at least three (3) years junior to the person; OR if it is on a school bus or within 1,000 feet of school property, a public park or a family housing complex, THEN – 20 to 50 years imprisonment and up to a \$10,000 fine.
Dealing in a Schedule IV Controlled Substance	2 to 8 years imprisonment and up to a \$10,000 fine. If the amount of the drug involved is three (3) grams or more; OR it is delivered to a person under eighteen (18) years of age and at least three (3) years junior to the person; OR if it is on a school bus or within 1,000 feet of school property, a public park or a family housing complex, THEN – 20 to 50 years imprisonment and up to a \$10,000 fine.
Dealing in a Schedule V Controlled Substance	Six months to 3 years imprisonment and up to a \$10,000 fine. If the amount of the drug involved is three (3) grams or more; OR it is delivered to a person under eighteen (18) years of age and at least three (3) years junior to the person; OR if it is on a school bus or within 1,000 feet of school property, a public park or a family housing complex, THEN – 20 to 50 years imprisonment and up to a \$10,000 fine.
Possession of Cocaine or a Narcotic Drug Classified in Schedule I or II	Six months to 3 years imprisonment and up to a \$10,000 fine. If the amount of the drug involved weighs three (3) grams or more OR the person was also in possession of a firearm, THEN – 2 to 8 years imprisonment and up to a \$10,000 fine. If the amount of the drug involved weighs LESS than three (3) grams AND it is on a school bus or within 1,000 feet of school property, a public park or a family housing complex, THEN – 6 to 20 years imprisonment and up to a \$10,000 fine.
Dealing in, or Possession with Intent to Deal in Marijuana, Hash Oil or Hashish	Up to one (1) year imprisonment and up to a \$5,000 fine. If the amount is more than thirty (30) grams but less than ten (10) pounds of marijuana (or two(s) grams but less than 300 grams of hash oil or hashish); OR the recipient or intended recipient is under eighteen (18) years of age; OR the person has a prior conviction for an offense involving marijuana, THEN – six months to three (3) years imprisonment and up to a \$10,000 fine. If the amount is ten (10) pounds or marijuana (or 300 grams of hash oil or hashish) or more; OR the person delivered or financed the delivery (of any amount) on a school bus or within 1,000 feet of school property, a public park or a family housing complex, THEN – 2 to 8 years imprisonment and up to a \$10,000 fine.
Possession of Marijuana, Hash Oil or Hashish	Up to one (1) year imprisonment and up to a \$5,000 fine. If the amount is more than thirty (3) grams of marijuana or two (2) grams of hash oil or hashish; OR the person has a prior conviction for an offense involving marijuana, THEN – six months to three (3) years imprisonment and up to a \$10,000 fine.
Possession of two or more Precursors with Intent to Manufacture	Six months to 3 years imprisonment and up to a \$10,000 fine.
Public Intoxication	Up to six months imprisonment and up to \$1,000 fine.
Illegal Possession of Alcohol by a Minor (under 21)	Up to 60 days imprisonment and up to \$500 fine
Furnishing Alcoholic Beverage to a Minor	Up to 60 days imprisonment and up to \$500 fine

c. Description of the health risks associated with the use of illicit drugs and alcohol abuse

Well-known health risks related to alcohol abuse include: hangover; weight gain; high blood pressure; depressed immune system; cancer; liver disease; alcohol poisoning; heart or respiratory failure; malnutrition; impotence; nerve damage; memory loss; birth defects; coma; death. Excessive alcohol use may be a sign of alcoholism, a condition that seriously compromises personal health, family and social relationships, financial stability, and capacities for work.

Long-term health risks related to various classes of drug usage and abuse include: heart attack or highly elevated heart rate; respiratory or circulatory failure; come; tremors, seizures; nausea; depression; psychosis; paranoia; memory impairment; cognitive problems; infertility; weakened immune system; lung damage; impotence; unpredictable and violent behavior; dizziness; headache; death (Bowles Center for Alcohol Studies, University of North Carolina at Chapel Hill).

See also:

- Center for Disease Control <http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>; <http://www.cdc.gov/nchs/fastats/drug-use-illegal.htm>.
- Effects of Alcohol and Drug Abuse <http://alcoholism.about.com/od/effect/u/Risks.htm#s1>
- Center for Substance Abuse Research, University of Maryland http://www.cesar.umd.edu/cesar/drug_info.asp
- National Institute on Alcohol Abuse and Alcoholism <http://www.niaaa.nih.gov>

d. Description of counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students

AMBS does not provide counseling, treatment, or rehabilitation services for employees or students. The campus pastor is available to help students connect with counseling and treatment services in the Elkhart area. Employees may also contact the campus pastor for a list of local programs addressing their particular need.

e. Statement of disciplinary sanctions for employees or students imposed by AMBS

Failure on the part of the employee or students to comply with this drug-free policy will result in one or more of the following actions:

- For employees: Face-to-face meeting with employee and his/her supervisor to identify the controlled substance “personal misconduct” violation; a report is filed in the employee’s permanent file.
- For students: Face-to-face meeting with student, student’s advisor, Academic Dean, and Campus Pastor to identify the controlled substance “personal misconduct” violation; a report is filed in the Academic Dean’s office.
- Employees or students may be placed on short-term probation with clear criteria for required behavioral changes and/or counseling with an evaluative review at the end of the probationary period.
- Mandatory participation in substance abuse education or rehabilitation program (likely at employee’s or student’s expense) as a condition of continued employment or studies at AMBS.
- Employees’ work or students’ studies may be terminated temporarily for treatment or pursuit of other interventions.
- For employees: Permanent termination of employment.

- For students: Permanent termination of studies.
- Notification of local police if the violation is more serious than a “personal misconduct” which may include arrest.

In the case of employees, the appropriate disciplinary action will be determined by following the AMBS grievance process and includes the employee, his or her supervisor, and the AMBS President. In the case of students, the appropriate disciplinary action will be determined by following the AMBS grievance process that includes the student, his or her advisor, the Campus Pastor, and the Academic Dean.

Campus disciplinary actions and criminal charges may both be filed for the same violation. Employees and students may be subject to sanctions set by AMBS and by state or federal laws.

2. Procedures

Biennial schedule to review this program and to ensure that disciplinary sanctions are consistently enforced.

The effectiveness of the Drug and Alcohol Abuse Prevention Policy is reviewed biennially by the Administrative Cabinet using the following data: 1) the number of public presentations or other forums offered to educate the school community about the effects of alcohol and drug abuse; 2) direct communication about AMBS campus culture that discourages alcohol abuse and drug usage; 3) the number of employee cases of alcohol or drug abuse reported to the President’s Office; 4) number of student cases of alcohol or drug abuse reported to the Academic Dean’s Office; 5) the number of instances of on-campus drinking and/or drug abuse reported to campus security, the Campus Pastor, and/or the Academic Dean’s office; and 6) the number of arrests related to drug- or alcohol-related use. This data will be collected by the President’s Office and analyzed by the Administrative Cabinet. Needed changes in policy will be identified and implemented immediately.

This review will normally take place between May and July in the years 2015, 2017, 2019 and 2021.

*Approved by Ad Cabinet, 04/2013
Revised by Ad Cabinet, 09/2013*

SEXUAL MISCONDUCT POLICY AND PROCEDURES (Sexual Discrimination, Harassment, Violence)

1. Policy Statement

AMBS intends to maintain a work and academic environment that exemplifies and supports Christian sexual values, maintains the dignity and worth of all individuals, and fosters relational trust between men and women. AMBS does not discriminate in its educational policies, program, activities or environment on the basis of sex.

Sexual misconduct undermines Christian values, personal dignity and trusting relationships. Therefore, sexual discrimination, harassment and violence are strictly forbidden among all AMBS employees, students, housing residents, campus visitors, board members, internship supervisors and others who do business with AMBS. This learning community promotes safety and freedom for everyone involved at AMBS. All students and those providing services to AMBS will be apprised of this policy.

Sexual misconduct fosters a hostile environment that can impair AMBS employees' sense of well-being and job performance. It can deny or limit students' opportunities and abilities to benefit from the programs offered by AMBS and participation in its community life. Hostile working or educational environments demean and intimidate employees and/or students.

Sexual harassment is prohibited by law under federal and state statutes: Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; and the Indiana Civil Rights Act. Institutional policy and governmental law alone cannot address the larger and more pressing issue — namely, the cultivation of a community of safety, trust and mutual regard between faculty, administration, staff, students and other members of the AMBS community, and between women and men. The development and maintenance of a healthy and safe community life is AMBS's primary commitment.

AMBS is committed to a policy of nondiscrimination against persons who file complaints against a person accused of sexual misconduct or who activate the outlined mediation or grievance procedures. *[Please see the separate AMBS Grievance Policy for handling issues not of a sexual misconduct nature.]*

Sexual misconduct of any sort can become cause for temporary suspension from employment or student status at AMBS and possibly termination of employment or of student status.

2. Definitions

Sexual misconduct: A broad category of verbal, nonverbal or physical behaviors directed toward females or males on the basis of their sex that demean, bully, threaten or injure them including sexual discrimination, sexual harassment and sexual violence. Misconduct can occur among employees, between employees and students, between students, between employees and campus residents or guests, between students and campus residents or guests, or between internship supervisors and students. A consensual sexual relationship that may not include a differential of power, nor demeaning, bullying, threatening nor injury, but does represent a violation of a marriage covenant of any person involved in the relationship is also understood to be sexual misconduct.

Sexual discrimination: The limitation of opportunities for employment, promotions, benefits, education, entrance to programs, or other social or personal advancements on the basis of sex (gender).

Sexual harassment: Unwanted sexual comments, advances or attention; sexual solicitations or propositions; bullying, intimidation, threats, coercion of a sexual nature; non-consensual sexual contact; innuendo or demand of sexual favors for future benefits (e.g., maintaining employment, securing advancement, favorable recommendations, participation in special projects or programs, etc.), indecent exposure; voyeurism; displaying or distributing sexually explicit images or text in any location for the purpose of intimidation; sex-based cyber-harassment through social media.

Sexual violence: Non-consensual sexual intercourse of any type; sexual assault; date violence; sexually motivated stalking; rape; death resulting from physical violence of a sexual nature.

Consent: Informed and freely given agreement to participate in a form of sexual activity; clear communication in understandable words. Silence, passivity or lack of active resistance does not constitute consent. Lack of resistance in the face of threat of force, violence or intimidation does not constitute consent.¹

3. Some Examples of Sexual Misconduct:

- Denial of opportunities for advancement, participation in an institutional program, or inequitable compensation as the direct result of a person's sex (gender);
- Behavior of a sexual nature that is insulting or degrading to a person of the opposite or the same sex (gender);
- Unwanted, inappropriate and offensive sexual advances of a verbal or physical nature;
- Purveying unsolicited or undesired information, images, video, comments, etc., of a sexually demeaning nature through electronic or internet modes of communication;
- Solicitation of sexual favors in exchange for some kind of benefit or reward (e.g., good grades or job promotion);
- Sex-linked behavior that is coerced by threat or punishment;
- Forcible sex offense such as rape, sodomy, sexual assault with an object, forcible fondling, incest and statutory rape;

4. Education of the AMBS Community

In the interest of cultivating wholesome relationships between women and men, and in order to inform and remind people of AMBS's stance against sexual misconduct, AMBS employees and students are educated on the nature and consequences of sexual misconduct in the following ways:

- The Sexual Misconduct Policy is available on the AMBS website for student and employee access.
- The policy is printed in the Core Policies and Procedures handbooks and reviewed with new employees and students during their orientation.
- AMBS employees and students are informed about this policy on an annual basis, reviewing: definitions of sexual misconduct; clear prohibitions against sexual discrimination, harassment, and violence; recognizing discrimination and harassment; how to report sexual misconduct incidents; assessing AMBS' activities

¹ Sexual Misconduct and Sexual Assault Policy, University of Notre Dame. (August 16, 2012) <http://dulac.nd.edu/university-standards-of-conduct/sexual-misconduct-and-sexual-assault-policy/> accessed August 2, 2013. Note: The University of Notre Dame's Title IX Sexual Assault Resources have been revised and are now located at <https://titleix.nd.edu/university-policies/> and <https://dulac.nd.edu/community-standards/important/>. (September 2018)

and climate of safety and freedom; the relationship between drug and alcohol abuse and sexual harassment or violence; and procedures to ensure that AMBS officials will act promptly and equitably to investigate any complaints.

- The Director of Enrollment ensures that administrators have appropriate training to recognize sexual violence and sexual harassment, to determine whether local law enforcement should be contacted, and to begin the appropriate mediation or grievance procedures upon receipt of written complaint.
- AMBS administrators and faculty sponsor community forums, seminars and continuing education events to educate and inform persons about the nature and consequences of sexual misconduct and issues related to it.
- Professors teaching courses on sexual or professional ethics, gender issues, pastoral leadership and pastoral counseling are required to deal with issues related to sexual misconduct, including discrimination, harassment and violence such as the maintenance of appropriate boundaries in professional relationships and the implications of imbalances in power between professionals and those with whom they work.
- The library will acquire on an ongoing basis the most pertinent material on this subject (e.g., electronic resources, books and/or DVDs), including materials that approach the subject from a Christian theological perspective and deal with the issues in congregational and other ministry settings in which graduates will be serving.

5. Title IX Coordinator

The AMBS Director of Enrollment and Financial Aid serves as the Title IX Coordinator.

6. People to Contact in the Event of Sexual Misconduct

Students, employees or visitors on the AMBS campus or engaged in any AMBS-related activities (including distance courses) who have experienced incidents that may be defined as sexual misconduct (i.e., discrimination, sexual harassment or sexual violence) should report their experience to the Title IX Coordinator.

The Title IX Coordinator will outline the procedure for informing accusers of their options for notifying law enforcement authorities at the time when the complaint is reported. The director will assist accusers in making contact with local police if required.

If the Coordinator is not immediately available to help students, employees or visitors who have experienced sexual violence, or if a sexual misconduct complaint is lodged against the Coordinator, they should contact the Director of Maintenance and Campus Safety, the Academic Dean, the Chief Financial Officer or the Campus Pastor. These people will begin the process of determining whether law enforcement should be involved; they should also contact the Title IX Coordinator, if this director is not otherwise implicated in the incident. If the Coordinator has perpetrated the misconduct, then the President (the director's supervisor) should be contacted.

- **Jeff Marshall (or Norm Cender)**, Director of Maintenance and Campus Safety, jmarshall@ambs.edu; 574-298-2575 (cell)
- **Beverly Lapp**, Vice President and Academic Dean, bklapp@ambs.edu, 574-296-6238 or 574-903-6200
- **Ron Ringenberg**, Vice President and Chief Financial Officer, rringenb@ambs.edu, 574-296-6212
- **Janeen Bertsche Johnson**, Campus Pastor, jbjohnson@ambs.edu, 574-533-3608 (cell)
- **Daniel Grimes**, Director of Enrollment and Financial Aid and Title IX Coordinator, dbgrimes@ambs.edu, 574-296-6266

Students or employees in the distance program should contact Daniel Grimes or Beverly Lapp.

7. Failure to Participate

Victims of sexual misconduct may choose not to submit a complaint to the Title IX Coordinator. However, should evidence of sexual misconduct come to the attention of the Administrative Cabinet, this governing body is required to investigate the allegation.

Any employee or student accused of sexual misconduct who refuses to participate in the Level 1 mediation procedures or Level 2 grievance procedures will be placed on unpaid leave or withdrawn from courses and placed on leave of absence.

8. Prompt and Equitable Response

AMBS will address all sexual misconduct complaints with the following actions:

- Securing medical services in the event of violent sexual misconduct;
- Helping accuser determine if the misconduct warrants criminal investigation, if requested;
- Advising the accuser of resources available at AMBS or in the community (e.g., health services, mental health resources, law enforcement authorities, pastoral or spiritual care resources);
- Ensuring the integrity and respect of the accuser and accused;
- Making reasonable changes in work, living, or academic program arrangements if needed;
- Carrying out a prompt and thorough investigation of a written complaint submitted to the Title IX Coordinator;
- Preserving confidentiality of accuser and accused as far as possible to carry out a thorough investigation of a complaint;
- Taking disciplinary or corrective action or imposing sanctions as appropriate and the investigation warrants;
- Advising the accuser and accused of the outcomes of the investigation promptly and concurrently.

9. Procedure for Addressing Sexual Misconduct Complaints

The Title IX Coordinator will ensure that the grievance procedures laid out below are followed and that the process is prompt, thorough, impartial and reaches an equitable resolution for the accuser and the accused. The procedures set out in this policy apply to all employees, students and third parties (e.g., volunteers, board members, internship supervisors, vendors, visitors, etc.). If the complaint is not one of sexual violence, the accuser may begin the mediation process as soon as the written complaint has been submitted to the Coordinator. The accuser can move into the formal grievance process at any time.

If the complaint is of a criminal nature, law enforcement investigation will be carried out independently of investigations at AMBS.

The AMBS procedures include:

- An information-gathering process to determine the nature of the complaint
- Level One mediation (not used to resolve sexual violence complaints)
- Level Two formal grievance

The information-gathering phase is initiated by the accuser, with the help of the Title IX Coordinator if needed, with a signed statement that includes the following:

- names of the accuser and the accused;
- type of sexual misconduct alleged (discrimination, harassment, violence);
- date(s) and location(s) when the alleged misconduct occurred;
- details of the alleged misconduct including any information that supports the complaint;
- description of actions taken by accuser to end the alleged misconduct;
- the redress that is sought.

To the extent possible, AMBS seeks to protect the privacy of all parties involved in alleged acts of sexual discrimination, harassment or violence. However, upon receipt of a complaint of sexual misconduct, AMBS is required by law to take action that ensures that the harassment and/or violence stops immediately, prevents its recurrence and addresses its effects. These requirements will mean sharing limited and pertinent information with the accuser, accused, witnesses, investigators, and members of the Administrative Cabinet related to the specific complaint.

A Sexual Misconduct Response Team (SRMT) will be appointed by the Administrative Cabinet to work with the Title IX Coordinator within a week of the submitted complaint. This team will include a member of the Administrative Cabinet, a member of the teaching faculty, a member of the administrative faculty and the Title IX Coordinator.

The Coordinator will determine a clear and prompt timeline for the major stages of the complaint process:

- Timeline for conducting the full investigation of the complaint including the mediation phase (if followed) and grievance procedures;
- Timeline for accuser and accused to receive communication about the outcome of mediation and/or grievance process;
- Timeline in which both parties may appeal the outcome of the grievance process.

10. Level 1 (Mediation Procedures)

If appropriate, the accuser will be encouraged to discuss her or his complaint with the accused directly. If this approach has failed or is deemed inadvisable, the accuser may choose to begin with the Level 1 process in consultation with the Title IX Coordinator. Complaints that can be addressed in a reasonably straightforward and uncomplicated way are appropriate for this level of mediation. This level is not advisable if the sexual misconduct is of a violent nature.

The accuser is strongly encouraged to submit her/his complaint to the Coordinator within 60 days of the incident; complaints will be received by the Coordinator up to 180 days after the incident and beyond when deemed necessary.

After receiving the written complaint of the accuser, the Coordinator will ask the accused to submit a written report within five days using the same complaint outline giving her/his perspective on the alleged misconduct.

The Coordinator will meet with the accuser and the accused along with another AMBS administrator or faculty member who serves as a witness to the proceedings.

A date for a mediation meeting is set; the accuser and the accused may each bring an advocate to the meeting who will remain silent unless called upon by the mediator.

The mediation meetings will proceed in the following manner:

- The Title IX Coordinator, serving as mediator, will set out clearly the procedure for mediation discussion, ensuring that both accuser and accused have equal opportunity to be heard, understood, and actively involved in finding a resolution to the complaint.
- An orderly, full, frank and fair conversation about the sexual misconduct incident will allow the accuser and accused to come to a fuller understanding of the situation.
- If accuser and accused can reach a satisfactory resolution to the complaint, including clear agreements for changes in behavior and understanding of consequences, then the Title IX Coordinator will close the mediation by verbally stating the understandings, outcomes, and commitments made through the procedure.
- If a second meeting appears needed for the accuser and accused to reach a satisfactory outcome, another date is scheduled.
- A written report of the mediation process, including the stated understandings, outcomes, and commitments reached, will be submitted to the accuser and accused for correction and signature.
- The outcome of the mediation will be reported to an employee's supervisor or the academic dean in the case of students.
- The written report will be filed in the director of human resource's office. If no further incidents are reported by the accuser or accused in a five-year period, the report is removed from the director's office and shredded.

At any point in the Level 1 mediation process, the accuser may decide to suspend this procedure and move to Level 2.

11. Level 2 (Grievance Procedures)

Accusers are strongly encouraged to submit their complaints to the Title IX Coordinator within 60 days of the incident; complaints may be received by the Coordinator up to 180 days of the incident. Upon receipt of a complaint of sexual misconduct, the Coordinator will meet with the accuser to determine whether the Level 1 or Level 2 procedures are most appropriate for dealing with the complaint. All sexual violence complaints should begin with the Level 2 procedures.

The Title IX Coordinator will work with the Administrative Cabinet to name a Sexual Misconduct Response Team (SMRT) to address the complaint within one week of receiving the complaint.

The director will also request that the accused complete and sign a statement that addresses the following:

- names of the accuser and the accused;
- type of sexual misconduct alleged (discrimination, harassment, violence);
- date(s) and location(s) when the alleged misconduct occurred;
- details of the alleged misconduct including any information that explains the alleged behavior;
- description of actions taken by accuser to end the alleged misconduct and accused response.

The SMRT will review the statements submitted by the accuser and accused and determine next steps in the investigative process. Such investigation could include, but not be limited to: review of relevant evidence (e.g., email communications or other written or graphic communication; interviews with witnesses; legal implications of the alleged misconduct;

review of any factors in AMBS community life that encouraged misconduct; etc.). Great care will be taken to ensure that the privacy rights of the accuser and the accused are reasonably protected given the nature of the investigation and/or possible threat to either party or the community.

The Title IX Coordinator will communicate the progress of the information gathering process (but not necessarily the findings) to the accuser and accused in an ongoing and timely way.

Working with the SMRT, the accuser, the accused and the Coordinator will develop a schedule for meetings to hear testimony from the accuser, the accused, witnesses or others whose expertise may be relevant to the complaint. This schedule will take into careful consideration issues related to the physical and psychological safety of the accuser and the accused. The accuser and the accused may invite an advocate to attend meetings with the SMRT; the advocate will not contribute to the proceedings unless asked specifically to do so.

Meetings with the SMRT, the accused, and the accuser will follow this outline:

- The Title IX Coordinator, serving as convener of the meeting, will state clearly the discussion procedure for the meeting and ensure that both accuser and accused have equal opportunity to be heard (if both are present), understood and actively involved in establishing the facts of the complaint.
- The Title IX Coordinator will make clear that the preponderance of evidence is the standard by which decisions related to the alleged misconduct will be made.
- An orderly, full, frank and fair conversation about the sexual misconduct incident will allow the SMRT to come to a fuller understanding of the complaint, to determine whether sexual misconduct occurred and if so, to identify appropriate disciplinary actions or sanctions.
- The Title IX Coordinator will summarize verbally the findings, understandings and/or decisions reached during the meeting.
- If future meetings are required, next meeting times will be set before the conclusion of the meeting OR agreements made for follow-up scheduling.
- A written summary of the meeting will be available to the SMRT, the accuser and accused within five working days of the meeting.

At the conclusion of all scheduled meetings with the accuser and the accused, the SMRT will determine whether sexual misconduct did occur and what disciplinary actions or sanctions will follow. The future safety of the accuser and the accused will be considered in these deliberations.

The Title IX Coordinator will meet with the Administrative Cabinet and distribute a written report of the SMRT's determination of the sexual misconduct complaint, including disciplinary actions or sanctions, within 24 hours of the final SMRT meeting. Any disciplinary actions required for the safety of the accuser or the accused will take effect immediately.

The Title IX Coordinator will communicate the action of the Administrative Cabinet to the accuser and the accused in writing within 24 hours of the Administrative Cabinet meeting.

Within 10 working days, the Title IX Coordinator will compile the meeting schedule, all meeting summaries, final determination related to sexual misconduct, and action of the Administrative Cabinet. This report will be filed in the office of the Coordinator.

12. Disciplinary Actions and Sanctions

If the Sexual Misconduct Response Team determines that the accused did engage in sexual misconduct (discrimination, harassment or violence), the following examples of possible disciplinary actions or sanctions may be imposed:

- Verbal reprimand with possible warnings
- Probationary period
- Written reprimand with warnings in personnel or student file
- Monitored, restricted or denial of access to AMBS campus, programs, online resources, continuing education, employee or all-campus social gatherings, salary increases, research funds
- No social or verbal interactions with accuser (including change of residence, work schedule or course schedule if necessary)
- Mandatory counseling/therapy or training at accused's expense
- Suspension from work (unpaid) or courses for a period of time
- Dismissal from employment or academic program

In addition, when it has been ascertained that an employee who is licensed or ordained for ministry has engaged in sexual misconduct, the appropriate official from the credentialing body, including Mennonite Church Canada or Mennonite Church USA, will be notified.

13. Prompt and Equitable Requirements

The Level 1 procedures and/or the Level 2 grievance procedures will seek to determine whether sexual discrimination, harassment or violence has occurred using the preponderance of evidence standard.

AMBS will maintain documentation of all proceedings related to the complaint independent of other criminal investigation.

The Title IX Coordinator will ensure that both parties are concurrently given written notification of the outcome of the mediation or grievance procedures. FERPA laws permit AMBS to disclose information to the accuser related to the sanction imposed upon a student, employee or third party who was found to have engaged in discrimination or harassment if the sanction directly relates to the accuser.

14. Appeal of Sexual Misconduct Response Team's Ruling

The accuser or the accused may appeal the outcome of the Sexual Misconduct Response Team's (SMRT) findings and ruling to the AMBS President within 10 working days (i.e., Monday through Friday) of its receipt. The President will have 30 days to review the work of the SMRT, conduct other deliberative work and determine whether to honor the appeal. The decision of the President will be final. If the President is the accused, the appeal will go to the chair of the AMBS Board of Trustees, and possibly Mennonite Education Agency and Mennonite Church Canada Formation Council, for review and final decision.

15. Remedies and Enforcement

If the mediation or the grievance process determined that sexual discrimination, harassment or violence has occurred, AMBS will take steps promptly to protect the accuser and the accused.

The AMBS Campus Pastor will follow up with accusers and accused to offer support and assistance, which could include referrals to local agencies or ministries for ongoing counseling.

The Title IX Coordinator will have resources available for educating employees and students on the definition, nature, evidence and consequences of sexual discrimination, sexual harassment and sexual violence.

16. Elkhart Community Resources

911: Emergency number

Elkhart General Hospital Emergency Room, 600 East Blvd., Elkhart, IN: 574-523-3315

Oaklawn Community Mental Health Center, 2600 Oakland Ave., Elkhart, IN: 574-533-1234

Samaritan Center, 221 E. Crawford St., Elkhart, IN: 574-262-3597

Elkhart City Police, 175 E. Waterfall Dr., Elkhart, IN: 574-295-7070

S-O-S of the Family Justice Center, South Bend, IN 46617: Hotline: 574-289-4357;

Business: 574-234-6900; Website: <http://fjcsjc.org>

Community Resources for employees or students participating in distance programs will be gathered by the Title IX Coordinator.

17. Retaliatory Behavior

AMBS will not tolerate retaliatory behavior toward the accuser, witnesses, advocates or others involved in processing the complaint by any person, group or organization. It will also not tolerate retaliatory behavior toward the accused, witnesses or advocates by any person, group or organization. Retaliation by an AMBS employee may result in suspension or possibly termination of employment; retaliation by student(s) may result in suspension from courses and/or termination of student status.

18. Intentionally Dishonest Complaints of Sexual Misconduct

This Sexual Misconduct policy assumes “good faith” on the part of the person lodging the complaint and/or activating the grievance procedures. Anyone who has submitted a sexual misconduct complaint that is intentionally deceiving, dishonest or malicious or has given false or misleading testimony in the pursuit of a complaint will be subject to disciplinary action. Persons who feel they have been falsely accused of sexual misconduct may utilize the AMBS grievance policy.

Sources Used

Institutional policies of Eastern Mennonite University, Goshen College, University of Notre Dame

National Women’s Law Center, <https://nwl.org/resources/cyberbullying-and-sexual-harassment-frequently-asked-questions/>

Office of Civil Rights: U.S. Department of Education. “Dear Colleague” Letter, April 4, 2011

Office of Civil Rights: U.S. Department of Education. *Sexual Harassment: It’s Not Academic*. September 2008

Petrocelli, William, and Barbara Kate Repa, *Sexual Harassment on the Job* (Nolo Press, 1992)

Riggs, Robert O., Patricia H. Murrell, and Joanne C. Cutting, *Sexual Harassment in Higher Education: From Conflict to Community*, ASHE-ERIC Higher Education Report (No. 2, 1993)

U.S. Department of Education. *Handbook for Campus Safety and Security Reporting*, 2011

Approved by AMBS Board, October 28–29, 1994

Approved by Administrative Cabinet, August 22, 2002

Updated policy approved by Administrative Cabinet, August 12, 2013

Revised by Administrative Cabinet, December 17, 2013

Revised and approved by Administrative Cabinet, January 5, 2016

SEXUAL MISCONDUCT: PROCEDURES FOR REPORTING TO AUTHORITIES

Following a sexual assault, incidence of domestic violence, dating violence, rape or stalking, the first and most important item is for the person to get to a safe place and, if reporting the crime, to notify the police immediately. Once the person is in a place of safety, it is vitally important for the person(s) to receive medical attention, and it is strongly recommended that the person(s) be forensically examined.

The person(s) should make every effort to save anything that might contain the perpetrator's DNA, as this evidence can be key to identifying the perpetrator in a sexual assault case. To preserve evidence, the person(s) should not bathe/shower, change clothing, use the restroom, comb his/her hair, clean up where the offense occurred, or move anything the perpetrator may have touched. If rape drugs are suspected, and the person is not jeopardizing his/her safety, try to obtain a sample of the drink. It is also important for the person to write down as much as possible about the attack, including a description of the assailant.

SAFETY TRAINING AND AWARENESS

Training on awareness, prevention and reporting of sensitive crimes is provided for new students and transfer students in LEAP at the beginning of the academic year and to all employees in AMBS' annual all-employee meeting. The training is provided in a large-group format. Attendance at the training session is required and covers:

- The definitions of sexual assault, dating violence, domestic violence, stalking and consent
- Strategies for preventing and reporting sensitive crimes
- Strategies for bystander prevention, intervention and reporting of sensitive crimes

Ongoing training is provided to all students through new student orientations that occur at the beginning of each term in which a new student may begin in the academic year.

MISSING STUDENT POLICY AND PROCEDURES

1. Policy

Students residing or staying in AMBS housing bear responsibility for communicating their planned absences from the AMBS campus to neighbors, friends or AMBS personnel. When a student is unaccountably missing for more than 24 hours, AMBS will seek to determine the student's whereabouts, contact the identified friend or family member, and report the missing student to the Elkhart City Police (574-295-7070) within 24 hours of the first report.

The AMBS Academic Dean, Campus Pastor, Director of Enrollment and Financial Aid, or Registrar should be the contact if a student is deemed missing.

Definition of a missing student

Students are presumed to be missing when their absence from people with whom they have established patterns cannot be readily explained or when they are not seen performing their regular duties, responsibilities or functions. A student is considered missing if it is not

possible to establish some means of contact with him or her within a 24-hour period of the noted absence.

2. Procedures

- **Campus contact**

Each student living as a resident in AMBS campus housing, commuting students staying overnight one or two nights a week during a semester, hybrid course or Intensive Term course is requested to identify on his or her housing form an on-campus person (e.g., a roommate, spouse, family member or friend) who is able to contact school administrators should the student be unaccountably missing for 24 hours or more. Information for the local contact will be recorded in the student's electronic information record and available to the appropriate school administrators.

- **Reporting to AMBS administrators**

If a student is unaccountably missing for more than 24 hours, the student's identified campus contact will communicate with the Academic Dean, Campus Pastor, Director of Enrollment and Financial Aid, OR Registrar in person or via phone, text or email. Should none of these school administrators be available, the campus contact will call the Elkhart City Police Department. The campus contact may also communicate with the AMBS administrators listed above if a student is unaccountably absent for less than 24 hours.

- **Off-campus contact**

Students using AMBS campus housing will be requested to provide on their housing request form the name and information of someone off-campus that AMBS or Elkhart City Police would call should they be unaccountably missing. This information will be secured in the students' electronic information record and only available to the Academic Dean, Campus Pastor, Director of Enrollment and Financial Aid, and Registrar. This person would only be contacted if students are reported missing. This off-campus person may or may not be the same person contacted in the case of emergency.

- **Determining whether a student is missing**

At the time of the report to the administrator(s), AMBS will seek to determine whether the student is missing with reason, which could include communication with the off-campus contact person. If AMBS is not able to determine the student's whereabouts, the Elkhart City Police (574-295-7070) will be notified.

- **Record keeping**

A log documenting the chronology of the initial report, investigating, reporting and conclusion will be kept in the president's office.

*Approved by Ad Cabinet 04/2013
Revised by Ad Cabinet 09/2013*

DISCLOSURE OF CRIME STATISTICS

The Clery Act requires AMBS to disclose statistics for reported crimes that occur within our Clery geography. The seminary’s Clery geography is defined as on campus property, public property within or immediately adjacent to the campus, and in or on non-campus buildings or property that the seminary owns or controls. Under Clery, a crime is “reported” when it is brought to the attention of a campus security authority or the local law enforcement personnel by a victim, witness, other third party or even the offender. The local law agency that has jurisdiction over the seminary is the Elkhart City Police Department (ECPD), located at 175 Waterfall Drive, Elkhart, Indiana, 46516, (574) 295-7070.

The following tables reflect the data collected on all reported Clery crimes during the calendar years 2015 through 2017. AMBS staff contacted the ECPD in September 2018 to inquire about any crimes that may have been reported to their agency, and the police department reported one reportable crime based on the Campus Safety and Security survey questions.

ON-CAMPUS CRIMINAL OFFENSES 2015–17

<i>Criminal Offenses</i>	2015	2016	2017
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible	0	0	0
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
<i>Arrests</i>	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
<i>Disciplinary Actions</i>	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

(continued)

PUBLIC PROPERTY CRIMINAL OFFENSES 2015–17

<i>Criminal Offenses</i>	2015	2016	2017
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible	0	0	0
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	1
Destruction/damage/vandalism of property	0	0	0
<i>Arrests</i>	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
<i>Disciplinary Actions</i>	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

FIRE SAFETY REPORTING, POLICY AND PROCEDURES

As an institution that maintains on-campus student housing facilities, the seminary is required by law to collect and report fire statistics. Those statistics include the number of fires and the cause of each fire, the number of deaths related to the fire, the number of injuries related to the fire that resulted in treatment at a medical facility, the value of property damage related to the fire, the number of fire drills held during the previous calendar year and the fire safety systems present in each housing unit. In the case of a fire, all are instructed to call 911 first and then contact the Director of Maintenance and Campus Safety, Jeff Marshall (jmarshall@ambs.edu, 574-298-2575), or Norm Cender (ncender@ambs.edu, 574-238-5233).

The seminary maintains a Campus Fire Log in the President's Office that is available for inspection during normal business hours. This fire log along with our policies forms the detail included in the annual fire report. Entries or entry updates to the log are required to be made within two business days of when they were reported. This log and report includes fire statistics for three years, including:

- o The number of fires and their causes including the nature, date, time and general location for the fire;
- o The number of persons who were injured and required medical treatment as a result of the fires;
- o The number of persons killed related to a fire (or who died within one year due to injuries sustained in a fire); and
- o The value of property damage caused by each fire.

In case of fire, exit the building as quickly as possible and gather at a predetermined location. If your building has a fire alarm system, pull one of the pull-stations on your way out of the building. Families in apartments should agree ahead of time on a gathering point. For more information concerning fire safety procedures for students, please consult the Housing Handbook provided by the Housing Director. Emergency exit and tornado shelter instructions are posted near the entrance of each room in Waltner Hall, Lambright Center and the library.

Policies regarding fire safety can be found in the Housing Handbook, is included in the Annual Fire Safety Report, and is applicable to all on-campus housing facilities.

- Prevent fires by recognizing and avoiding hazards.
- No explosives or flammable liquids should be kept in your unit or elsewhere in the building.
- Grills should be no less than 5 feet away from any structure while in use; there should be a minimum of 15 feet vertical clearance from trees and other structures.
- Propane tanks for gas grills should remain with grills outside.
- Fire pits, chimneys or similar open flame containers are not permitted.
- Use of candles, halogen lamps, and open element heating appliances is strongly discouraged. Any candles used should never be left unattended.

- Never store items in the water heater closet.
- Avoid accumulating trash.
- Know the location of fire extinguishers and how to use them. Fire extinguishers are installed in every apartment and are inspected annually.

The seminary has plans for fire safety improvements in the future as capital funds become available. Among the long-term projects contemplated are providing fire detection and suppression systems in new facilities.

Below are the fire statistics for each current student housing facilities along with the fire detection, warning or control systems present in each facility:

<i>Facility</i>	<i># of fires 2015</i>	<i># of fires 2016</i>	<i># of fires 2017</i>	<i>Detection</i>	<i>Warning</i>	<i>Control</i>
30s	0	0	0	Yes-smoke alarms	Yes-smoke alarms	Yes-fire extinguishers
50s	0	0	0	Yes-smoke alarms	Yes-smoke alarms	Yes-fire extinguishers
60s	0	0	0	Yes-smoke alarms	Yes-smoke alarms	Yes-fire extinguishers
160s	0	0	0	Yes-smoke alarms	Yes-smoke alarms	Yes-fire extinguishers
170s	0	0	0	Yes-smoke alarms	Yes-smoke alarms	Yes-fire extinguishers
Narnia House	0	N/A	N/A	Yes-smoke alarms	Yes-smoke alarms	Yes-fire extinguishers