



**EMMAUS**  
BIBLE COLLEGE

2019

Annual Security Report and  
Fire Safety Report

# The Clery Act

We understand that selecting a college or university is an important decision for students and families. Additionally, we realize that an essential component of this decision is the safety of the campus and its surrounding community.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986. Clery's parents lobbied Congress to enact the law when they discovered students at Lehigh hadn't been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder.

## Compliance with the Clery Act

The Clery Act requires Emmaus Bible College to provide timely warnings of crimes that represent a threat to the safety of students or employees, and to make their campus security policies available to the public. The act also requires Emmaus to collect, report, and disseminate crime data both to everyone on campus and to the Department of Education on an annual basis.

When the Higher Education Opportunity Act (HEOA) was signed into law in 2008, it amended the Clery Act by adding a number of safety and security-related requirements to the Higher Education Act of 1965. To be in full compliance with the law, Emmaus must do the following:

1. Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.

An email, with the exact link to the Annual Security and Fire Safety Report is sent to every member of the EBC community each year. In addition to the report itself, the email briefly describes the content of the report and announces the availability of a paper copy of the report.

2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. Emmaus Bible College will also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.
3. Keep the past three years of crime statistics detailing crimes that have occurred: on-campus; in EBC residential facilities; in public areas on or near campus; EBC must also report liquor

and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.

4. Disclose missing student notification procedures that pertain to students residing in any on-campus student housing facilities.
5. Disclose fire safety information related to any on-campus student housing facilities. This includes maintaining a fire log that is open to public inspection and publishing an Annual Fire Safety Report containing policy statements and fire statistics associated with each on-campus student housing facility. These statistics must include the location, cause, injuries, deaths, and property damage of each fire.
6. Submit the collected crime and fire statistics to the Department of Education each fall.
7. Inform prospective students and employees about the availability of the Annual Fire Safety Report. The following statement is sent in an email to every prospective student enrollment applicant and every employment applicant:

“The Annual Security & Fire Safety Report, which contains statistics regarding crime on or near campus as well as campus fire statistics and institutional policies and procedures related to campus safety, may be found online at <http://www.emmaus.edu/new-campus-safety-security>. You may also request a paper copy of The Annual Security & Fire Safety Report by contacting the Security Office at 563-588-8000 ext. 2117.”

EBC has a vested interest in campus security and the personal safety of its students and employees. The following pages contain specific information, including crime prevention, fire safety, law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. This report also contains information about campus crime statistics.

Members of the campus community are encouraged to use this report as a guide for safe practices on and off campus. The report is available on the Internet at <http://www.emmaus.edu/new-campus-safety-security>. For more information, contact Emmaus at 563-588-8000.

## **Campus Safety**

This report contains emergency management information, campus crime statistics, and critical campus safety information such as policies, crime prevention, crime reporting, and resources to aid you in becoming more safety-minded. The best protections against campus crime are: a strong law enforcement presence; an aware, informed, and alert campus community; and a commitment to reporting suspicious activities and using common sense when carrying out daily activities. Emmaus strives to be a safe place to learn, live, work, and grow.

### **Campus Public Safety and Security/Local Police**

The Emmaus Bible College campus does not have an onsite Public Safety and Security presence. The Emmaus Security Department consists primarily of monitoring access to campus buildings and a Night Watch program which checks for access to buildings and locked buildings. Criminal activity, suspicious activity, and police emergencies occurring on campus should be reported to the Dubuque Police Department. The Dubuque Police Department provides 24-hour police emergency and law enforcement services to the Dubuque Community.

Fires, fire emergencies, or fire alarms should be reported directly to the Dubuque Fire Department or via the 911 emergency call systems. The Dubuque Fire Department provides services by handling fire, rescue, and other services.

In case of a medical emergency, students and employees should promptly dial 911.

Emmaus has no written memoranda of understanding (MOU) or other type of written agreement with any law enforcement agencies for the investigation of alleged criminal offenses.

## **Daily Crime Log**

Victims or witnesses of crime should immediately fill out an Incident Report Form with the Office of Student Life for documentation. Criminal incidents and alleged criminal incidents will be recorded in the Daily Crime Log which is available in the Emmaus Security Office or the Student Life Office for the public to see.

## **Prompt and Accurate Crime Reporting**

Prompt and accurate reporting of criminal offenses aids in providing a timely response and timely warning notices to the community when appropriate, and assists in compiling accurate crime statistics. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely manner to Emmaus Security Personnel (ESP), Student Life Staff, and/or local law enforcement.

Because not all victims want to report crimes to the local police department, members of the campus community are encouraged to report crimes of which they are aware of to the designated Campus Security Authorities (CSAs).

- Dean for Student Life 563-588-8000 ext. 1122
- Athletic Director 563-588-8000 ext. 1118
- Director of Residence Life 563-588-8000 ext. 3015
- Director of Campus Life 563-588-8000 ext. 1105
- Director of Facilities Management 563-588-8000 ext. 2115
- Resident Directors 563-581-8022
- Resident Assistants 563-581-8022
- Title IX Coordinator 563-588-8000 ext. 1117
- Soccer, Basketball, Volleyball Coaches

CSAs have significant responsibility on campus for student life and activities. CSAs will report incidents to a member of the Student Life Department, or the Emmaus Security Department and (as necessary) the Dubuque Police Department.

The privacy of student concerns are weighed against the needs of EBC to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. Information reported is treated as confidential during the investigative phase, except as required by law. When major incidents occur, the Dubuque Police Department and/or other law enforcement may also respond.

Applicable incident reports are forwarded to appropriate campus department offices for review and potential action. The Student Life Department and/or the Emmaus Security Department will investigate a

report when it is deemed appropriate. Information obtained during the investigation may also be forwarded to the appropriate campus department.

Emmaus professional counselors and pastoral counselors, when employed as a counselor and acting within the scope of their employment at EBC, are not considered to be CSAs and are not required to report crimes for inclusion in the annual disclosure of crime statistics. However, campus professional counselors and pastoral counselors are encouraged, as deemed appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics. This is accomplished through an annual email.

## **Access Controls and Safety of Campus Facilities**

Emmaus Bible College strives to create a safe and secure campus. Emmaus is a private institution that is open to the public only during advertised special events. All exterior doors (with the exception of two main entrance doors during business hours), are locked and can be accessed with an Emmaus ID card. After curfew hours, only certain doors can be accessed by ID card, and the rest become inaccessible. Dorm floors are locked 24 hours a day, and are accessed with an ID pin number.

We also strongly encourage residents to lock their individual room doors whenever possible. Additionally, during the registration process, all residents are issued an ID card for access to the exterior doors and a key for their dorm room. Keys are collected at the end of each school year and ID cards are deactivated. The Facilities Department personnel are the only ones who can make changes to the key card systems and the door locking systems.

Campus Night Watch workers are on duty each evening to perform routine checks making sure exterior doors are secured and that ground accessible windows are closed. They also are on guard for suspicious individuals or inappropriate activity on campus. Resident Assistants also make rounds every night to ensure that exterior doors are secure, and to monitor for suspicious activity on campus.

Overnight guests of students are approved by the Student Life Department, and they are expected to remain with their host during their stay. Resident Assistants are made aware that a guest will be coming on campus.

Emmaus has a vehicle registration process that aids in identifying student vehicles on campus. Each student is issued a parking registration sticker at no charge which allows the Emmaus Security Department to monitor vehicles parked on our campus. During the academic year consistent parking enforcement rounds are made and tickets are given to vehicles that do not abide by Emmaus parking procedures which are found in the Emmaus Student Handbook given to each student each year.

### ***Security Considerations***

Maintenance regularly checks lighting around campus to ensure that areas are well lit in all parking lots, main sidewalks and driveways. The Emmaus Security Department can at any time restrict ID card access of any individual that becomes of concern to the security of the Emmaus campus.

Any security hazards such as broken windows, broken locks, smoke detectors that are not working, and any other potential safety and security hazards must be brought immediately to the attention of the Director of Facilities Management for further investigation and to ensure a quick repair for the safety of the Emmaus Community.

Keys and electronic ID cards must be secured at all times. Assigned keys and ID cards should remain in the care, custody, and control of the assigned employee or student and not be given to other individuals. Any violations of this policy can result in disciplinary action in accordance with EBC policies.

## **Missing Student Notification**

Emmaus will investigate any report of a missing EBC student residing in an on-campus residential facility and take appropriate action to ensure all notifications and actions comply with legal mandates.

Investigation of such reports will be initiated immediately by the Student Life Department, Emmaus Security Office, and local law enforcement.

### ***Registering Information***

Student emergency contact information is collected during the application process and the information is stored in the student's electronic records. Additionally, students may register a confidential contact through the Emmaus Navigator website at the following address:

<https://emmausbiblecollege.wufoo.com/forms/pq0uh9g06ehztv/>. This data is only available to authorized individuals. For a person under the age of 18 (who is not emancipated), and for purposes of missing student notification, the person(s) to be contacted must be a custodial parent or legal guardian.

### ***Reporting a Missing Student***

A student is considered missing when he/she is absent from the College for more than 24 hours. Any and all reports of missing students are encouraged to be reported immediately to the Student Life Department and the Emmaus Security Department who will then begin an immediate investigation.

### ***Investigation***

The Student Life Department and the Emmaus Security Department will initiate an investigation to determine the whereabouts of the reported missing person. All pertinent information will be gathered from the person making the report and from the student's acquaintances. This information includes, but is not limited to, personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may have information, vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.

When a student who resides on campus is determined to be missing, the Student Life Department and the Emmaus Security Department will notify and work with Dubuque Police department (563-589-4410), and/or other jurisdictional authorities in attempting to determine the whereabouts of the student.

### ***Contacting Family Members***

Individuals identified by the student as their emergency contacts, and/or the parent(s) if the student is under 18 years of age, will be contacted by the Student Life Department and/or the Emmaus Security Department within 24 hours of the determination that a student is missing.

In situations where the student has failed to designate a contact for missing student notification, the Student Life Department and/or the Emmaus Security Department will use EBC student records and resources to continue its investigation. Family members, including those not formally identified by the student, may be contacted during the course of the investigation to resolve a report of a missing student.

### *Methods of Contacting a Reported Missing Student*

The Student Life Department and the Emmaus Security Department along with other Emmaus departments will work together and share records and information as appropriate to assess the status of a student reported as missing. Some methods of attempting to locate a reported missing student include, but are not limited to, the following:

- Checking phone numbers and email addresses provided as well as social networking sites;
- Surveying the student's room or apartment, including contacting those with whom the student may live;
- Contacting friends, family members, known associates, faculty and other campus community members;
- Contacting extra jurisdictional law enforcement for assistance;
- Assessing student's use of campus resources, such as ID card access or computer network systems.

### *Resolution of Missing Student Status*

The missing student's emergency contacts will be advised of the resolution of a student's missing status. These contacts will further be advised of law enforcement options in cases where the student is not contacted through measures in this protocol. Contact notification will be made by the Student Life Department, the Emmaus Security Department, or other Campus Security Authority.

## **Emergency Response and Evacuation**

Emmaus is prepared to respond to any emergency situation in a deliberate and immediate fashion in order to minimize danger to our campus community. Emmaus has a prescribed emergency plan for various possible emergency scenarios including active shooter, earthquake, tornado, and fire. Emmaus maintains relationships with local law enforcement agencies and other first responders who come to the Emmaus to assist in training drills and exercises throughout the year.

EBC recently developed an Emergency Text Alert Program (ETAP) notification system, provided by *One Call Now*, which can mass communicate emergency messages in a timely manner to our campus community via text, phone, and email. This system will be tested annually.

### *How to Report an Emergency*

The campus community is encouraged to call 911, along with the Student Life Department, and/or the Emmaus Security Department, to report any situation on-campus that could constitute a significant emergency or dangerous situation involving an immediate or on-going threat to the campus. Contacting these entities is the best way to help expedite an emergency notification to alert the rest of the campus community of the threat.

### *Procedures for Responding to an Emergency or Dangerous Situation*

When a serious threat or disaster to the campus community occurs, Emmaus Security and EBC will coordinate with other first responders, which may include the Dubuque Police Department, the Dubuque Fire Department, and the Dubuque County Sheriff's Office. Depending on the nature and magnitude of the incident, other local, state, and federal agencies may be called upon for assistance.

### ***Confirming a Significant Emergency or Dangerous Situation***

First responders and essential personnel in the Student Life Department and the Emmaus Security Department are responsible for initiating emergency warnings. Those responsible include, but are not limited to:

- Director of Facility Management
- Dean for Student Life
- Vice-President of Administration
- President of the College

Emmaus Security works in close collaboration with agencies and departments both on and off campus to gather and assess information related to events that may pose an immediate threat or hazard to the EBC community. The Student Life Department and the Emmaus Security Department, as the first responders, will investigate all reported incidents to determine if the incident poses an immediate threat to the EBC community. The Student Life Department and the Emmaus Security Department will confirm the incident as a threat and implement procedures to minimize the impact of the incident to the EBC community.

### ***Authorized Officials***

Because it is necessary for notification of emergencies to be provided with speed and accuracy, the Student Life Department and the Emmaus Security Department personnel are authorized to make timely emergency notifications to the EBC community by implementing the ETAP notification system and/or other means. In addition, any EBC cabinet member may authorize an emergency notification.

### ***Notifying the Campus***

Decisions concerning whether to issue a notification will be made on a case-by-case basis using the following criteria:

- Nature of the situation
- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts

The Student Life Department and the Emmaus Security Department will without delay, assess the safety of the campus community, determine the content of the notification, and initiate the notification system unless issuing a notification will, in the judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Student Life Department, the Emmaus Security Department will activate the appropriate emergency notification system(s) and provide subsequent incident update notifications as may be required.

### ***Notification Methods***

The following methods may be used to notify the campus community of various emergencies that may affect the campus community:

- Emergency Text Alert Program (ETAP)
- Phone
- Text message
- Email
- Intercom system
- Overhead Announcement Board
- Indoor warning sirens
- Official Emmaus website



- Local Media
- Posters, letters, group meetings, etc.

The Emergency Text Alert Program (ETAP) is Emmaus Bible College’s campus-wide emergency notification system. Community members are enrolled by default while employed or registered as students, however, any member may opt out of the system if they wish. ETAP is used when there is a severe threat to the safety and health of the entire campus. Emmaus’ ETAP is provided by *One Call Now*. Subscribers to ETAP receive one or more of the following forms of emergency notifications: text message, phone message, and/or email.

### ***Procedures for Evacuation in Emergency or Dangerous Situations***

In the event of an emergency or dangerous situation the Student Life Department and/or the Emmaus Security Department will direct students, faculty, staff, and guests to evacuate a building, several buildings, a portion of the campus, or the entire campus. The campus community will be asked to follow building and campus evacuation protocols and to obey directions from any or all of the Student Life Department, the Emmaus Security Department, the Crisis Management Team (CMT), and on-scene emergency responders.

Certain events, like a hazardous materials release, may require the EBC community and the general public to shelter-in-place to prevent exposure to harmful elements.

### ***Drills and Exercises***

The ETAP notification system is new and will be tested annually. Each test will be documented with a description of the exercise, the date, time, and whether it was announced or unannounced.

Fire drills are held once each semester, either announced or unannounced. Before announced drills Emmaus will publicize its emergency procedures to students, faculty, and staff. Each drill will be documented with a description of the exercise, the date, time, and whether it was announced or unannounced.

### ***Promoting Emergency Procedures***

Emmaus promotes its emergency procedures through training sessions and drills. Students living on-campus receive training upon move-in and/or participate in drills held throughout the academic year. This is done through Student Life Orientation and residence hall meetings.

## **Communication of Campus Crime**

### **Timely Warnings**

Emmaus Bible College will issue a timely warning to the campus community as a whole (students, faculty, and staff) when there appears to be a serious threat to the campus community. EBC may also issue a notification of situations that pose a safety threat to the campus community (*see Emergency Response and Evacuation Section*).

### ***Initiating Timely Warnings***

The first responders who are responsible for initiating the timely warning include, but are not limited to the following:

- President: Phil Boom
- Vice President: Mark Presson

- Dean for Student Life: Israel Chavez
- Director of Facilities Management: Jeremy Mau

A timely warning will be issued when there appears to be a serious threat to the community involving the safety and security of the campus community for the following crimes:

- Aggravated assault
- Arson
- Burglary
- Negligent manslaughter
- Motor vehicle theft
- Murder/non-negligent manslaughter
- Robbery
- Rape, fondling, incest, and statutory rape
- Domestic violence, dating violence, and stalking
- Violations of liquor laws, underage drinking, drug laws, or weapons possession laws
- Any other crime in which the victim was chosen on the basis of race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin (hate crimes).

The decision of whether to or not, and how a timely warning will be issued will be made on a case-by-case basis, and will take into consideration three things specifically:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

### *Contents of a Timely Warning*

The content of the timely warning is important because the intent is to enable the members of the campus community to be protected from potential danger that could arise. The content would include the following:

- What the incident is about
- State whether the current situation is linked to previous crimes
- State the date, time, and location of the warning being issued
- If able, gives a detailed description of the suspect
- Safety procedures and those who are most at risk
- Other information that would be helpful for the campus community to receive

These warnings will be issued by one of the above first responders to the campus community. Messages disseminated by the ETAP notification system are limited in message length and may include only the most critical and timely content. Additionally, the Student Life Department and/or the Emmaus Security Department may need to keep some facts confidential to avoid compromising an ongoing investigation.

### *Means of Notification*

The following means may be used to notify the campus community of various emergencies that may affect the campus community:

- Emergency Text Alert Program (*One Call Now*)
- Email
- Chapel announcements
- Announcement boards and television screens
- Indoor warning sirens and intercom system
- Emmaus Navigator
- Emmaus website

- Local media
- Posters, letters, group meetings, etc.

## **How to Report a Crime**

Reporting a crime or notifying law enforcement of suspicious activity helps to protect Emmaus property and the campus community. To report a crime, the campus community should contact an appropriate law enforcement agency by dialing 911, Director of Facility Management at 563-580-5448, or the Dean for Student Life at 563-580-7330.

Reports may also be made to an identified Campus Security Authority.

- Dean for Student Life 563-588-8000 ext. 1122
- Athletic Director 563-588-8000 ext. 1118
- Director of Residence Life 563-588-8000 ext. 3015
- Director of Campus Life 563-588-8000 ext. 1105
- Director of Facilities Management 563-588-8000 ext. 2115
- Resident Directors 563-581-8022
- Resident Assistants 563-581-8022
- Title IX Coordinator 563-588-8000 ext. 1117

### ***Limited Voluntary Confidential Reporting***

EBC encourages anyone who is the victim or witness to any crime to promptly report the incident to the Student Life Department, the Emmaus Security Department and/or local law enforcement. Anonymous reports may be filed for statistical reporting purposes. Counseling that is coordinated through the Student Life Department will respect the privacy of students and will, within certain limitations, hold in confidence information obtained within the counseling relationship. There are certain situations in which information about students may be released without their permission. While not an exhaustive list of all possible situations, the following situations are those that arise most often:

- The college determines that disclosure is necessary to protect against a clear and imminent risk of serious harm to the student or to another person. In such cases, the information will be disclosed only to appropriate professional workers, necessary college and public authorities, a potential victim of aggression, or the student's family.
- The college must report any knowledge of abuse against children under the age of 18, or dependent adults over the age of 18. In these instances, a report must be made to the Iowa Department of Human Services.
- The college must release any information when mandated by an order from a court of law or judge.
- When there is clear violation or infringement by the student against the policies and regulations as stated in the Emmaus Bible College student handbook.

A student's privacy concerns are weighed against the needs of Emmaus to respond to certain incidents and crimes. To the greatest extent possible all reports will remain private. In compelling situations EBC reserves the right to take reasonable action in response to any crime report, and information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the individual and the campus community. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus-wide "timely warning," as well as inclusion in the annual crime statistics.

### ***Alternatives to Immediately Filing a Police Report***

- Report the crime at a later date.

- Make an anonymous report to the Student Life Department and/or the Emmaus Security Department.
- Make a complaint to the Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus disciplinary proceedings.

## Definitions of Criminal Offenses

**Aggravated assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Arson** is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property, etc.

**Burglary** is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Dating violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of such relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic violence** is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Drug abuse violations** are defined as the violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Hate crimes** are committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, national origin, or disability.

**Liquor law violations** are defined as the violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

**Motor vehicle theft** is the theft or attempted theft of a motor vehicle.

**Murder and non-negligent manslaughter** is the willful (non-negligent) killing of one human being by

another.

**Negligent manslaughter** is the killing of another person through gross negligence.

**Robbery** is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Sex offenses** are defined as any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.
- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory rape** is non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

**Weapons violations** are defined as the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

## Definitions of Geography

Identifying geography is important when it comes to reporting crimes in accordance with the Clery Act. The Clery Act definitions for geography are as follows:

### *On-Campus Category*

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and
2. Any building or property that is within or reasonably contiguous to the area identified in the above paragraph, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

### *Non-Campus Buildings or Property Category*

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

### *Public Building or Property Category*

This includes all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

## **Preparation and Disclosure of Crime Statistics**

To be in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Emmaus Bible College is responsible for the preparation and disclosure of crime statistics that fall under the Clery Act category so that students, family members, potential students, and employees can know the safety of our college campus. The Clery Act is a federal law that requires all institutions of higher education that participate in the federal student financial aid program to disclose information about any crimes on their campuses and surrounding vicinities that fall under the Clery Crime category.

The Emmaus Security Department is responsible for collecting and reporting campus crime statistics including any adjacent properties. The Emmaus Security Office collects its own statistics, requests statistics from local law enforcement, and collects pertinent information from the Student Life Department and other CSAs.

Once these statistics have been collected, they are reported in this document which is the Annual Security Report which is posted on the Emmaus website and distributed through email to each member of the Emmaus community by October 1 each year. A hard copy of the annual security report can be requested through the Student Life Department or the Emmaus Security Department.

## **Non-Campus Crime Statistics**

Emmaus utilizes a few Non-Campus areas throughout the year. Below you'll find statistics regarding non-campus properties. Local law enforcement in those areas have been contacted via email to supply Emmaus with crime statistics for those areas in the time periods in which we utilized the properties.

## **Local Law Enforcement Statistics**

The Emmaus Security Department has contacted the Dubuque Police Department and has collected all the statistics pertinent to our campus facilities for the 2018 calendar year in accordance with the Campus Safety and Security Reporting document. All statistics have also been collected from the CSA's at Emmaus Bible College. The following Campus Crime Statistics include all of the findings from 2016, 2017 and 2018.

### **Note on Changes to ASR:**

Changes to the ASR were made in regards to the Non-campus areas. Emmaus now defines areas as Non-campus that are reported in the Campus Crime Statistics found below. A short description was added above on page 13.

## Campus Crime Statistics

Reported Crimes	On-Campus			On Campus Housing			Public			Non-campus		
	'16	'17	'18	'16	'17	'18	'16	'17	'18	'16	'17	'18
<b>Year 2016, 2017, 2018</b>												
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary: Total</b>	1	2	6	1	2	6	0	0	0	0	0	0
Forcible Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Burglary	1	2	6	1	2	6	0	0	0	0	0	0
Attempted Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sexual Offenses Forcible: Total</b>	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0

Arrests	On-Campus			On Campus Housing			Public			Non-Campus		
	'16	'17	'18	'16	'17	'18	'16	'17	'18	'16	'17	'18
<b>Year 2016, 2017, 2018</b>												
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0

Campus Disciplinary Referrals	On-Campus			On Campus Housing			Public			Non-Campus		
	'16	'17	'18	'16	'17	'18	'16	'17	'18	'16	'17	'18
<b>Year 2016, 2017, 2018</b>												
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0

There were no unfounded crimes in 2016, 2017 or 2018.

There were no hate crimes reported in 2016, 2017 or 2018.

### **Note on Change of Statistics:**

There were a few changes made to the statistics page above due to misclassification of incidences. In 2016 there was 1 incident that was classified as a larceny when it should've been classified as a burglary therefore 1 burglary was added to the on-campus and on-campus housing boxes for 2016 under Non-Forcible Burglary.

In 2017 there were 2 incidences that were classified as larceny when they should've been classified as burglaries therefore 2 burglaries were added to the on-campus and on-campus housing boxes for 2017 under Non-Forcible Burglary. These changes were made on 10-10-19.

## **Awareness, Education, and Crime Prevention**

Emmaus Bible College is responsible for promoting security awareness and crime prevention programs in an on-going basis which will encourage the safety and security of our students, faculty, and staff.

### ***Security Programs***

- Emmaus trains students through our annual student life orientation that happens at the beginning of every school year for incoming students. The Student Handbook is distributed to each member of the faculty, staff, and student body.
- Campus Community Updates can be given to the campus community through our student email system and can be posted on Emmaus Navigator providing alerts about crimes that have occurred on or near campus.
- Fire drills are done periodically throughout the year to inform students, faculty, and staff of the procedures to be taken should a fire occur.
- Access to the campus is accessible only through having an ID swipe card.
- The ETAP system is an electronic alert messaging tool that is used to notify faculty, staff, and students of any threats or emergencies that would affect the Emmaus community.
- Resident Directors and Resident Assistants receive safety training throughout.
- New student orientation happens biannually.
- Staff and Faculty have periodic security updates.

### ***Programs That Encourage Personal Safety and the Security of others:***

- Personal safety and awareness seminar by the Dubuque Police Department: annually
- Self-defense Seminar: annually
- Resident Directors and Resident Assistants have annual training that promote personal safety and security

### ***Crime Prevention Programming:***

#### **Personal safety and awareness training**

Personal safety and awareness training happens annually at Emmaus Bible College. This training makes students, faculty and staff aware of the potential dangers in the community as well as on campus.

#### **Resident Director, Resident Assistant Training**

The Student Life Department trains Resident Assistant and Resident Directors annually. Training includes, but is not limited to: crime prevention, safety, security, emergency procedures, Title IX, and training.

#### **Bystander Intervention Training**

Sessions that teaches members of the campus community how to safely intervene/ speak up in a situation that is deemed dangerous to another individual.

#### **Self-Defense Training**

Self-Defense training annually where physical skills are taught and practiced for the safety of the individual.



### **Campus Lighting**

The facilities department ensures that halls, stairwells, pathways, and other areas on campus are well lit for the personal safety of the campus community.

### **Campus Safety Checks**

The facilities department completes campus safety checks in an ongoing basis. If at any time, there are any unsafe or hazardous conditions found to exist, immediate action is taken as necessary to prevent access to an unsafe area by individuals.

### **Vehicle Registration**

The information of every student vehicle remaining on campus is requested at the beginning of every school year, and a registration sticker is given to put on the windshield. Registration of vehicles helps the Facilities Department be able to locate and investigate any incident that may be vehicle-related.

### **Emergency Text Alert Program (ETAP)**

Emmaus has implemented the ETAP program to be able to easily contact the campus community via email and text in case of an emergency.

### ***Suggested Crime Prevention Practices***

- Call 911 if you are in any danger
- Report any crime or suspicious activity to the Student Life Department and/or the Emmaus Security Department or the local police department
- Keep dorm rooms locked
- Be aware of surroundings
- Do not leave personal items unattended
- Do not walk alone at night

### ***How to be an Active Bystander***

How to be an Active Bystander plays a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence.

They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
- Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or an experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

## **Disclosures to Victims of Alleged Crimes**

Emmaus Bible College adheres to disciplinary procedures when students are involved in any violent crime or sex offense. Pursuant to the Family Educational Rights and Privacy Act (FERPA) and consistent with the Emmaus Student Handbook, a school is permitted to disclose to the harassed student information about the sanction imposed upon a student who was found to have engaged in harassment when the sanction directly relates to the harassed student.

Further, when conduct involves a crime of violence or sex offense, FERPA permits postsecondary institutions to disclose to the complainant, upon written request, the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concludes a violation was committed. Additionally, the institution may, upon written request, disclose to anyone — not just the complainant — the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or sex offense, and, with respect to the allegation made, the student has committed a violation of the institution's rules or policies. The final results are limited to the name of the alleged perpetrator, any violation found to have been committed, and any sanction imposed against the perpetrator by Emmaus Bible College.

Emmaus may not require that a complainant refrain from disclosing this information to others. If the complainant is deceased as a result of the crime or offense, Emmaus will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. The records of deceased students may also be released or disclosed at the request of a parent or personal guardian.

## **Policies on Alcohol, Tobacco, and Illegal Drug Use**

### **Emmaus Policy on Alcohol and Drugs**

As members of the Emmaus Bible College Christian community, students must refrain from smoking any substance, using tobacco in any form, using any kind of nicotine or smoking device (including e-cigarettes and vaping), non-medical narcotics, hallucinogenic drugs (including marijuana or hookah), consuming alcoholic beverage of any kind, or misusing any legal or prescribed substances for the duration of their time as enrolled students. In addition, these substances may not be possessed or distributed by students on or off campus.

Students are expected to inform themselves of and observe state and federal laws relating to the manufacturing, delivery, and possession of illegal drugs. Emmaus considers the illegal use of drugs, including alcohol, a serious offense which will result in disciplinary action, ranging from rehabilitative counseling to dismissal from the College, based on the evaluation and discretion of the Dean for Student Life and/or the Student Life Committee. The College also reserves the right to submit any evidence it has acquired to local law enforcement agencies. Inappropriate behavior resulting from the use of alcohol or other illegal drugs may result in additional disciplinary action. This applies not only to the school year but also includes vacation periods and the summer while enrolled at Emmaus.

- Students convicted of drug-related offenses may jeopardize their financial aid.
- Referral services are available to students.
- Students are not permitted to patronize pubs, bars, nightclubs, casinos, comedy clubs, and similar establishments.

## **Enforcement of State and Federal Alcohol and Drug Laws**

In accordance with the Drug-Free Schools and Communities Act, Amendments of 1989 (PL101-226 20 U.S.C. Sec. 1145g), university regulations and laws pertaining to alcoholic beverages and the possession, use, distribution and sale of illegal drugs shall be strictly and consistently enforced. Any violation of the College's Student Handbook or violation of federal, state, or local laws shall subject the offender to the university disciplinary process and/or criminal prosecution

Local, state, and federal laws provide specific penalties for alcohol, drug, and narcotic offenses.

For State Laws regarding the possession and usage of alcohol visit:

- <https://abd.iowa.gov/alcohol/state-iowa-alcohol-law/minors-and-alcoholic-beverages>
- <https://coolice.legis.iowa.gov/cool-ice/default.asp?category=billinfo&service=iowacode&ga=83&input=123.47>

For Federal Laws visit:

- <https://www.deadiversion.usdoj.gov/21cfr/21usc/844.htm>
- <https://www.fas.org/sgp/crs/misc/RL30722.pdf>
- <https://www.dea.gov/druginfo/ftp3.shtml>

## **Disciplinary Sanctions**

In determining appropriate institutional disciplinary sanctions two major factors will be considered, 1) if the infraction was opposed to local, state, or federal laws, and 2) if the infraction was opposed to Emmaus Bible College standards and the seriousness of the impact of the violation. To determine the impact of the violation it will be evaluated if the offense was illegal, if it was on-campus or off-campus, if there is a personal history of drug or alcohol abuse, and the impact on campus and student life. Depending on these determining factors, disciplinary action may range from a warning to dismissal.

## **Health Risks of the Use of Illicit or Illegal Drugs or Alcohol Abuse**

Choices relating to alcohol and other drug use can affect a person's safety, academics, health, relationships and the lives of others in the Emmaus community. Frequently, alcohol and other drug misuse result in sexual assaults, increases in vandalism, discipline problems, decreases in academic performance, injuries, medical problems, death including overdoses, suicides, traffic fatalities and impaired driving abilities as well as physical and psychological dependency. Absence from work, erratic job performance, safety hazards and a decrease in job productivity are just a few problems experienced by persons who are impaired by using alcohol and other drugs. Each person must become aware of the issues related to alcohol and other drug use.

Additional information on the health risks associated with the use of illicit or illegal drugs or alcohol is available at <https://www.drugabuse.gov/drugs-abuse> or through the Student Life Office.

## **Federal Student Financial Aid Penalties for Drug Law Violations**

Anyone who is convicted of a federal or state drug crime while receiving federal student aid will lose their eligibility to receive federal student aid until their eligibility is reestablished according to Title IV regulations. Eligibility can be reestablished by successfully completing a qualified drug rehabilitation program and passing two unannounced drug tests.

## **Drug and Alcohol Programs**

All students are informed of Emmaus' Zero-Tolerance Policy: the standards of conduct, applicable legal sanctions, a description of the related health risks, resources for counseling, treatment, rehabilitation, and a description of the disciplinary sanctions.

Additionally, the Counseling Psychology Program provides awareness and information campaigns through pamphlets and bulletin board updates.

The following rehabilitation programs are available to our students:

1. Pastoral Counseling by our Dean of Students, Faculty, or other qualified personnel;
2. Qualified counselors in the area including the following:
  - A. Heath Monson, Dir. Of Counseling Services at Emmaus Bible College
  - B. Dieunn Musser, MA, LCPC, East Dubuque, IL
  - C. Celebrate Recovery, Hope Church, Dubuque IA
  - D. Pastors/Elders of local churches in the Dubuque area
  - E. Hospitals that offer drug and alcohol treatment facilities.

## **Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking**

### **Introduction**

It is the policy of the College to provide a work and educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined in this policy and as otherwise prohibited by state and federal statutes. Sexual harassment, including acts of sexual assault and sexual violence, is a form of sex discrimination and is prohibited by the College. This prohibition against discrimination on the basis of sex applies to all students, faculty, and staff, to other members of the College community, and to contractors, consultants, and vendors doing business or providing services to the College.

The purpose of this statement is to reflect our desire to promote and maintain an environment that encourages each student to develop academically and spiritually while enrolled at Emmaus Bible College. We recognize sexual abuse as being inconsistent with Biblical teaching and the goals of this college. Furthermore such conduct is illegal. In addition, sexual harassment is prohibited under Title IX of the Education Amendments of 1972 for students and under Title VII of the Civil Rights Act of 1964 for employees and colleagues. Sexual harassment and/or sexual abuse prohibited by Iowa or Federal law is a violation of Emmaus Bible Colleges Sexual Assault Policy. Any violation of this policy as an offender, may lead to criminal prosecution or discipline, up to and including suspension or dismissal as applicable. Sexual abuse, discrimination, and harassment as defined by the State of Iowa code at the following link: <https://coolice.legis.iowa.gov/Cool-ICE/default.asp?category=billinfo&service=IowaCode&input=709>

In these situations, Emmaus is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. Emmaus' process does not preclude adjudication under state law.

Emmaus prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision federal or state law, including Title IX or this policy.

## Sexual Assault/Rape

For the purposes of this policy, the term "**Sexual Assault**" is defined as one or more of the following:

- **Offensive Touching Sexual Assault:** The touching of an unwilling or non-consensual person's genitals, breasts, thighs, buttocks, or mouth either directly or through one's clothing with one's own hands or other intimate parts (such as genitalia; buttocks or mouth). This may also include forcing an unwilling person to touch another's intimate parts.
- **Non-consensual Sexual Assault:** The unwilling or non-consensual penetration of a person's intimate parts (such as genitalia, buttocks, or mouth) with any object or body part. This includes, but is not limited to penetration of such body parts without consent through the use of coercion. Coercion is defined as unwanted sexual contact with the threat of non-physical punishment, promise of reward, or pestering/verbal pressure. **Note: If a person says "no" once, it counts; he or she does not have to say it more than once or prove resistance.**
- **Forced Sexual Assault:** The unwilling or non-consensual penetration of a person's intimate parts (such as genitalia, buttocks, or mouth) with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition of which the assailant was aware or should have been aware. The use of alcohol and/or other types of drugs (e.g. GHB, rohypnol, etc.) by either party, in conjunction with an incident of sexual assault, does not mitigate accountability for the commission of this offense or diminish the seriousness of the offense. If the complainant is incapacitated to the point that they cannot give their consent, this is considered to be an act of forced sexual assault. **Note: A person who is drunk or has passed out cannot be assumed to give consent.**
- **Iowa law, Code 709.4 states:**  
"A person commits sexual abuse in the third degree when the person performs a sex act where the act is performed while the other person is under the influence of a controlled substance, and all of the following are true:
  1. The controlled substance prevents the other person from consenting to the act.
  2. The person performing the act knows or reasonably should have known that the other person was under the influence of the controlled substance.
  3. The act is performed while the other person is mentally incapacitated, physically incapacitated, or physically helpless.

Sexual abuse in the third degree is a class 'C' felony."

## Relationship Violence/Domestic Violence Policy

### Important Information to Note:

Perpetrators who are violent may also use nonviolent means of control. Even those batterers who do not use violence regularly still may intimidate their battered partners by reminding them that not listening to rules or demands may lead to violent assaults.

- Incidents of violence may be frequent or infrequent, lengthy or brief, severe or mild.
- Many victims suffer all forms of abuse. Please remember that emotional and psychological abuse may be more subtle than physical harm, but this does not mean that it is less destructive.
- Unless there is intervention where the batterer is held accountable for their actions, relationship/domestic violence usually increases in frequency and severity over time.

## Definitions

For the purposes of this policy, the term "relationship violence/domestic violence" is defined as one partner's attempt to maintain power and control over another through the use of actual or threatened physical, psychological, sexual, and/or emotional abuse.

- **Emotional Abuse:** Includes hurting another person's feelings by saying cruel, unfair comments or by name calling, and may include but is not limited to:
  - Cursing, swearing, and/or screaming
  - Repeated harassment, interrogation, or degradation
  - Attacks on self-esteem and/or insults to personhood (name-calling, put-downs, ridicule)
  - Attacks on and/or insults about people the complainant cares for
  - Controlling or limiting complainant's behavior (e.g., keeping her from using the phone or seeing her friends, not letting her leave the room, following her, checking mileage on her car)
  - Forcing the complainant to do degrading things
  - Using physical size to intimidate
  - Using money to control
- **Psychological Abuse:** Is any threat to do bodily harm to a partner, a child, a family member, friends, pets, or one's self (suicide). Psychological abuse involves not only hurt and anger, but also intimidation and fear. The purpose of psychological abuse is to make the complainant emotionally insecure about her own self-worth and to cause her to feel helpless and/or not able to escape further physical, sexual, emotional, or psychological abuse.

Examples include but are not limited to:

- Threatening to punch, hit, slap, or kick
  - Threatening to use a weapon
  - Threatening to harm one's self/commit suicide if the victim leaves
  - Threatening to harm or kill beloved pets
  - Making vague threats such as "You're going to get it!"
  - Minimizing abuse, saying it didn't happen or that the complainant caused it
  - Smashing or breaking things
- **Sexual Abuse:** Is any non-consenting sexual act as outlined in the sexual assault portion of this policy and/or other examples when the abuser
    - Insists that the complainant dress in a more sexual way than they wish to dress
    - Makes demeaning remarks about how the complainant is dressed
    - Makes insulting comments about the complainant's body and/or body parts
    - Accuses the complainant of sexual activity with others
  - **Physical Abuse:** Is any forceful or violent physical behavior including but not limited to:
    - Slapping
    - Tripping
    - Choking
    - Spanking
    - Punching
    - Scratching
    - Kicking
    - Grabbing
    - Pinching
    - Burning
    - Pushing
    - Restraining by force
    - Strangling
    - Throwing objects at partner
    - Shoving
    - Using or threatening to use any weapon
    - Biting
    - Pulling hair
    - Twisting limbs

## **Campus Stalking Policy**

Stalking is another pervasive form of abuse throughout the United States. Based upon U.S. Census estimates of the number of women and men in the country, one out of every 12 U.S. women (8.2 million) has been stalked at some time in their life. On some campuses, as many as 35 percent of female students have been stalked, with 80 percent of these women knowing their stalker. These women live with fear throughout every moment of their day and are thus plagued with difficulty in regard to their academic lives and purpose for attending college. Poor attendance and the inability to concentrate on their studies can result in lower academic performance and, potentially, withdrawal or academic dismissal from college. Like other forms of abuse, many of these individuals live in silence. There are resources available and trained personnel who are available to listen and understand this fear. If you or someone that you are close to is feeling threatened by another person, you are encouraged to take advantage of the assistance that is available.

### **Definition**

For the purposes of this policy, the term stalking is defined as a repeated course of conduct that causes fear of bodily injury or death to an individual or a member of that individual's immediate household or causes emotional distress for the individual. The college also includes activity intended to cause fear of injury to one's friends or loved ones outside of the immediate family.

Stalking refers to repeated harassing or threatening behaviors that an individual engages in such as any or all of the following:

- Abusive telephone calls, email messages, phone messages, or text messages to the complainant's home and/or work
- Trespassing or vandalizing the complainant's property
- Following and/or threatening the victim and the complainant's friends and family
- Observing the complainant from a distance
- Driving by the complainant's home, school, and/or work
- Mailing or leaving cyber or written messages with the intent to frighten or control
- Leaving objects with the intent to frighten or control

### **Consent**

Emmaus Bible College remains firm in its position, based on its biblical beliefs, that the only appropriate and permissible context in which sexual intimacy may be expressed as overt sexual activity is in the marriage partnership of husband and wife and expects that all members of the campus community will live in accordance with this policy (see Community Standards/Dating Relationships section of the Student Handbook). It is in the context of what constitutes sexual assault that all members of the community are expected to understand the definition of consent, and that sexual assault can be committed by strangers, acquaintances and spouses, as well as casual and long-term dating partners.

The College believes that consent is essential in matters involving sexual activity. Consent is informed, through mutually understandable words that indicate a willingness to participate in a mutually agreed upon sexual activity. Talking with a partner about sexual activity may seem awkward, but such conversations serve as the basis for sexual experiences in the context of mutual willingness and respect. Furthermore, at any time during consensual sexual activity, a person may refuse to continue further with any sexual activity. Consensual sexual activity recognizes sober, verbal communication, free of threats or other coercion. College policy recognizes that someone who is under the influence of drugs and/or alcohol is unable to give consent. From the point of refusal, any previous consent is rendered invalid.

## Prevention Efforts

Emmaus attempts to nurture a safe living, learning, and working environment for all members of the campus community. To accomplish this, Emmaus considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, counseling services, the Emmaus Bible College discipline systems, academic schedules, living arrangement, etc.), the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community.

Emmaus develops educational programs such as bulletin board announcements, student orientation, and floor meetings concerning domestic violence, dating violence, sexual assault, and stalking. For additional information about campus educational programs concerning domestic violence, dating violence, sexual assault, and stalking, contact the Student Life Department.

Emmaus provides the campus community with written information regarding the services and assistance available to victims both within Emmaus as well as in the community.

Emmaus continually reviews and modifies its physical surroundings to enhance security and safety, such as campus lighting, locking procedures, signage, etc. For additional safety information, contact the Emmaus Security or Facilities Department.

## How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
- Confront people who seclude, “hit on”, make advances toward, make physical contact with or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

## Risk Reduction Tips

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one’s risk of sexual assault or harassment.

- **Be aware of your surroundings.** Knowing where you are and who is around you may help you to find a way to get out of a bad situation. Try to avoid isolated areas. It is more difficult to get help if no one is around.
- **Walk with purpose.** Even if you don’t know where you are going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.



- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, using the restroom, or making a phone call. If you've left your drink alone, get a new one. (Note: Drinking Alcohol while enrolled at EBC is prohibited.)
- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers. (Note: Drinking Alcohol while enrolled at EBC is prohibited.)
- **Watch out for your friends,** and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately. (Note: Drinking Alcohol while enrolled at EBC is prohibited.)
- **If you suspect you or a friend has been drugged, contact law enforcement immediately** (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

### **If you need to get out of an uncomfortable or scary situation, here are some things that you can try:**

- **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word with your friends or family** so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later. (Note: Drinking Alcohol while enrolled at EBC is prohibited.)

### **How to Help a Survivor of Sexual Misconduct**

*Support for survivors can be essential in their ability to recover. Here are some suggestions for how to help:*

- **Believe** the survivor. The greatest fear of a sexual assault survivor is that they will not be believed; accept what you are hearing.
- **Validate** the significance of the event. Do not minimize the trauma they experienced. Recognizing the impact of the assault on their life may be helpful in the healing process.
- **Listen** and be patient. Let her/him tell her/his story at their own pace.
- **Reinforce** that the sexual assault was not the student's fault. Whatever they did to survive the assault succeeded. Avoid questions that seem to blame them for their actions such as, "Why didn't you scream? Why did you go to his room?"
- Remind them that the perpetrator caused the attack, not the victim.

- **Allow** the student to share their feelings, especially those of anger, self-blame, or grief.
- **Accept** the survivor's reactions, whatever they might be. State that these feelings are normal and the recovery process takes time.
- **Avoid** comparing their experience to others' experiences. Everyone experiences trauma differently.
- **Ask** how you can help. **Be available.** Reassure the survivor that someone is available to them 24 hours a day.
- **Let** the survivor **take control** of the situation. Remember the survivor has been robbed of all sense of control, so letting them make decisions will be empowering. Support all of the survivor's decisions, even if you disagree with them.
- **Offer to accompany** the survivor in seeking medical attention, counseling, or contacting the police and/or the Title IX Coordinator or Investigators.
- **Help identify** a support system for the survivor; it can be a friend, family member, or counselor.
- Suggest they call a professionally trained sexual assault resource who can help her/him in all aspects of this crisis.
  - National Sexual Assault Hotline: 800-656-HOPE (4673)
  - [www.rainn.org/get-help/national-sexual-assault-hotline](http://www.rainn.org/get-help/national-sexual-assault-hotline)
  - Riverview Center Sexual Assault and Domestic Violence Services Hotline  
1-888-557-0310, 2600 Dodge St, Dubuque, IA 52003
- **Help** them organize their thoughts on how to proceed, but let them make their own decisions in order to regain the feeling of being in control.
- **Be patient** and let the survivor recover at their own rate. It may take weeks, months, or years. Survivors may never completely "forget" the attack.
- **Provide protection** by giving the survivor a safe place to go. Offer them companionship or suggest a friend return home with them.
- **Encourage** the survivor to preserve evidence. The sooner an assault is reported, the better the likelihood of charges being filed and the accused convicted. Caution the victim not to shower, eat, wash their clothes or brush their teeth. If they do go to the hospital, tell them to bring a change of clothes. The PERK exam requires all clothing to be examined at a police lab for evidence. Assure them that they will remain in control of decision making about judicial options.
- **Touch or hug the victim only** if you're sure they are comfortable with physical contact. If you are unsure, ask.
- **Do not tell** anyone else about the assault without the survivor's permission.
- **Be available** in the weeks and months following the assault. Recovery from sexual assault is a long, difficult process. Know when to ask for outside support to process your own feelings.
- **Confront** your own fears and prejudices about sexual assault.
- **Educate** yourself about the common myths and misconceptions.
- **Learn** about Rape Trauma Syndrome to know what to expect from the survivor.

## Reporting

A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the complainant by forcing the individual into any plan of action. The Title IX Coordinator and Student Life Department will receive training so that they have the specialized skill and understanding to conduct prompt and effective sexual and gender-based harassment investigations. It is recommended that a person who has experienced domestic violence, dating violence, sexual assault, or stalking consider each of the following:

1. Getting to a safe place.
2. Making a police report. You can initiate a campus and/or criminal complaint for the assault. Either will help whether or not a student chooses to prosecute the assailant. Reporting a sexual assault to the police does not commit someone to further legal action. In an off-campus

emergency, the student is encouraged to call 911 or the police department in the city or town where he/she is located.

3. Avoiding the destruction of evidence by bathing, douching, changing clothes, or cleaning up in any way. Preserve evidence in a paper bag for possible future action. Also, keep copies of emails, text messages, and voice messages.
4. Pursuing medical treatment. Post-assault medical care can be performed at a local emergency room. Many hospitals have a specialized examiner who can complete an exam for victims of sexual violence. Such an exam can help the victim receive an appropriate medical assessment and treatment, and can preserve evidence for possible future action.
  - a. Mercy Hospital (563) 589-9666, 250 Mercy Dr.
  - b. Finley Hospital (563) 582-1881, 350 N Grandview Ave.
5. Pursuing counseling services with appropriate agencies. Regardless of whether a student reports the assault, it is often helpful to seek counseling to cope with the traumatic experience.
6. Calling someone that is known and trusted, such as a friend or counselor, and discussing with this person the assault can help to evaluate the trauma to sort out next steps. (This could be the Resident Director, Resident Assistant, Dean of the Student Life Department or Director of Residence Life.)
7. Making a report to the Student Life Department, Emmaus Security Department, Title IX coordinator, or other CSA. The Title IX Coordinator and Student Life Staff will receive training so that they have the specialized skill and understanding to conduct prompt and effective sexual and gender-based harassment investigations.
8. Making an anonymous report. An anonymous report to the police notifies them that an act of sexual violence has occurred but gives no names or identification.

### ***Notification and Availability of Protective Measures***

Please note: Emmaus will provide all victims with written information regarding protective measures and options for, available assistance with, and how to request changes in academic, residential, transportation or employment situations. Emmaus will endeavor to provide such protective measures if requested by the victim and reasonably available, without regard to whether or not the victim chooses to report the crime to the Student Life Department, the Emmaus Security Department or law enforcement authorities.

### ***Consider Filing a Police Report***

A report to the police can empower the complainant by exercising her/his legal rights and can aid in the protection of others. Emmaus staff will encourage the complainant to file a police report and will assist the complainant in notifying the police if requested. The police will then advise the complainant of the legal process.

1. On-campus investigation is typically conducted by the Student Life Department, which has an administrative role only.
2. Off-campus cases are usually investigated by the Dubuque Police Department or other law enforcement agency.

There may be consequences to waiting to file a police report. Early reports may improve the preparation of a viable prosecution. Filing a police report immediately following the incident does not force the complainant to file charges and prosecute the respondent. However, it does aid in the preservation of valuable evidence if the complainant decides to pursue charges at a later date.

### ***Alternatives to Immediately Filing a Police Report***

Emmaus Bible College is committed to stopping misconduct in all of its forms. Any Emmaus student who believes that he/she has been subjected to misconduct has the right to file a complaint through the procedures delineated below.

Emmaus encourages individuals to report incidents of misconduct, regardless of who the alleged offender may be. Emmaus will not pursue disciplinary action against a student who claims to be a victim of misconduct in connection with reporting that misconduct or against students named as witnesses.

1. Report the crime at a later date.
2. Make a complaint to the Office of Student Development or Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative and disciplinary proceedings.
3. Make an anonymous report to the police (a report that notifies the police that a domestic violence, dating violence, sexual assault, or stalking incident has occurred, but gives no names or identification).
4. Contact a referral agency for help: Dean of Student Life, Director of Residence Life, Title IX coordinator, Resident Director or Resident Assistant.
5. Make a complaint to the Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative and disciplinary proceedings.
6. Contact the Student Life Department for more information concerning the administrative process. Students may reference the disciplinary and accountability process for Title IX (below) for Emmaus Bible College, or may consult with the Student Life Department and the Title IX coordinator.

If the complainant does not choose to file a police report, she/he may still file an administrative complaint. The complainant will be referred to other agencies if appropriate. Specifically, a complainant may be encouraged to seek assistance with the Title IX Coordinator, Dean of the Student Life Department, Resident Assistant or Resident Director. Support may also be sought through Emmaus's referred counselors, and/or various community resources such as:

1. National Sexual Assault Hotline: 800-656-HOPE (4673)
2. [www.rainn.org/get-help/national-sexual-assault-hotline](http://www.rainn.org/get-help/national-sexual-assault-hotline)
3. Riverview Center Sexual Assault and Domestic Violence Services Hotline 1-888-557-0310, 2600 Dodge St, Dubuque, IA 52003

### *Confidentiality of Protective Measures*

Emmaus Bible College will keep strictly confidential any accommodations or protective measures provided to the complainant or the respondent, to the extent that upholding such confidentiality does not inhibit Emmaus's ability to provide such services.

## **On-Campus Investigation and Adjudication**

The response of Emmaus to domestic violence, dating violence, sexual assault, or stalking incidents may involve a number of individuals and agencies (e.g., Student Life Department, Emmaus Security Department and the Title IX Coordinator.) Any of these Emmaus personnel are available to discuss any concerns you may have and to provide information to you about the policy of Emmaus on misconduct and complaint process. In addition, for cases involving campus community members, there is a timely, campus-based investigation which is private and protects individual rights and process. The complainant is presented with options about how s/he may pursue the complaint.

Title IX complainants, including those reporting violence or concerned about Emmaus's compliance with Title IX or Department of Education policies, may be directed to the Title IX coordinator, Janice Bennett in the Main Building. Call 563-588-8000 ext. 1117 or:

U.S. Department of Education  
400 Maryland Avenue,  
SW Washington, DC 20202

United States Equal Employment Opportunity Commission (EEOC)  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203 800-669-4000

Office for Civil Rights (OCR)  
United States Department of Education  
33 Arch Street, Suite 900  
Boston, MA 02110-1491  
(617) 289-0111  
Email: ocr.Boston@ed.gov www.ed.gov/ocr

## **Interim Arrangements and Post-Hearing Interventions**

Emmaus actively provides services for all parties in domestic violence, dating violence, sexual assault, and stalking cases. Emmaus continues a coordinated response system that attends to the complainant's and respondent's physical and emotional well-being as well as the safety of the community

### ***Administrative Services to Assist a Student Complainant or Respondent***

The Student Life Department will assist students, including collaborating with the Emmaus Security Department and other departments to provide:

1. Referral to a counselor in the Dubuque area
2. Assistance in petitioning for a protection order. Emmaus honors orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court.
3. Withdrawal from the College. (Office for Student Development)
4. An on-campus investigation and, if appropriate, initiate on-campus disciplinary procedures.

### ***Administrative Services to Assist Faculty or Staff Complainant or Respondent***

The Title IX coordinator will assist faculty and staff, including collaborating with Student Life Department and other departments to provide:

1. Assistance in petitioning for a protection order (Student Life Department). The College honors orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court.
2. An on-campus investigation and, if appropriate, initiate disciplinary/dismissal procedures. (Title IX coordinator, Student Life Department, and Emmaus Security Department)

### ***Interim Conditions and Post-Hearing Interventions Applying to Complainants and Respondents***

1. The complainant and/or respondent may have on-campus residence changed.
2. The complainant and/or respondent may have his/her academic schedule altered and/or arrangements with instructors to assist in offsetting potential academic problems will be coordinated. This service is not applicable for a respondent who has been temporarily or immediately removed from campus and/or classes.
3. The respondent may be directed not to have contact, by any means, with a complainant. (No Contact Contract)
4. The complainant may be directed not to have contact, by any means, with a respondent. (No Contact Contract)
5. Any individual who is alleged to have committed a violent act, including domestic violence, dating violence, sexual assault, or stalking upon a member of the campus community, may be

- banned from campus and campus activities.
6. Other conditions as deemed appropriate.
  7. These interim measures are subject to review and revision throughout the investigative and judiciary processes.

## **Discipline and Accountability Process**

Emmaus students are expected to practice holiness of life and give themselves fully to their prescribed course of study. The College reserves the right to ask any student to withdraw whose presence is not conducive to the best development of the student himself or to that of the school.

In applying discipline, we appeal to the highest form of discipline, self-discipline. We assume that most students will conduct themselves in accordance with the principles set forth in the Student Handbook. If that fails, other forms of discipline may be utilized with the help of the Student Life Department. These levels progressively followed will produce the most meaningful discipline and effect harmonious living. However, for infractions that are more serious in nature, the Dean of the Student Life Department and/or the Student Life Committee may call in the student for questioning. In cases of serious infractions, it is at the discretion of the Dean of the Student Life Department to hear the case or refer it to the Student Life Committee.

- I. If handled by Student Life Department:
  - The student will be notified to meet with the Dean of Student Life. Necessary evidence and witnesses will be gathered.
  - Charges against the student and content of the witnesses' statements and evidence against him/her will be given.
  - The student will be given opportunity to defend himself/herself against the charges.
  - The Student Life Department will determine the outcome or meet with the Student Life Committee.
- II. If handled by the Student Life Committee:
  - The committee will be informed of the nature of the incident, those involved, and the content of the witnesses' statements.
  - The student will be requested to meet with the Student Life Committee and advised of the charges.
  - The student will be given an opportunity to defend himself/herself.
  - The committee will be given an opportunity to question the student.
  - The committee will meet and deliberate the outcome without the accused student present.
  - The student will then be called in and the outcome of the deliberations will be stated.
  - An appeal may be made to the Student Life Committee, in which case the Dean of Student Life will not chair the committee nor vote but will be involved in the proceedings.
  - Reasons for the appeal must meet those stated in the appeal section (see III).
  - Emergency suspension may be authorized at any time and a hearing of the case by the Student Life Committee set at a later time.
- III. Appeal of the Student Life Committee's decision must be made in writing to the President of the College as long as it is based on one of the following:
  - Not following due process.
  - New evidence discovered.
  - Excessive severity of the sanction.
- IV. Possible outcomes from the appeal:

- Affirm in whole or in part the findings and action of the Student Life Committee.
- Reduce the severity of the sanction.
- Request a reconsideration of the case by the Student Life Committee.

## **Student Concerns Policy**

**Purpose:** The “Student Concerns Procedure” is designed to assist in resolving problems for students who may be having difficulties with a faculty member, staff member, or another student. It is the teaching and expectation of Emmaus Bible College that students follow the principles of Matthew 18 for confronting an issue, but if the student concern cannot be resolved through informal discussion with the individual involved, a student may choose to have the issue investigated and judged in a formal setting through the Student Concerns Procedure.

**Confidentiality:** Although the Student Concerns Procedure is confidential, identity cannot be withheld from the individual(s) involved. Other individuals may receive information as needed.

**Timelines:** The Student Concerns Procedure is designed to take place in no more than 50 working days. To find remedy under this formal process, a concern must be filed within 30 days of the incident. Concerns filed more than 30 days after the incident may not be accepted for adjudication.

**Record Keeping:** All records of the Student Concerns Procedure, including the concern form and all reports and findings, are the property of the College. A formal Student Concerns report that summarizes all formal concerns will be forwarded to the President, Cabinet, and division/department heads at the conclusion of each semester.

### **How to File a Formal Student Concern:**

- Step 1:** If the student has an issue with a faculty or staff member or another student, he/she should initially discuss the problem with the individual. Problems with policy, class grades, or course content should first be discussed with the instructor and the division/department chair.
- Step 2:** If a suitable resolution is not achieved, the student can complete a formal Student Concern Form. Forms are available in the office of the Dean of Student Life.
- Step 3:** The student returns the Student Concern Form to the office of the Dean of Student Life.
- Step 4:** The Dean of Student Life will begin an investigation into the facts of the matter. Written notification of the concern will be provided to the involved individual(s) within five working days of receiving the concern.
- Step 5:** The Dean of Student Life may either refer the case to the Student Life Committee or issue a decision. The Dean of Student Life will notify the student and the involved individual(s) of the findings. Notification of findings will be sent within 21 working days of the concern being filed. The student will receive the results of the investigation in writing. The student will review the findings and decide if they are satisfied with the results. If they are not satisfied with the results, they may proceed to Step 6.
- Step 6:** The student may appeal the ruling by notifying the President and the Dean of Student Life in writing within five days.
- Step 7:** The President will make the final decision on the appeal, and will notify the student and the involved individual(s) in writing within 10 working days.

## **Disciplinary Sanctions for Students**

The goal of discipline and accountability is to afford individuals within the community the opportunity to grow personally and to help the Emmaus community maintain a safe environment conducive to growth. Personal growth and maturity are encouraged most when the entire College community shares in supporting each other. Therefore, deviations from Community Standards are best handled among peers using the redemptive model found in Matthew 18:12-17. We understand this scripture to mean that individuals care enough to confront – one student to another.

Anyone outside and within the College community can report a violation of EBC's Community Standards. When Community Standards violations come to the attention of Emmaus faculty and/or staff one or more of the following actions may be taken with regard to any rule or policy violations at the College. When deemed appropriate by the College, EBC reserves the right to notify parents, coaches, and academic advisors of a discipline/accountability matter. In situations where the safety of students, faculty, or staff may be involved, the College reserves the right to conduct an emergency student accountability meeting, and if necessary at the discretion of the College, remove a student or individual from campus prior to or at any time during the discipline and accountability process.

## **Confrontation/Counseling**

The student is contacted personally and a discussion is held about behavior or attitudes.

## **Write-Ups**

Write-ups are designed for minor infractions. Examples of what you might be "written up" for:

- Curfew violations, public displays of affection (PDA), failure to post overnight information, dress code violations, failed room inspection, quiet hours violations, disruptive or disrespectful behavior, etc...

A student receiving five write-ups in a single semester will automatically be placed on Character Probation. Eight consecutive weeks without incident removes a student from probation. Upon the student's sixth "write-up" the student is suspended immediately, pending a hearing before the Student Life Committee. Please note that the College reserves the right to dismiss any student whose presence puts the security or safety of the campus at risk, or whose attitude or behavior is not in harmony with Emmaus' standards.

## **Character Probation**

Students who receive discipline and accountability actions may be placed on probation for a specified time. Probation is meant to be an encouragement and a reminder to respect and uphold Emmaus Community Standards. One or more of the following means of discipline may also be applied during part of the probationary period to encourage cooperation:

- a mentoring relationship with a faculty/staff member
- community service hours
- restricted to on campus only, dorm floor only, or dorm room only
- counseling
- restitution (i.e., payment or service)
- fines
- loss of college employment
- loss of curfew privileges
- loss of extracurricular or co-curricular privileges (*students involved in leadership activities such as Student Government, Emmaus Student Ambassadors, other clubs, intramural and intercollegiate athletics, ministry teams, music teams not required for credit, etc.*)
- suspension of automobile privileges
- offense-specific project

Students found guilty of breaching security, or in violation of local, state, or federal law are placed on immediate Character Probation.



## **Fines**

The following are the consequences for specific violations:

Violating campus spaces intended to be secured

(E.g. buildings, classrooms, offices, dorm rooms, etc.) **\$100 fine and Character Probation**

Tampering with fire safety equipment **\$100 fine and Character Probation**

Water fights..... **\$100 fine and Character Probation**

Being on the roof of any College building **\$100 fine and Character Probation**

Removing window screens **\$50 fine plus any damages and one “write-up”**

Removing lounge furniture ..... **\$50 fine plus one “write-up”**

Removing workout equipment..... **\$50 fine plus one “write-up”**

Destruction of Property..... **\$50 fine plus one “write-up”**

## **Suspension**

This action is appropriate to give the student time to reflect and adjust his or her behavior to the standards of conduct expected of the College. The student is involuntarily suspended for a stated length of time. The student will be required to leave campus within 48 hours and return to his or her parent’s home or the location of his or her permanent address. The College reserves the right to require a student to leave immediately while an investigation is conducted. If it is impossible to return to the aforementioned address, then the student will be required to stay with a College faculty/staff member or other designated home for the duration of the suspension. Because of the College’s obligation to the safety of the student, the parents of the suspended student will be notified of the student’s status. No leadership involvement (extracurricular or co-curricular) will be permitted during this period. Any classroom assignments, presentations, or projects requiring classroom attendance will be forfeited and the absences will be counted towards semester totals.

## **Dismissal**

The student’s enrollment will be terminated and he or she will be required to leave campus within 48 hours after the dismissal is announced. The College reserves the right to require the student to leave the campus immediately, while an investigation is conducted, if it is deemed appropriate. The student may petition for readmission in the term following the one from which he/she was dismissed. Readmission is neither automatic nor guaranteed. The parents of the student may be notified of the student’s status. Tuition, room and board costs will be forfeited as specified by the College’s refund policy (see Business Office for details).

## **Person Non Grata**

In addition to any of the above actions, a student or visitor may be officially notified that their presence on Emmaus Bible College’s campus is disallowed for any period of time in the future and may result in formal arrest and “Trespassing” prosecution.

## **Personal Accountability Initiative**

If your own behavior has been in violation of the policies of the College, and you wish to change, you are encouraged to take the initiative to discuss the behavior or concern with the Dean of Student Life or Director of Residence Life. Upon doing so, you may be exempt from certain disciplinary actions for behavior up to the time the Personal Accountability Initiative begins. The following requirements must be met in order to take advantage of the Personal Accountability Initiative:

- You must initiate the contact. Once you have been confronted and/or formal discipline has begun, your situation can no longer be addressed within the concept of the Personal Accountability Initiative.
- You must sign a behavior contract with the Dean of Student Life. This contract will specify the

behavior changes you wish to make, the obligations you have to the College and/or selected mentors, and the type of assistance you will receive from the College in accomplishing your goals for change. Your ongoing behavior must not be in violation of the aforementioned contract or other Community Standards. If it is, you may be subject to formal discipline, i.e., probation, suspension, or dismissal.

It is Emmaus Bible College's desire to respect the integrity of a student who has initiated a request for help. Therefore, the Personal Accountability Initiative is designed to provide support, as opposed to responding with punitive discipline. It should be noted that in cases where behavior is repetitive, self-destructive, hazardous to others, or of significant legal issue the College may respond accordingly. Depending upon the behavior in question, the College reserves the right to require the person to enter a professional setting where appropriate help is available. A student leader, because of his/her responsibilities may be asked to take leave from their leadership role while on a Personal Accountability Initiative. *Also, it may be the case that because of the nature of certain behaviors, certain consequences and discipline may be unavoidable despite a Personal Accountability Initiative that is in place.*

## **Disciplinary Sanctions for Faculty and Staff**

Emmaus Bible College and/or the Academic Deans Department will follow the disciplinary policies and procedures in Faculty Handbook for complaints involving faculty. The Vice President for Administration will follow the disciplinary policies and procedures in the Staff Handbook for any disciplinary acts involving staff.

## **Privacy and Respect of Information**

Respecting one's right to privacy is important to Emmaus. Students can be assured that when they share information with medical, police, and/or College officials, such information will be handled professionally and within the framework of each agency's governing body privacy limitations (e.g., state law, licensing, FERPA, etc.).

College employees who have the authority to take action to redress sexual violence, who have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or appropriate school designee, or whom a student could reasonably believe has this authority or duty shall report all complaints of sexual violence to the Title IX coordinator.

A student's privacy concerns are weighed against the needs of Emmaus Bible College to respond to acts of harassment, including domestic violence, dating violence, sexual assault, and stalking. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. If a complainant requests that his or her name not be revealed to the respondent or asks Emmaus not to investigate or seek administrative action against the respondent, Emmaus will be limited in its ability to respond fully to the incident. Title IX and the Campus SaVE Act include protections against retaliation. Emmaus officials will not only take steps to prevent retaliation but will also take strong responsive action if it occurs.

## **Confidentiality in Reporting**

All information received regarding sexual misconduct as defined above is subject to inclusion, in statistical form, in annual Emmaus published reports, including the Campus Safety and Security Survey. Victim anonymity is a primary concern, and as such Emmaus Bible College takes special care to avoid disclosing personally identifiable information about the victim in publicly available

recordkeeping. This includes keeping strictly confidential the victim's name, description, and details of the incident, among other information that could indicate the identity of the victim.

## **Registered Sex Offender Information**

The Emmaus Security Department is not the custodian of the sexual offender's database. This falls under the various County Sheriff's Departments. Information on sex offenders is available at

- <http://www.familywatchdog.us/>
- <http://www.iowasexoffender.com/>

Information on offenders in the local area is available from the Student Life Department during office hours.

## **Survivor's Rights**

For information on survivor's rights, go to the Iowa Attorney General's website at:  
<https://www.iowaattorneygeneral.gov/for-crime-victims>

# **Annual Fire Safety Report**

The Campus Fire Safety Right-to-Know Act is an amendment to the Higher Education Opportunity Act. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges and universities. Signed into law on August 14, 2008, this amendment requires post-secondary institutions to publish fire safety information and statistics. Much of this information may already be available in our crime reporting documents.

Additionally, the National Student Loan Program requires all eligible Title IV institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The statistics include the number, cause, related injuries and deaths, and property damages associated with each fire. In addition, each institution is required to report fire safety information to the U.S. Department of Education. Collectively this information provides prospective and current students information regarding the policies, concerns, and fire safety conditions that are present at Emmaus Bible College.

## **Fire Safety and Education Programs**

Annually during student orientation every student is trained on evacuation and fire safety procedures. All Campus and Student Life Staff are trained in fire safety and Emmaus Bible College's Emergency Action Plan.

### **Fire Safety Personnel**

1. Director of Facilities Management
2. Dean for Student Life
3. Director of Residence Life

### **Fire Drills**

During the 2018 calendar year, 2 fire drills were held, one in the spring semester and one in the fall semester. Our goal is to complete the required two fire drills each year.

### **Fire Alarm System**

The Main Building including Smart, Tatham, and Harlow Residence Halls as well as Smith Hall are equipped with a building fire alarm system, and each student room has a smoke detector. When the building alarm sounds all residents are required to leave the building. Residents cannot re-enter a building until permitted by Residence Life Staff or the Emmaus Security Department. The interference with the operation of a smoke detector or any other fire safety equipment will result in disciplinary action in addition to being liable for damages and subject to applicable criminal and civil penalties.

### **Suppression System**

A sprinkler system is provided in Smith Hall for additional safety in the event of a fire. Residents must be careful not to damage, tamper with, cover, or hang items from the sprinkler heads or an accidental discharge of water may result. In addition, residents may not store personal items within 18 inches of any sprinkler head.

Fire extinguishers are located on each hall and in the public areas around campus. Fire extinguishers are checked monthly by Emmaus personnel. Each fire extinguisher is annually inspected by the Dubuque Fire Equipment Inc. A certified alarm company also annually tests and inspects our alarm systems which are located throughout the entire facility.

## On-Campus Student Housing Facility Fire Safety System

FIRE SAFETY SYSTEMS IN EMMAUS BIBLE COLLEGE RESIDENTIAL FACILITIES						
FACILITY	FIRE ALARM	FULL SPRINKLER	SMOKE DETECTION	FIRE EXTINGUISHER DEVICES	EVACUATION PLANS & PLACECARDS	NUMBER OF EVACUATIONS (FIRE) DRILLS EACH CALENDAR YEAR
Main Building 2570 Asbury Rd.	X		X	X	X	2
Smith Hall 2250 Chaney Rd.	X	X	X	X	X	2

### Electrical appliances, smoking and open flames

The use of candles, incense, or other such items are prohibited. The use of extension cords, daisy chains and multi- plug adapters are not permitted. The use of fused power strips is allowed so long as each one is plugged directly into the wall outlet.

Window air conditioners are not permitted in student rooms unless by medical requirement. The use of personal electrical appliances is limited because of sanitation, safety, and the possibility of circuit overload. Only small appliances which are approved by Underwriters' Laboratory and with completely enclosed coils are permitted, i.e., hot air corn poppers, coffee pots, etc. Cooking meals in student rooms is prohibited. The use of electric heaters, open burners, hot plates, or other cooking devices (including pizza cookers and grill plates) are not allowed in the residence halls.

Most residence halls are equipped with a lounge which includes at least one microwave and refrigerator. Student-owned refrigerators are permitted but must not exceed 4 cubic feet in size (1 per room), and must meet the above electrical specifications. Small personal use microwaves are also permitted (1 per room). Appliances that overload circuits may need to be removed by request of the Facilities Department.

### Smoking

Emmaus is a tobacco-free campus. Smoking or use of tobacco is not permitted on the Emmaus campus. Tobacco use includes the possession of any lighted tobacco product, or the use of any oral tobacco product including vaping.

## Student Housing Evacuation

### Building Fire Alarm Procedure

If a fire alarm sounds or if a fire is confirmed or suspected, the fire alarm is to be pulled, and the steps below are to be followed:

1. Pull the fire alarm if the alarm has not already sounded.
2. Evacuate the building
3. If it is verified that a fire exists, call 911 for immediate assistance.
4. An RA is to notify the Resident Director who will notify the Head of Security, the Director of Residence Life, or the Dean of Student Life.
5. Leave the building in an orderly manner. Use stairs – Do not take any elevators.
6. If safe to do so, the Resident Assistants should make room-by-room checks as they exit (pound on locked doors, open locked doors, etc.) to ensure that all occupants leave the

building in the event of any fire alarm.

7. A check will be made for students with hearing problems or other disabilities who will need assistance.
8. Students in the Main Building will assemble, by resident hall, in the **SOCCER FIELD PARKING LOT**.
9. Students in the Smith Hall Building will assemble, by resident hall, in the **LOWER SMITH HALL PARKING LOT**.
10. Students should remain outside or in a safe area until word has been received from the Director of Residence Life or Security Department to re-enter the building/s.

**\*\* In the event that an actual fire is discovered, get to safety IMMEDIATELY and call 911 \*\***

## **Building Fire Alarm Procedure Location Instructions**

1. Resident Assistants who live in the main building should quickly go to the Athletic parking lot near the soccer field regardless of location at the time of the alarm or fire. Locate the nearest exit then proceed to the parking lot.
2. Resident Assistants who live in the Smith Hall should quickly go to the Smith Hall parking lot regardless of location at the time of the alarm or fire. Locate the nearest exit then proceed to the parking lot.
3. RA's should quickly begin forming lines by dorm floor in each location.
  - Soccer Parking, along the far side nearest the golf course
  - Smith Hall, nearest the road
4. Female Resident Director should proceed quickly to the Soccer Field Parking Lot to assist the Director of Residence Life with organizing students
5. Male Resident Director should quickly go to the Smith Hall Parking lot regardless of location at the time of the alarm or fire. Locate the nearest exit then proceed to the parking lot.
6. The Director of Residence Life will begin confirming with Resident Directors a head count for each floor.
7. The Director of Residence Life will notify the Dean of Student Life when all students are accounted for.

## **Campus Fire Statistics 2018**

	Total Fires			Number			Number of Injuries			Death			Value of Property Damage		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Main Campus 2570 Asbury Rd.	0	1	0	0	0	0	0	0	0	0	0	0	\$ -	\$ 0	\$ -
Smith Hall 2250 Chaney Rd.	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -	\$ -

<b>Statistics and Related Information Regarding Fires in Residential Facilities for 2018</b>						
<b>Residential Facilities</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries That Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to Fire</b>	<b>Value of Property Damage Caused by Fire (\$)</b>
Main Campus 2570 Asbury Rd.	0	0	N/A	0	0	N/A
Smith Hall 2250 Chaney Rd.	0	0	N/A	0	0	N/A

**Daily Fire Log**

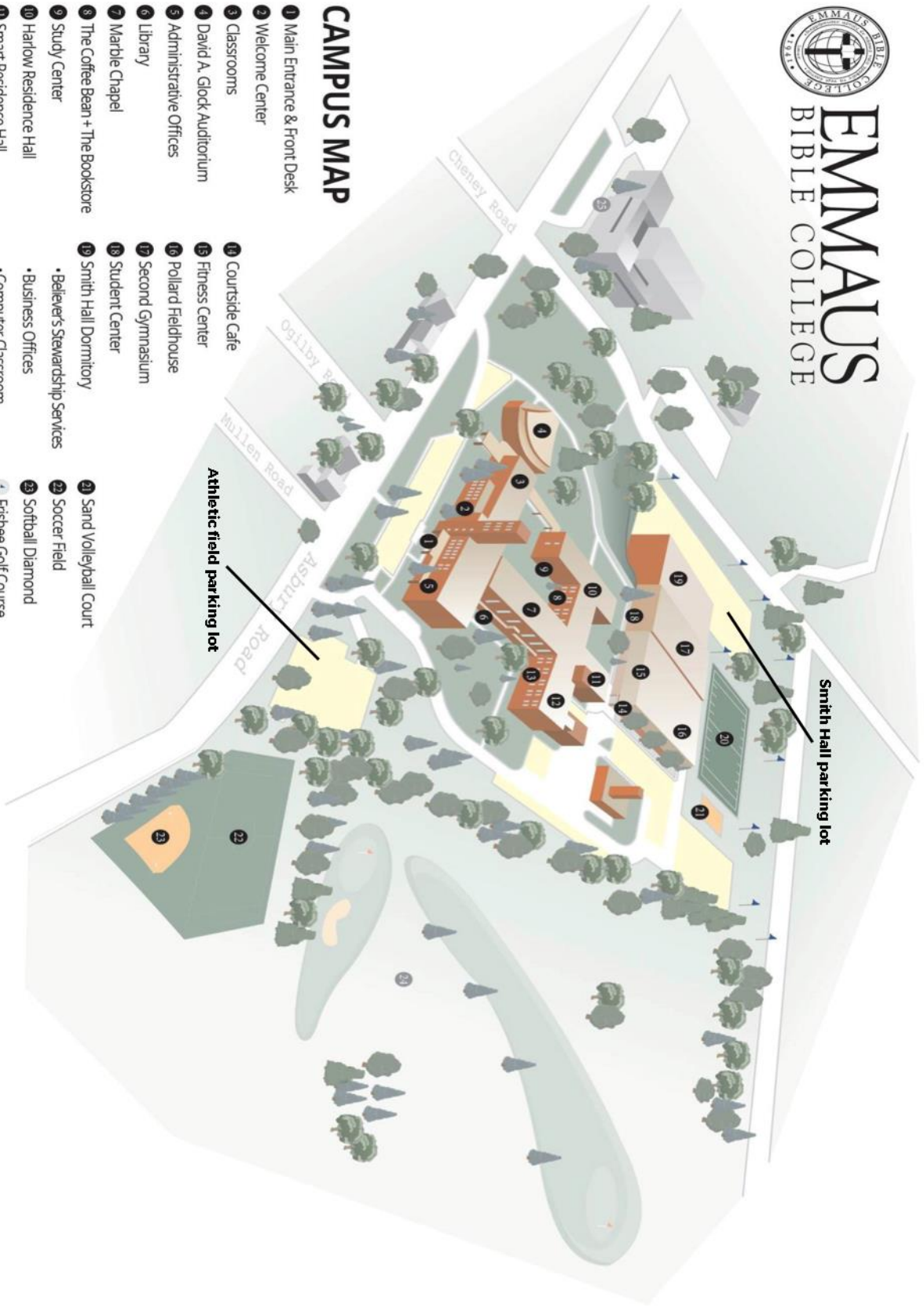
Emmaus tracks fires which occur in on-campus housing and maintains a fire log that includes a listing of all fires that occur in an on-campus student housing facility. The fire log is available for public inspection upon request. The report includes the nature, date, time and general location of each fire. The log is available at the Emmaus Security Department Office located in Smith Hall.

**Post-Fire Contact Information**

Contact Emmaus Security Personnel to report fires that have been successfully extinguished in on-campus housing: 563-588-8000 ext. 2115. Emmaus Security Personnel will investigate and generate a report as appropriate.

**Plans for Future Improvements in Fire Safety**

Emmaus Bible College continually evaluates the fire protection system in residential facilities. Upgrades to the system occur through replacements or building renovations. There are plans in place to upgrade the main building dormitories to be equip with a fire suppression system (sprinkler heads) and a wired fire alarm system that will be connected to a central fire panel.



## CAMPUS MAP

- 1 Main Entrance & Front Desk
- 2 Welcome Center
- 3 Classrooms
- 4 David A. Glock Auditorium
- 5 Administrative Offices
- 6 Library
- 7 Marble Chapel
- 8 The Coffee Bean + The Bookstore
- 9 Study Center
- 10 Harlow Residence Hall
- 11 Smart Residence Hall
- 12 Tatham Residence Hall
- 13 Robbie Pile Dining Hall
- 14 Courtside Cafe
- 15 Fitness Center
- 16 Pollard Fieldhouse
- 17 Second Gymnasium
- 18 Student Center
- 19 Smith Hall Dormitory
- 20 North Athletic Field
- 21 Sand Volleyball Court
- 22 Soccer Field
- 23 Softball Diamond
- 24 Frisbee Golf Course
- 25 Bunker Hill Public Golf Course
- 26 One Mean Bean Coffeeshop, Northern Iowa School of Music