



# Cornerstone UNIVERSITY®

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BUILD A LIFE THAT MATTERS

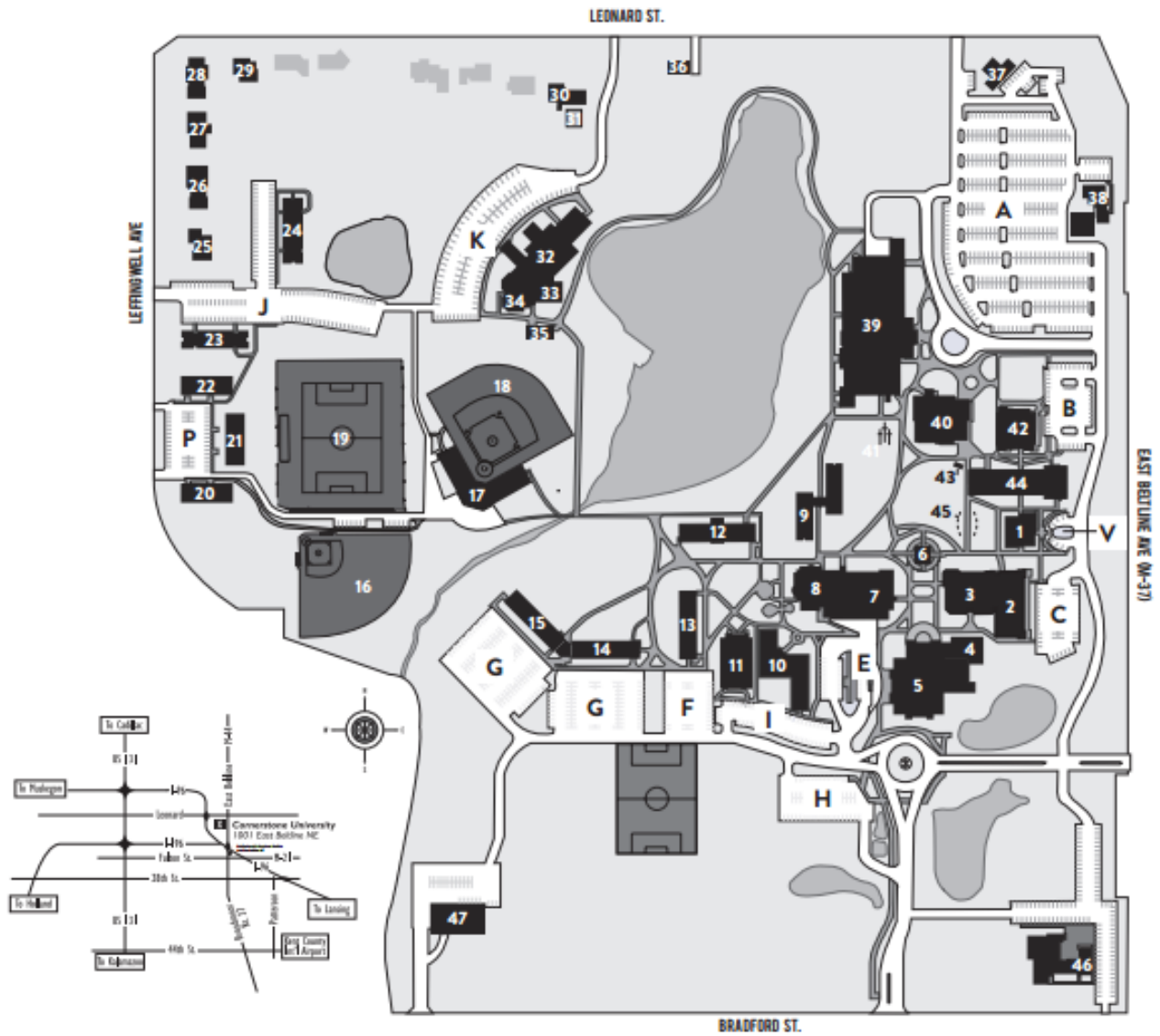
Department of Campus Safety



## 2017 (Calendar Year) Annual Security And Fire Safety Report

Released October 1, 2018

# CAMPUS MAP



## MAP KEY

- |  |                             |  |   |
|--|-----------------------------|--|---|
| 1. Ketcham Bldg.<br>(Admissions/Financial Aid<br>Welcome Center) | 11. Faculty Office Building | 24. Crawford Hall                            | 36. 3014 Leonard                        |
| 2. Warren Faber Hall<br>(Bookstore/Campus Safety)                | 12. Pickitt Hall            | 25. 1128 Leffingwell                         | 37. 3120 Leonard                        |
| 3. Bolthouse Hall  | 13. Keithley Hall           | 26. 1142 Leffingwell                         | 38. Cornerstone University Radio        |
| 4. Gordon Hall   | 14. Van Osdell Hall         | 27. 1158 Leffingwell                         | 39. Hansen Athletic Center              |
| 5. Christ Chapel   | 15. Cook Hall               | 28. 1180 Leffingwell                         | 40. Miller Library                      |
| 6. Welch Clock Tower   | 16. Softball Field          | 29. 2830 Leonard                             | 41. Redemption Crosses                  |
| 7. Gainey Conference Center                                      | 17. Central Hall            | 30. 2968 Leonard                             | 42. Administration Building             |
| 8. Corum Student Union   | 18. DeWitt Baseball Field   | 31. CU Community Garden                      | 43. Fall Sculpture                      |
| 9. Quincer Hall  | 19. Soccer Field            | 32. Wood Seminary Building                   | 44. Daverman Hall                       |
| 10. Miller Hall  | 20. Fuller Hall             | 33. Pirsig/DeBruyn Chapel                    | 45. Creation Sculptures                 |
|  | 21. Knol Hall               | 34. Matthews Performing Arts Center          | 46. Theatre Costume Storage & Rentals   |
|  | 22. Morris Hall             | 35. Workshop/Theatre Greenrooms<br>& Storage | 47. Campus Services (2901 Bradford St.) |
|  | 23. Babcock Hall            |  |   |

**“Cornerstone University exists to empower men and women to excel as influencers in our world for Christ by offering a student-focused learning community where Jesus Christ is central.”**

Greetings!

It is our privilege to release Cornerstone University’s Annual Security and Fire Safety Report for 2017. This report provides an overview of the past year’s services, incidents and statistical data, as well as, Clery reportable data and incidents of residence hall fires. .

As Cornerstone University’s Department of Campus Safety, we feel extremely blessed to be a part of the mission here at Cornerstone University. We are thankful for the opportunity to serve our Lord through His work on our campus. We take our charge and responsibility very serious and always look forward to helping contribute to and maintain the safest and most secure campus possible. We live in a changing world wherein safety, security and positive relationships coupled with solid communications are not only very important but vital. Our goal continues to be a proactive approach to serving our campus community.

As 2017 has drawn to a close, we look back at another great year for our campus community in regards to safety and security. We are also very thankful for the wonderful relationships we’ve shared with our campus community and look forward to another year of the same.

#### DEPARTMENT MISSION AND GENERAL STATEMENT

The Cornerstone University Department of Campus Safety remains focused on its ongoing positive, proactive and collaborative approach relating to the promotion and providing of safety and security, service and a harmonious environment to our campus community. We hold our position and commitment as stewards of the campus in high regards.

Our Cornerstone Campus Safety Department provides 24/7/365 service to the campus community. This includes switchboard and dispatch services as well as safety and security patrol services.

The Campus Safety Department is located on the east side of campus in Warren Faber Hall. Campus Safety, along with the campus bookstore, is in many ways the gateway to our campus.

Our Campus Safety personnel conduct continuous foot and vehicle patrols of the campus and routinely patrol building interiors. They also respond to a variety of service calls, including, however not limited to, vehicle lockouts, battery boosts, building and room locks and lockouts and a variety of personal assists. Additionally, officers address parking, traffic and conduct rules and regulations, and also respond to and investigate all campus incidents. Our Campus Safety Department is responsible for establishing, maintaining and implementing parking and traffic regulations, as well as emergency response procedures inclusive of community member training. Our emphasis and proactive approach to behavioral and conduct

remains based upon a pattern of information, education - mentorship, positive public relationships and lastly enforcement when all other efforts fail.

Officers are trained and equipped as well as authorized to be the primary responders to all campus medical incidents and other emergency matters, and work closely with CU Health Services, CU Spiritual Formation/Community Life and local public safety organizations. Campus Safety also conducts monthly residence hall fire drills.

Our officers are responsible for locking and unlocking the campus buildings and the rooms therein daily. This results in officers turning locks approximately 100,000 times annually.

Our officers are also the eyes, (and in some cases the ears and noses as well), of our campus at all times keeping a watch on just about everything while working closely and in conjunction with other departments to ensure that the campus is safe and secure, looks good, functions well and services everyone and everything in an acceptable way.

As previously mentioned, 2017 was another very good year for our campus community as it relates to safety and security as well as activities, efforts, and accomplishments. Our hope and prayer is that the year ahead will be blessed with the same results.

The following pages of this report provide policy statements, Clery reportable data and fire statistics and policies. Additional detail on the department's activities and staffing are also included. This report will be distributed electronically to regular designated recipients and posted on the Campus Safety page of the Cornerstone University website and the university's portal for general review. Hard copies will be made available upon request. Those with questions or comments are requested to contact Campus Safety at 616-949-5300 or at [campus.safety@cornerstone.edu](mailto:campus.safety@cornerstone.edu).

#### OUR ULTIMATE TEAM CALL TO SERVICE & AFFECT

Our Campus Safety team members were once again privileged to serve our Lord and His will on Cornerstone University's campus for another year through partnership and collaboration and reap the blessings and benefits of a safe, secure and harmonious environment for all.

In His service,

**Brandan D. Bishop**

Director | Department of Campus Safety

**CORNERSTONE UNIVERSITY  
DEPARTMENT OF CAMPUS SAFETY  
2017 PERSONNEL LIST**

**PERSONNEL LIST AS OF DECEMBER 31, 2017**

**SAFETY AND SECURITY TEAM – OFFICERS:**

Cardoza, Joseph  
Levin, Adam  
Miedema, Katey  
Mitchell, TJ  
Muir, Mitch  
Van Vels, Richard  
Ware, Michael  
Winkel, Rich

**SWITCHBOARD/DISPATCH TEAM – OPERATORS/DISPATCHERS:**

Bingham, Bethany  
Coleman, Ashley  
Dada, Samuel  
Douglas, Austin  
Essex, Vergil  
Martin, Miracales  
Mosby, Tre'von  
Ottosen, Hannah  
Sanchez, Savanna  
White, Stephon  
White, Westin

**MANAGEMENT AND ADMINISTRATION TEAM MEMBERS:**

Alex Marzolino, Patrol Supervisor  
  
Willie Williams, Switchboard Supervisor  
  
Brandan D. Bishop, Director

## **PREPARATION OF THE ANNUAL SECURITY REPORT**

The Annual Security Report is prepared, published and distributed in accordance with the requirements of the Campus Security Act of 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, the Higher Education Amendments of 1998, the Higher Education Opportunity Act of 2008, the 2013 reauthorization of the Violence Against Women Act , including the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Clery Act, and all implementing regulations issued by the U.S. Department of Education.

Information for the Annual Security Report is collected by the Department of Campus Safety with the assistance of the Department of Student Development and local law enforcement agencies. Incidents are maintained in a daily crime log that is available at Campus Safety on request. The Annual Security Report is published annually and made available to students, faculty and staff. An email indicating the availability of the report, its contents and how to obtain a copy is sent out on or before October 1<sup>st</sup>.

## **ENCOURAGING THE REPORTING OF CRIMES**

Cornerstone University's Department of Campus Safety strongly encourages all students, faculty and staff to report crimes and any suspicious activity to Campus Safety and/or to local law enforcement agencies. Crimes can be reported confidentially by contacting Campus Safety at (616) 949-5300 or dialing "0" from a campus phone. Anyone reporting a crime in person can also request confidentiality and can make that report to a member of the Campus Safety or Student Development staffs. Students, faculty or staff reporting a crime will be encouraged to file a police report with local law enforcement agencies but have the option not to. In those cases, the information will still be collected and properly reported by Campus Safety staff. If the report is a case of sexual violence or misconduct covered under Title IX, confidentiality cannot be guaranteed.

Campus Safety is not a sanctioned police agency and does not have the same enforcement powers as an official law enforcement agency. Campus Safety does not possess the authority to arrest beyond the conditions allowed to any private citizen under Michigan law. Those conditions are a felony committed in the person's presence, a known felony committed but not in the person's presence, or at the request for assistance of local law enforcement. Local law enforcement agencies may be contacted to assist Campus Safety in the event a crime is committed on campus.

### **Report crimes and emergencies to Campus Safety:**

- Dialing 616-949-5300 or "0" from campus phones 24/7/365.
- Emailing [campus.safety@cornerstone.edu](mailto:campus.safety@cornerstone.edu).
- Contacting Brandan Bishop, Director of Campus Safety, at 616-949-5300 ext. 5444.
- Using "blue light" emergency call boxes located throughout campus.
- Using one-touch emergency call boxes at the main entrances of resident halls and in elevators.
- Visiting the Department of Campus Safety in atrium area of Faber Hall.

**Grand Rapids Police Department:** 616-456-3400 for non-emergencies.

**Kalamazoo County Sheriff Department:** 269-383-8821 for non-emergencies.

**Kent County Sheriff Department:** 616-632-6100 for non-emergencies.

### **9-1-1 should be contacted for all emergencies.**

Information on crime and security awareness is provided in the student handbook and employee handbook. Training is conducted throughout the year with various departments and divisions, as well as, student groups.

## **TIMELY WARNINGS**

In the event of criminal activity taking place on campus that poses a threat to the safety and security of members of the campus community or is a crime reportable under the Clery Act, a

timely warning will be issued by the Department of Campus Safety indicating the nature of the criminal activity, location(s), time of the incident and when reported to Campus Safety, and any other relevant information available. The types of criminal activity would be felonious in nature and present a serious risk to the physical wellbeing of the campus community. Timely warnings will be issued as soon as possible once felonious criminal activity has been reported to the Department of Campus Safety and the Department of Student Development. Announcements will be issued through the university portal. They may also be issued through email, printed notices and/or the Wireless Emergency Notification System (WENS). Aside from information related to the criminal activity, announcements will provide information on how community members should respond, including ways to protect yourself, and how to report further activity or related information.

Faculty, staff and students are encouraged to sign up for the WENS by visiting the Campus Safety page of the portal and clicking the WENS Emergency Alert Signup link. Participants will be requested to enter email and cell phone information. Multiple email addresses and cell phone numbers may be entered. Faculty and staff email addresses are automatically entered into the system upon hiring.

## **SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

Residence Halls remain locked 24 hours a day and are only accessible by Cornerstone University ID card through the card reader system. Students are required to carry their ID at all times. When entering or leaving the residence halls, students should ensure the doors close securely behind them. Doors are not permitted to be propped open unless authorized by Campus Safety or Student Development staff. Students locked out of residence halls should contact their Resident Director or a Resident Assistant.

All other facilities are unlocked and locked daily by Campus Safety staff in accordance with normal business hours. The unlocking/locking schedule may be amended due to holidays, whether school is in session, or special events. Individuals in buildings after normal business hours must have their ID card. The Department of Campus Services maintains a record of all keys that are issued to faculty and staff. Keys should not be shared or loaned out. Campus Safety patrols all campus areas by foot or car regularly. After-hour's access to facilities for authorized students, faculty and staff is available through Campus Safety.

## **EMERGENCY RESPONSE PLAN (ERP)**

An Emergency Response Plan (ERP) is updated annually and disseminated to applicable departments and persons. Training in relation to the ERP is also conducted at various times of the year. For anyone who does not receive the ERP but would like to review it, a copy is available at Campus Safety.

## **CAMERA SYSTEM**

Campus Safety utilizes a campus wide camera system. The system is monitored by Campus Safety and is regularly reviewed by Campus Safety and the Information Technology.



## **AUTOMATED EXTERNAL DEFIBRILLATORS**

Automated External Defibrillators (AED) are located throughout campus and are available for use by anyone in the event of someone suffering sudden cardiac arrest. Most buildings are equipped with at least one AED or are within less than a minute walk. Training on how to use AEDS is offered throughout the school year.

## **ALCOHOL POLICY**

The possession and consumption of alcoholic beverages is not permitted on the properties of Cornerstone University's main campus or off campus buildings by anyone regardless of legal age status. Those legally possessing alcohol will be asked to remove it from campus or discard it. Campus Safety and Student Development staff have the right to confiscate alcohol. Those under the legal drinking age of 21 are prohibited from possession and consumption of alcoholic beverages by state law. Anyone who providing alcohol to persons under 21 are also in violation of state laws. Anyone found violating the policy on alcohol will be referred to the disciplinary process. In cases of a violation of state law, local law enforcement may be contacted.

## **ILLEGAL DRUG POLICY**

The possession, use, distribution and manufacture of illegal drugs is strictly prohibited on all properties of Cornerstone University. Any student, staff or faculty found to be in possession of illegal drugs may be referred to local law enforcement for prosecution according to local, state and federal laws. They will also be referred to the university's disciplinary process.

## **GETTING HELP**

Alcohol and drug information, referral, counseling, and rehabilitation programs are available for students at Cornerstone. Students who need help (or who know someone who needs help) may contact the Student Development staff, the Health Services staff, or The Well staff for more information.

**Student Development:** 616-222-1423 (on campus ext. 1423),

[student.development@cornerstone.edu](mailto:student.development@cornerstone.edu)

**Health Services:** 616-222-1441 (on campus ext. 1441), [health.services@cornerstone.edu](mailto:health.services@cornerstone.edu)

**The Well:** 616-977-5477 (on campus ext. 5477), [the.well@cornerstone.edu](mailto:the.well@cornerstone.edu)

## SEXUAL MISCONDUCT POLICY

Title IX of the Educational Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. In addition to Title IX, the SaVE Act addresses the violence faced by women on university campuses. As a result of the SaVE Act, Campus Safety departments are required to include incidents of domestic violence, dating violence, and stalking to the crimes reported in the annual Clery report, and include them in the annual security report. The Act also expands the categories of reportable hate crimes to include any incidents based on gender identity or national origin. Finally, the annual security report is required to include internal procedures for dealing with these incidents, including education and prevention programs. The following sections detail Cornerstone University's internal procedures in cases of domestic violence, dating violence, and stalking.

### TITLE IX CONTACTS

#### **Title IX Coordinator:**

Gerald Longjohn, Vice President for Student Development  
Student Development office on the 2<sup>nd</sup> floor of the Corum  
Phone # - 616-957-5451 (on campus ext. 5451)  
Email - [gerald.longjohn@cornerstone.edu](mailto:gerald.longjohn@cornerstone.edu).

#### **Title IX Deputy Coordinators:**

Emilie Azkoul, Director of Human Resources  
Human Resources in the Welch Administration Building  
Phone # - 616-254-1658 (on campus ext. 1658)  
Email - [emily.azkoul@cornerstone.edu](mailto:emily.azkoul@cornerstone.edu)

Brandan Bishop, Director of Campus Safety  
Campus Safety in Warren Faber Hall  
Phone # - 616-977-5444 (on campus ext. 5444)  
Email - [brandan.bishop@cornerstone.edu](mailto:brandan.bishop@cornerstone.edu)

Mark Muha, Director of Community Life  
Student Development on the 2<sup>nd</sup> floor of the Corum  
Phone # - 616-254-1608 (on campus ext. 1608)  
Email - [mark.muha@cornerstone.edu](mailto:mark.muha@cornerstone.edu)

### GENERAL CONTACTS

**Student Development:** 616-222-1423 (on campus ext. 1423)  
[student.development@cornerstone.edu](mailto:student.development@cornerstone.edu)

**Health Services:** 616-222-1441 (on campus ext. 1441)  
[health.services@cornerstone.edu](mailto:health.services@cornerstone.edu)

**The Well:** 616-977-5477 (on campus ext. 5477)  
[the.well@cornerstone.edu](mailto:the.well@cornerstone.edu)

**Campus Safety:** 616-949-5300 (on campus ext.0) [campus.safety@cornerstone.edu](mailto:campus.safety@cornerstone.edu).

## **SEXUAL ASSAULT/HARASSMENT**

Sexual assault/harassment includes domestic violence, dating violence, and stalking. Cornerstone University forbids any covert or overt acts of abuse, assault, harassment, or intimidation including, but not limited to unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when: (a) submission to such conduct is explicitly or implicitly made a term or condition of employment, instruction, or participation in any university activity; (b) submission to or rejection of such conduct by an individual is used as the basis of evaluation in academic or employment decisions; (c) such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating a hostile, intimidating, or offensive environment. Sexual harassment also includes behaviors that contribute to or create a hostile environment serving scholarly, artistic, or educational purpose. Generalized sexist remarks or behaviors include demeaning remarks or actions that are directed at individuals or groups based on gender. Offensive sexual remarks or behaviors include lewd, obscene, or sexually suggestive remarks or actions, which would be deemed offensive by a reasonable person in that situation. Also included are displays of sexually offensive audio and visual materials. Sexual advances without intimidation include sexual advances, which are accompanied by a promise of reward or threat of punishment. Stalking is defined as two or more separate incidents of non-consenting contact between the stalker and the victim. The act must be done willfully, be such as would cause a reasonable person to suffer emotional distress, and to feel terrorized, frightened, intimidated, threatened, or harassed. Stalking behavior includes following a person, repeated and unwanted phone calls, repeated and unwanted contact by email or social media, or leaving unwanted gifts.

- **REPORTING AND RESPONDING TO SEXUAL ASSAULT/HARASSMENT**  
Campus Safety, a representative from Community Life, and Cornerstone's Title IX Coordinator are available to assist students in reporting and responding to incidents of sexual assault or harassment. Incidents are handled through the Advocate system which allows for reporting and tracking of information. All information submitted to a university representative or through the Advocate system is confidential. Incidents will be investigated and will result in internal disciplinary measures for the perpetrator. Incidents will also be referred to outside law enforcement officials for legal prosecution.

Anyone experiencing an incident involving rape, attempted rape, assault, physical aggression, and/or strong verbal force should contact 9-1-1 immediately. Campus Safety should be contacted second.

Survivors of sexual assault/harassment will be referred to The Well Counseling Services for follow-up care. The Well Counseling Services can be reached at (616) 949-5300 ext. 5477.

- **VICTIM RESPONSE**
  - Survivors of sexual assault/harassment should seek help immediately by contacting 9-1-1, Campus Safety, Student Development/Community Life, the

Title IX Coordinator, and/or other trusted members of the university faculty and staff. Who is contacted is based on the severity of the incident.

- Seek medical treatment if needed. In the case of rape, attempted rape, and/or assault, medical care should be pursued immediately to treat injuries and preserve physical evidence. The YWCA Rape Crisis Center is available 24 hours a day at (616) 776-RAPE (7273). The YWCA also offers a 24 hour Domestic Violence Crisis Support Hotline at (616) 451-2744.
- Survivors are strongly encouraged to file a report with the Grand Rapids Police Department and to press charges against the perpetrator. Campus Safety and Student Development/Community Life are available to assist in this process if needed. A report should also be filed with Campus Safety. \*Please note- Campus Safety is not a police department and as a result does not possess the legal authority as the Grand Rapids Police Department.
- Survivors are encouraged to seek follow up care even if the incident wasn't immediately reported. Victims are also encouraged to contact Cornerstone's Health Services and The Well Counseling Services. Incidents of this nature require support and follow-up care.
- **ALL INCIDENTS OF SEXUAL ASSAULT/HARASSMENT SHOULD BE REPORTED REGARDLESS OF THE SEVERITY OF THE INCIDENT AND HOW MUCH TIME HAS PASSED!**

- **EDUCATION**

Cornerstone University conducts annual training on the prevention of sexual harassment with faculty and staff. Annual training on the SaVE Act is also conducted annually and is required training for students, faculty and staff. Specific materials on understanding, responding, and reporting sexual assault/harassment are available through Student Development, Health Services, and The Well Counseling Services.

## MISSING PERSONS POLICY

If a student who lives in on-campus residential housing is determined to be missing, the individual making this determination should contact the department of Campus Safety, the dean of students, and/or a resident director (RD) immediately. If the dean of students or a RD are notified first, they will contact Campus Safety. Once Campus Safety has been notified, an officer will immediately respond according to the following guidelines:

- The officer will obtain as much detailed information as possible along with a physical description and picture if immediately available.
- If not already contacted, the officer will contact the dean of students and the student's RD.
- If the student is believed to be on campus, the officer will attempt to make contact in person.
- If the student is believed to be off campus, the officer will attempt to make contact via telephone.
- If the officer is unable to make contact with the student, the officer will contact the Grand Rapids Police Department within 24 hours of determination the student is missing.
- If the student has a designated emergency contact, that person will be contacted within 24 hours. Emergency contact information is confidential and only accessible by authorized campus officials. Once an official investigation has been started, that information will be provided to the Grand Rapids Police Department.

## MISSING PERSON CONTACTS

**Campus Safety:** 949-5300 (on campus ext.0), [campus.safety@cornerstone.edu](mailto:campus.safety@cornerstone.edu); “Blue Light” emergency call boxes are located throughout the campus and can be used for emergency situations.

**Director of Community Life:** Mark Muha, 616-254-1608 (on campus ext. 1608), cell # 616-901-2687, [mark.muha@cornerstone.edu](mailto:mark.muha@cornerstone.edu)

### **Resident Directors:**

Central Hall – Alissa Homoelle, ext. 1423, [alissa.homoelle@cornerstone.edu](mailto:alissa.homoelle@cornerstone.edu)

Cook Hall – Kati Junge, ext. 1697, [kati.junge@cornerstone.edu](mailto:kati.junge@cornerstone.edu)

Crawford Hall - Lyndsey Rupp, ext. 1423, [lyndsey.rupp@cornerstone.edu](mailto:lyndsey.rupp@cornerstone.edu)

Keithley Hall – Travis Gordon, ext. 1924, [travis.gordon@cornerstone.edu](mailto:travis.gordon@cornerstone.edu)

Pickitt Hall – Katie Garrett, ext 1211, [katie.garrett@cornerstone.edu](mailto:katie.garrett@cornerstone.edu)

Quincer Hall – Guthrie Collins, ext. 1945, [guthrie.collins@cornerstone.edu](mailto:guthrie.collins@cornerstone.edu)

VanOsdel Hall – Ryan Williams, ext. 1692, [ryan.williams@cornerstone.edu](mailto:ryan.williams@cornerstone.edu)

If a non-resident student is determined to be missing, the person making this determination should contact the Grand Rapids Police Department to file an official police report. Once the Grand Rapids Police Department has been notified, Campus Safety and the dean of students should be contacted.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES POLICY**

The importance of acting fast and alerting the campus community when dealing with a life-threatening emergency cannot be understated. An emergency may be designated as life-threatening by Campus Safety, Campus Services, local law enforcement or the National Weather Service. In the event of a life-threatening emergency, announcements will be made through the Wireless Emergency Notification System (WENS), the clock tower public address system, the university portal or in person by Campus Safety, Campus Services or Student Development staff.

The primary method of alerting the campus community is WENS. It is an emergency mass alert system that utilizes email and texting services to notify the campus community of a life-threatening emergency taking place on or near the campus. In the event of a life-threatening emergency, a designated member of Campus Safety will issue an alert describing the nature of the emergency, location of the emergency and what action campus community members should take, including safe locations. Safe locations may be other buildings on campus or specified safe zones off campus. Calvary Church and Northpointe High School are designated off-campus safe zones. After the initial alert is sent, follow up alerts will be sent to update the status of the incident, as well as, communicate the all clear. Update alerts and the all clear alert are made based on information provided by outside emergency response personnel, including law enforcement and fire department, to representatives of the Department of Campus Safety.

Biannual tests of the system are conducted each year, one in the fall semester within thirty days of the start of the school year and the other in the spring semester. The test is announced one week prior to the actual test. Unannounced tests may be conducted in conjunction with staff training throughout the year, but are generally limited to the summer and specific recipient groups. Tests for the 2017 calendar year were conducted on Monday, January 30<sup>th</sup> at 1 P.M. and Wednesday, September 25<sup>th</sup> at 1:12 P.M.

## CLERY REPORTABLE CRIMES AND DEFINITIONS

### CRIMINAL OFFENSES

- **Murder and Non-negligent Manslaughter:** The willful killing of one human being by another
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Rape:** 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.
- **Fondling:** 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:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.
- **Robbery:** 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.
- **Aggravated Assault:** 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.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle
- **Arson:** 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 of another, etc.

### HATE CRIMES

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: **race, religion, sexual orientation, gender, gender identity, ethnicity, national origin and/or disability.**

Under the Clery Act, Hate Crimes include the above criminal offenses if motivated by bias. Additionally, the following are included as Clery Act reportable crimes if motivated by bias:

- **Larceny-Theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## **VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES**

- **Domestic Violence:** 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; or 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.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

## **ALCOHOL, DRUG AND WEAPON VIOLATIONS**

- **Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and



attempts to commit any of the above. **Liquor law violations do not include persons who were referred for disciplinary action solely for violation of Cornerstone University policy.**

- **Drug Abuse Violations:** 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).
- **Weapons Possession:** 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; and all attempts to commit any of the aforementioned.

## SWITCHBOARD/DISPATCH 2017 ANNUAL REPORT

### Operator Responsibilities:

Campus Safety Switchboard/Dispatch operators/dispatchers perform department's essential and crucial duties and functions for our campus community. These include:

- Greeting Guests
- Providing directions
- Answering and transferring incoming phone calls
- Administering vehicle check-out and return reservations
- Documenting and filing lost and found items
- Logging service and incident activities
- Monitoring security monitors
- Assisting with routine incidents and emergency incidents

### Switchboard Supervisor Responsibilities:

Supervisor responsibilities include those listed above under 'Operator Responsibilities' as well as:

- Interviewing, hiring and training all new part-time Operators
- Creating Operator work schedules
- Updating the department Database
- Managing building access permissions through BASS
- Notifying all Operators of important updates
- Maintaining the department budget
- Ordering department office supplies
- Operating the ID card database and creating ID cards
- Creating emergency evacuation maps and other Campus maps

### SWITCHBOARD/DISPATCH DATA

|                              | 2017   | 2016   | 2015   |
|------------------------------|--------|--------|--------|
| <b>Total Calls</b>           | 81,000 | 81,000 | 82,000 |
| <b>Total ID Cards Issued</b> | 3,100  | 3,000  | 3,100  |

## **2017 PARKING ENFORCEMENT DATA**

### **CITATIONS ISSUED DURING SPRING/SUMMER OF 2017**

- 1) Total number of citations issued: 250
- 2) Citations issued centered around four key areas
  - a. Student parking violations in Administration Lot B
  - b. Student parking violations in FOB Lot I
  - c. Student parking violations in Ketcham Lot V
  - d. Handicap and fire lane violations

### **CITATIONS ISSUED DURING FALL OF 2017**

- 1) Total amount of citations issued: 200
- 2) Citations issued centered around four key areas
  - a. Student parking violations in Administration Lot B
  - b. Student parking violations in F.O.B. Lot I
  - c. Student parking violations in Ketcham Lot V
  - d. No overnight parking
  - e. Handicap and fire lane violations

**NOTE:** Our Department continues with a proactive approach to curbing parking violations by working with our community members through numerous parking regulation communications and issuing verbal and/or written warnings whenever possible in place of citations.

**2017 CLERY REPORTABLE  
STATISTICAL DATA**

**CRIME STATISTICS**

|  | <b>2017</b> | <b>2016</b> | <b>2015</b> |
|--|-------------|-------------|-------------|
| <b>Murder/Non-Negligent Manslaughter</b> |             |             |             |
| On Campus Property                       | 0           | 0           | 0           |
| Residential Facilities                   | 0           | 0           | 0           |
| Non-Campus Property                      | 0           | 0           | 0           |
| Public Property                          | 0           | 0           | 0           |
| <b>Manslaughter by Negligence</b>        |             |             |             |
| On Campus Property                       | 0           | 0           | 0           |
| Residential Facilities                   | 0           | 0           | 0           |
| Non-Campus Property                      | 0           | 0           | 0           |
| Public Property                          | 0           | 0           | 0           |
| <b>Rape</b>                              |             |             |             |
| On Campus Property                       | 0           | 0           | 0           |
| Residential Facilities                   | 0           | 0           | 0           |
| Non-Campus Property                      | 0           | 0           | 0           |
| Public Property                          | 0           | 0           | 0           |
| <b>Fondling</b>                          |             |             |             |
| On Campus Property                       | 0           | 0           | 0           |
| Residential Facilities                   | 0           | 0           | 0           |
| Non-Campus Property                      | 0           | 0           | 0           |
| Public Property                          | 0           | 0           | 0           |
| <b>Incest</b>                            |             |             |             |
| On Campus Property                       | 0           | 0           | 0           |
| Residential Facilities                   | 0           | 0           | 0           |
| Non-Campus Property                      | 0           | 0           | 0           |
| Public Property                          | 0           | 0           | 0           |
| <b>Statutory Rape</b>                    |             |             |             |
| On Campus Property                       | 0           | 0           | 0           |
| Residential Facilities                   | 0           | 0           | 0           |
| Non-Campus Property                      | 0           | 0           | 0           |
| Public Property                          | 0           | 0           | 0           |
| <b>Robbery</b>                           |             |             |             |
| On Campus Property                       | 0           | 0           | 0           |
| Residential Facilities                   | 0           | 0           | 0           |
| Non-Campus Property                      | 0           | 0           | 0           |
| Public Property                          | 1           | 0           | 0           |
| <b>Aggravated Assault</b>                |             |             |             |
| On Campus Property                       | 0           | 0           | 0           |
| Residential Facilities                   | 0           | 0           | 0           |
| Non-Campus Property                      | 0           | 0           | 0           |
| Public Property                          | 0           | 0           | 0           |

|                            |   |   |   |
|----------------------------|---|---|---|
| <b>Burglary</b>            | 0 | 0 | 0 |
| On Campus Property         | 0 | 0 | 0 |
| Residential Facilities     | 0 | 0 | 0 |
| Non-Campus Property        | 0 | 0 | 0 |
| Public Property            |   |   |   |
| <b>Motor Vehicle Theft</b> | 0 | 0 | 0 |
| On Campus Property         | 0 | 0 | 0 |
| Residential Facilities     | 0 | 0 | 0 |
| Non-Campus Property        | 0 | 0 | 0 |
| Public Property            |   |   |   |
| <b>Arson</b>               | 0 | 0 | 0 |
| On Campus Property         | 0 | 0 | 0 |
| Residential Facilities     | 0 | 0 | 0 |
| Non-Campus Property        | 0 | 0 | 0 |
| Public Property            |   |   |   |

#### **VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES**

|                          |             |             |             |
|--------------------------|-------------|-------------|-------------|
| <b>Domestic Violence</b> | <b>2017</b> | <b>2016</b> | <b>2015</b> |
| On Campus Property       | 0           | 0           | 0           |
| Residential Facilities   | 0           | 0           | 0           |
| Non-Campus Property      | 0           | 0           | 0           |
| Public Property          | 0           | 0           | 0           |
| <b>Dating Violence</b>   |             |             |             |
| On Campus Property       | 1           | 0           | 0           |
| Residential Facilities   | 0           | 0           | 0           |
| Non-Campus Property      | 0           | 0           | 0           |
| Public Property          | 0           | 0           | 0           |
| <b>Stalking</b>          |             |             |             |
| On Campus Property       | 0           | 0           | 0           |
| Residential Facilities   | 0           | 0           | 0           |
| Non-Campus Property      | 0           | 0           | 0           |
| Public Property          | 0           | 0           | 0           |

#### **ARRESTS**

|  |             |             |             |
|--|-------------|-------------|-------------|
| <b>Weapons: Carrying, Possessing, etc.</b> | <b>2017</b> | <b>2016</b> | <b>2015</b> |
| On Campus Property                         | 0           | 0           | 0           |
| Residential Facilities                     | 0           | 0           | 0           |
| Non-Campus Property                        | 0           | 0           | 0           |
| Public Property                            | 0           | 0           | 0           |
| <b>Drug Abuse Violation</b>                |             |             |             |
| On Campus Property                         | 0           | 0           | 0           |
| Residential Facilities                     | 0           | 0           | 0           |
| Non-Campus Property                        | 0           | 0           | 0           |
| Public Property                            | 0           | 0           | 0           |

**Liquor Law Violations**

|                        |   |   |   |
|------------------------|---|---|---|
| On Campus Property     | 3 | 0 | 0 |
| Residential Facilities | 3 | 0 | 0 |
| Non-Campus Property    | 0 | 0 | 0 |
| Public Property        | 0 | 0 | 0 |

**DISCIPLINARY ACTIONS**

|  |             |             |             |
|--|-------------|-------------|-------------|
| <b>Weapons: Carrying, Possessing, etc.</b> | <b>2017</b> | <b>2016</b> | <b>2015</b> |
| On Campus Property                         | 0           | 0           | 0           |
| Residential Facilities                     | 0           | 0           | 0           |
| Non-Campus Property                        | 0           | 0           | 0           |
| Public Property                            | 0           | 0           | 0           |
| <b>Drug Abuse Violation</b>                |             |             |             |
| On Campus Property                         | 2           | 3           | 2           |
| Residential Facilities                     | 0           | 3           | 2           |
| Non-Campus Property                        | 0           | 0           | 0           |
| Public Property                            | 0           | 0           | 0           |
| <b>Liquor Law Violations</b>               |             |             |             |
| On Campus Property                         | 5           | 10          | 2           |
| Residential Facilities                     | 3           | 10          | 2           |
| Non-Campus Property                        | 0           | 0           | 0           |
| Public Property                            | 0           | 0           | 0           |

**HATE CRIMES: No reportable hate crimes for 2015, 2016 or 2017.**

**UNFOUNDED CRIMES: No reportable unfounded crimes for 2015, 2016 or 2017.**  
**Unfounded crimes are crimes reported to law enforcement authorities but found to be false or baseless by the investigating law enforcement authorities.**

**INCIDENTS RESPONDED TO AND SERVICES RENDERED**

*\*Numbers subject to change slightly should an incident(s) be reported outside of the reported calendar year, incident categories be reclassified, and/or incident dispositions change.\**

|                                     | <b>2017</b>   | <b>2016</b>   | <b>2015</b>   |
|-------------------------------------|---------------|---------------|---------------|
| <b>Total Services and Incidents</b> | <b>12,769</b> | <b>11,885</b> | <b>10,208</b> |
| General Persons Assist              | 61            | 79            | 76            |
| General Vehicle (Motorists) Assist  | 116           | 126           | 151           |
| Unlocking Services                  | 1,051         | 964           | 1,025         |
| Locking Services                    | 6,324         | 5,988         | 6,352         |
| Special Event Details               | 60            | 62            | 42            |
| Lost and Found                      | 196           | 213           | 164           |
| Parking/Traffic Complaints          | 41            | 18            | 32            |
| Abandoned Vehicles                  | 6             | 7             | 3             |
| Vehicle Accidents                   | 12            | 7             | 9             |
| Medical Calls                       | 15            | 18            | 22            |
| Suicide Attempts                    | 1             | 0             | 2             |
| Fire – Actual                       | 1             | 0             | 1             |
| Fire Alarms                         | 267           | 293           | 164           |
| Fire Drills                         | 13            | 15            | 22            |
| Health and Safety                   | 23            | 68            | 48            |
| Improper Student Conduct            | 12            | 15            | 16            |
| Improper (Other) Conduct            | 0             | 0             | 0             |
| Improper Guest Conduct              | 3             | 4             | 2             |
| Animal Complaints                   | 6             | 13            | 2             |

|  |       |       |       |
|--|-------|-------|-------|
| Door Alarm Violations                                      | 40    | 120   | 173   |
| Littering  | 2     | 2     | 2     |
| Other Department Assists                                   | 1,219 | 999   | 491   |
| Miscellaneous Services                                     | 3,261 | 2,817 | 1,381 |
| Vandalism  | 2     | 4     | 1     |
| Larceny – From Structure/Vehicle                           | 3     | 10    | 4     |
| Breaking & Entering  | 0     | 0     | 0     |
| Disorderly   | 3     | 0     | 0     |
| Trespassing/Unauthorized Guest                             | 4     | 3     | 3     |
| Alcohol and Drugs  | 10    | 13    | 4     |
| Weapons  | 0     | 0     | 1     |
| Suspicious Activity  | 11    | 25    | 15    |
| Person Endangerment  | 1     | 0     | 0     |
| Missing Persons – Voluntary                                | 1     | 1     | 0     |
| Domestic Disputes (nonviolent)                             | 0     | 0     | 0     |
| Domestic Violence  | 0     | 0     | 0     |
| Dating Violence  | 1     | 0     | 0     |
| Stalking   | 0     | 0     | 0     |
| Civil Matters  | 1     | 1     | 0     |
| Incidents Reported as Hate Crimes<br>or Hate Crime Related | 0     | 0     | 0     |
| Sexual Assault   | 1     | 0     | 0     |
| Assault – Non-Aggravated                                   | 1     | 0     | 0     |



Assault - Aggravated

0

0

0

-End-

**CORNERSTONE UNIVERSITY  
DEPARTMENT OF CAMPUS SAFETY  
2017 FIRE SAFETY REPORT**

Cornerstone University's Fire Safety Report is prepared and published annually by the Department of Campus Safety. Information for the Fire Safety Report is collected and maintained in a daily log that records the date, location and cause of a fire occurring on campus. The Fire Safety Report is made available to students, faculty and staff. An email indicating the availability of the report, its contents and how to obtain a copy is sent out on or before October 1<sup>st</sup> of each year.

Campus Safety, in conjunction with Community Life staff and local emergency service personnel, regularly conducts fire safety programming (such as fire drills). Students are expected to proactively respond and to cooperate fully with any and all personnel involved in a fire alarm response.

**FIRE STATISTICS**

**2017**

- **There were no reported fires in any campus building, including residence halls, for calendar year 2017.**

**2016**

- **There were no reported fires in any campus building, including residence halls, for calendar year 2016.**

**2015**

- **There were no reported fires in residence halls for calendar year 2015.**
- **Warren Faber Parking Lot:** 11/09/15 – Non-university vehicle engine fire: Small fire broke out under the hood and was extinguished with a fire extinguisher. 9-1-1 was not contacted. No personal injuries. Considerable damage to the vehicle.

**2014**

- **Crawford Hall (residence hall):** 03/29/14-Minor unintentional cooking fire in a dorm room. No personal injuries. Minor damage to the oven.
- **Bolthouse Hall (non-residence hall building):** 04/14/14-Electrical fire from overheating light in classroom. No personal injuries. Minor damage to the lighting unit.
- **Babcock Hall (residence hall):** 09/25/14-Minor unintentional cooking fire in a dorm room. No personal injuries. Minor damage to the oven.

## **RESIDENCE HALLS FIRE SAFETY POLICY**

Compliance with local fire codes and concern for student safety necessitates the prohibition of potentially hazardous items, such as (but not limited to) extension cords or multiple outlets without surge protection, open-coiled/plate heating implements (such as space heaters or hot plates), non-incandescent/fluorescent open-bulb lighting (such as halogen, sun lamps, or open bulb Christmas style lights) open-flame lanterns, candles, and incense. Appliances like (but not limited to) microwaves, toaster ovens, irons, coffee makers, and refrigerators exceeding 3 cubic feet are not permitted in residence hall rooms other than the kitchen areas of apartment style residence halls (such as Babcock and Crawford).

Cornerstone University is a tobacco free campus, including in the residence halls. Students are expected to refrain from the purchase, possession, distribution, or use of any smoking materials or products (including but not limited to cigarettes, cigars, pipes, chewing tobacco, hookah and e-cigarettes) during enrollment periods at Cornerstone University.

Fire safety also necessitates that hallways, stairwells, and emergency exits be kept clear of obstruction at all times. In addition, tampering with fire safety equipment will necessitate disciplinary measures and/or referral to legal prosecution. If safety equipment is found to be inoperable or tampered with, students are encouraged to contact Campus Safety and Campus Services.

### **REPORTING A FIRE**

To report a fire emergency, contact 9-1-1 and Campus Safety at 616-949-5300.

For smaller fires that can easily be extinguished, contact Campus Safety and the Resident Director for the residence hall. All fires should be reported regardless of size or severity.

### **RESIDENCE HALL EVACUATION**

Each residence hall is equipped with audible and visual fire alarms, fire extinguishers, emergency exits and other safety equipment. Evacuation procedures are reviewed by Community Life staff at the beginning of the school year. Maps of evacuations routes are also posted in the hallways of each floor of the residence halls. Residents should be aware of the various exits in the event of an alarm.

In the event of a fire alarm, residents should:

- Evacuate the building immediately by using the nearest exit.
- Never take an elevator during a fire in case of a power outage.
- Check doors and door handles before opening and slowly open in case fire or smoke is on the other side.
- Close all doors.
- Do not reenter the building until the “all clear” is given by Campus Safety or the fire department.

- If you are unable to evacuate, call 9-1-1 and provide your location.

If you discover a fire but alarms have not been activated, pull the nearest pull station and evacuate the building. Once you have exited the building and are in a safe location, contact 9-1-1 and Campus Safety.

**RESIDENCE HALL FIRE EQUIPMENT INFORMATION**

|   |  |
|---|--|
| Babcock Hall-1084 Leffingwell Ave NE    | Fire Alarms-Fire Extinguishers-Smoke Detectors-Emergency Exits                           |
| Central Hall-990 Leffingwell Ave NE     | Fire Alarms-Fire Extinguishers-Heat/Smoke Detectors-Emergency Exits-Sprinklers           |
| Cook Hall-1001 East Beltline Ave NE     | Fire Alarms-Fire Extinguishers-Smoke Detectors-Emergency Exits-Sprinklers (common areas) |
| Crawford Hall-1080 Leffingwell Ave NE   | Fire Alarms-Fire Extinguishers-Smoke Detectors-Emergency Exits                           |
| Keithley Hall-1001 East Beltline Ave NE | Fire Alarms-Fire Extinguishers-Heat/Smoke Detectors-Emergency Exits                      |
| Pickitt Hall-1001 East Beltline Ave NE  | Fire Alarms-Fire Extinguishers-Heat/Smoke Detectors-Emergency Exits                      |
| Quincer Hall-1001 East Beltline Ave NE  | Fire Alarms-Fire Extinguishers-Smoke Detectors-Emergency Exits                           |
| VanOsdel Hall-1001 East Beltline Ave NE | Fire Alarms-Fire Extinguishers-Smoke Detectors-Emergency Exits-Sprinklers (common areas) |

Fire alarm systems in Keithley and Quincer Halls were upgraded in May and June of 2017. Residence Hall fire alarm systems are reviewed annually with Campus Services. Changes and upgrades are made according to those reviews.