



# Cornerstone

## UNIVERSITY<sup>®</sup>

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BUILD A LIFE THAT MATTERS

Department of Campus Safety



## 2020 (Calendar Year) Annual Security And Fire Safety Report

Released September 24, 2021

# CAMPUS MAP 1001 E. BELTLINE AVE NE • GRAND RAPIDS MI 49525

## ACADEMIC BUILDINGS

1. Bolthouse Hall
2. CU Experimental Psychology Lab & Hesse Archaeology Lab
3. Daverman Hall
4. De Witt Center for Science & Technology
5. Faculty Office Building
6. Gordon Hall
7. Grand Rapids Theological Seminary  
3000 Leonard NE
  - Matthews Performing Arts Center
  - Pirag+DeBruyn Chapel
  - Urban Church Leadership Center
8. Miller Library
9. Sanaa 139: Art/Play Studio
10. Verna Miller Center for Student Success
11. Warren Faber Hall
  - Bookstore
  - Campus Safety

## ADMINISTRATIVE BUILDINGS

12. Campus Services
13. Multi-Purpose Building
14. WCSG
15. Future home of WCSG
16. Welch Administration Building
17. Welcome Center/Ketcham

## STUDENT LIFE

18. Christ Chapel
  19. Corum Student Union
  20. Gaiway Conference Center
  21. Hansen Athletic Center/Mol Arena
  22. Theatre Club House & Rentals
  23. Theatre Greenrooms & Storage
- Athletic Fields*
24. De Witt (Baseball) Field
  25. Practice Soccer Field
  26. Soccer Field
  27. Softball Field

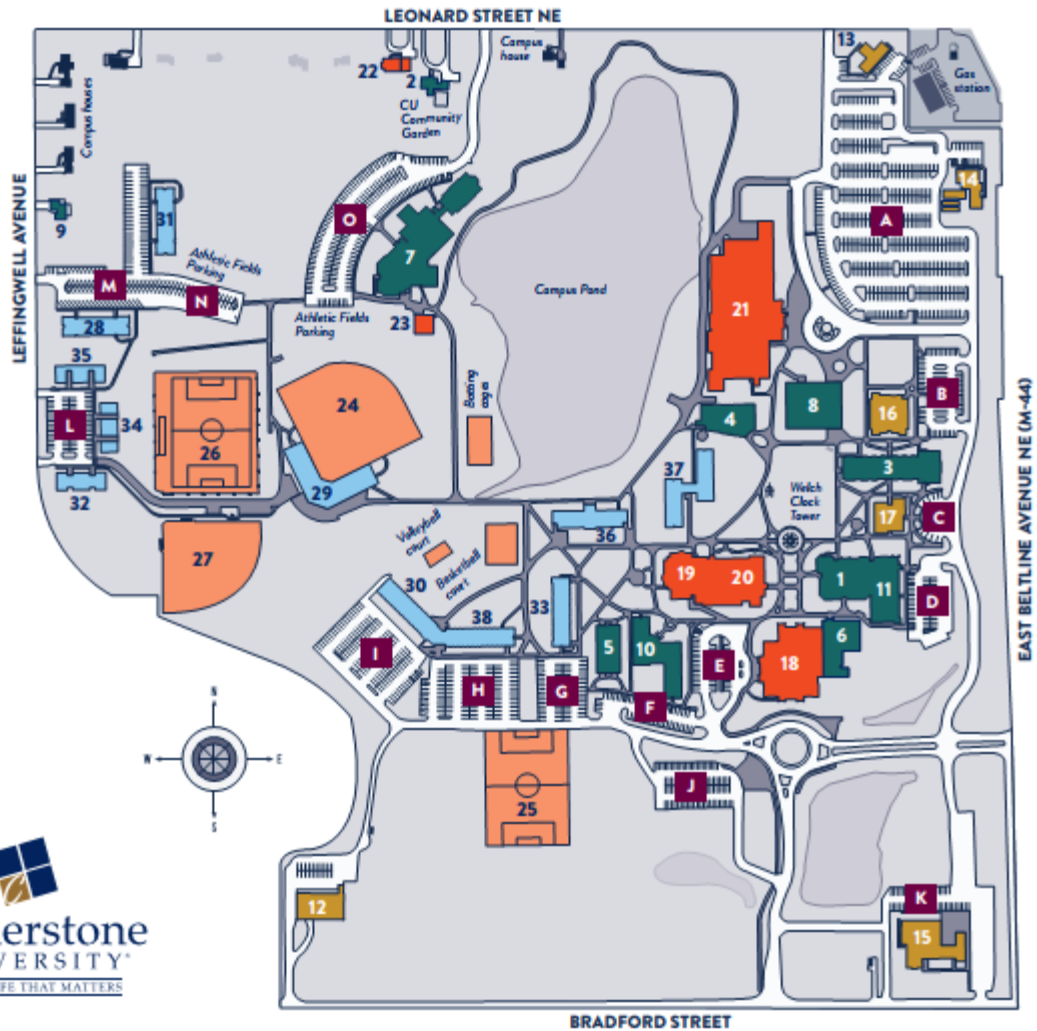
## RESIDENCE HALLS

28. Babcock Hall
29. Central Hall
30. Cook Hall
31. Crawford Hall
32. Fuller Hall
33. Keithley Hall
34. Knol Hall
35. Morris Hall
36. Pickett Hall
37. Quincer Hall
38. Van Osdal Hall

## PARKING

- A. Hansen Athletic Center\*
- B. Welch Administration Building
- C. Welcome Center/Traditional Undergraduate Admissions
- D. Warren Faber Hall/Campus Bookstore\*
- E. Christ Chapel\*
- F. Faculty Parking
- G. Keithly Hall
- H. Van Osdal Hall
- I. Cook Hall
- J. Commuter Parking\*
- K. Future WCSG Parking
- L. Fuller, Knol & Morris Parking
- M. Babcock & Crawford Parking
- N. Athletics Fields Parking\*
- O. GRTS & Athletics Fields Parking\*

\*Indicates open parking.



**“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.”**

## **FROM THE DIRECTOR**

Greetings!

It is my privilege to release Cornerstone University’s Annual Security and Fire Safety Report for calendar year 2020. This report provides an overview of the past year’s services, incidents and statistical data, as well as, Clery reportable data, policy statements and fire related incidents.

While 2020 was unlike any other year due to the Covid-19 pandemic, the Department of Campus Safety looks back with thankfulness on another great year serving alongside our wonderful community. We are truly blessed to be a part of an amazing institution and cherish the role we play in furthering the university’s mission. Members of our department understand the importance of our role on campus and take that responsibility very serious.

The goal of the department is to maintain a proactive approach to serving our campus community and to foster a positive working relationship with all members of our campus community. Only through these positive relationships can our department be successful and we are thankful for the amazing men and women who choose to attend Cornerstone.

Like all universities, the safety and wellbeing of our campus community is very important and something we take very seriously. We work to maintain a safe and secure campus environment and have developed policies and procedures to ensure that safety and security. Our task is made easier with the collaborative efforts of our Student Development and Campus Services departments that our mission is successful. While we work very hard, we also encourage students to be vigilant and encourage them to take proactive approaches.

As 2020 has drawn to a close, we look back with fondness on a strange year. Routines were changed, classes moved to online and the campus was quiet for many months but our campus community remained strong. God’s presence and work on our campus was felt even under these difficult circumstances. We continue to be thankful for the wonderful relationships we’ve shared with our campus community and look forward to another year of the same.

In His service,

**Brandan D. Bishop**

Director | Department of Campus Safety

## **DEPARTMENT OF CAMPUS SAFETY OVERVIEW**

The Department of Campus Safety is tasked with overseeing the safety and security of the campus and all community members within and with enforcing university policy. Campus Safety is staffed 24 hours a day/7 days a week and consists of a director, switchboard/dispatch supervisor, part-time non-student patrol officers, part-time student patrol officers and part-time student switchboard operators/dispatchers.

Campus Safety officers are university employees and are not certified police officers. Per Michigan State law section 764.16, officers arrest powers are limited to the same arrest powers given to private citizens. Safety officers may initiate an arrest under one of the following:

- A felony is committed in the officer's presence,
- A felony has been committed not in the presence of the officer but presents an ongoing threat,
- If the officer is instructed to assist a law enforcement officer in the arrest,
- Or in the event retail fraud, commonly referred to as shoplifting, has occurred.

In the event a violation of city or state law happens on campus, local law enforcement are contacted to investigate and initiate arrests. Campus Safety's jurisdiction is limited to campus property and does not extend to public or other privately owned property. Cornerstone University's Campus Safety maintains a good working relationship with local, county, state and federal law enforcement agencies and these agencies are available to assist Campus Safety as needed.

The Campus Safety Department is located on the east side of campus in Warren Faber Hall.

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.

**PERSONNEL LIST AS OF DECEMBER 31, 2020**

**SAFETY AND SECURITY TEAM – OFFICERS:**

Cramblet, Craig  
Essex, Vergil  
Keo, Stephane  
Magwentshu, Wela  
Marzolino, Alex  
Mosby, Trevon  
Muchero, Bill  
Swift, Jacob  
Ware, Michael  
Winkel, Rich

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

Birabwa, Maggie  
Hardnett, Daishaun  
Lau, Yuiki  
Martin, Miracales  
Martino, Chelsea  
Vruggink, Nate  
Zewde, Feben  
Zhumagulov, Emil

**MANAGEMENT AND ADMINISTRATION TEAM MEMBERS:**

Willie Williams, Switchboard/Dispatch 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>.

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).

## **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, at the request for assistance of local law enforcement, or in the case of retail fraud. 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 Facilities and Physical Plant 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. Individuals 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.

While marijuana is now a legal substance for recreational use of persons 21 and older in the state of Michigan, it is still a banned substance on campus. Students found using or in possession of marijuana on campus will be referred to the disciplinary process and the marijuana may be confiscated. Persons under 21 found in possession may be referred to local law enforcement. Marijuana remains illegal under federal law.

## **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:**

Peter Osborn, Executive Vice President & Chief Operations Officer  
Welch Administration Building  
Phone # - 616-222-1558 (on campus ext. 1558)  
Email – [peter.osborn@cornerstone.edu](mailto:peter.osborn@cornerstone.edu).

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

Emilie Azkoul, Director of Human Resources  
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, sexual assault 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:**

Babcock – Frank Russell, ext. 5438, [frank.russell@cornerstone.edu](mailto:frank.russell@cornerstone.edu)

Central Hall – Sarita Seward, ext. 5438, [sarita.andrews@cornerstone.edu](mailto:sarita.andrews@cornerstone.edu)

Cook Hall – Kara Martin, ext. 5428, [kara.martin@cornerstone.edu](mailto:kara.martin@cornerstone.edu)

Crawford Hall – Drew Woznick, ext. 1423, [andrew.woznick@cornerstone.edu](mailto:andrew.woznick@cornerstone.edu)

Keithley Hall – Belle Schaffer, ext. 5438, [belle.schaffer@cornerstone.edu](mailto:belle.schaffer@cornerstone.edu)

Pickitt Hall – Lyndsey Rupp, ext. 1924, [lyndsey.rupp@cornerstone.edu](mailto:lyndsey.rupp@cornerstone.edu)

Quincer Hall – Andrew Hempel, ext. 5438, [andrew.hempel@cornerstone.edu](mailto:andrew.hempel@cornerstone.edu)

VanOsdel Hall – Austin Davidhizar, ext. 1692, [austin.davidhizar@cornerstone.edu](mailto:austin.davidhizar@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 2020 calendar year were conducted on Wednesday, February 19<sup>th</sup>, at 1 P.M. and Thursday, September 17<sup>th</sup> at 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.

**2020 CLERY REPORTABLE  
STATISTICAL DATA**

**CRIME STATISTICS**

	<b>2020</b>	<b>2019</b>	<b>2018</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	0	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>			
On Campus Property	0	0	0
Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Motor Vehicle Theft</b>			
On Campus Property	1	0	0
Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Arson</b>			
On Campus Property	0	0	0
Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0

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

	<b>2020</b>	<b>2019</b>	<b>2018</b>
<b>Domestic Violence</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	0	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	*2	0
Residential Facilities	0	*2	0
Non-Campus Property	0	0	0
Public Property	0	0	0

**ARRESTS**

	<b>2020</b>	<b>2019</b>	<b>2018</b>
<b>Weapons: Carrying, Possessing, etc.</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	0	0	0
Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0

**DISCIPLINARY ACTIONS**

	2020	2019	2018
<b>Weapons: Carrying, Possessing, etc.</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	3	0	1
Residential Facilities	3	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
<b>Liquor Law Violations</b>			
On Campus Property	3	1	2
Residential Facilities	3	1	2
Non-Campus Property	0	0	0
Public Property	0	0	0

**\*2019 Stalking incidents were congruent incidents. Texts were sent from a non-student to two female students. The perpetrator was not on campus. The two students were in their residence hall at the time of the incidents.**

**HATE CRIMES: No reportable hate crimes for 2018, 2019 or 2020.**

**UNFOUNDED CRIMES: No reportable unfounded crimes for 2018, 2019 or 2020. Unfounded crimes are crimes reported to law enforcement authorities but found to be false or baseless by the investigating law enforcement authorities.**

## 2020 SWITCHBOARD/DISPATCH DATA

### 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

	2020	2019	2018
<b>Total Calls</b>	56,000	82,000	82,000
<b>Total ID Cards Issued</b>	2,500	2,900	3,000

## **2020 PARKING ENFORCEMENT DATA**

### **CITATIONS ISSUED DURING SPRING/SUMMER OF 2020**

- 1) Total number of citations issued: 156
- 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**

- 1) Total amount of citations issued: 24
- 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.

## 2020 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>Total Services and Incidents</b>	<b>3,213</b>
General Persons Assist	89
General Vehicle (Motorists) Assist	58
Unlocking Services	257
Locking Services	2,104
Special Event Details	7
Lost and Found	75
Parking/Traffic Complaints	10
Abandoned Vehicles	1
Vehicle Accidents	5
Medical Calls	6
Suicide Attempts	0
Fire – Actual	0
Fire Alarms	152
Fire Drills	17
Health and Safety	6
Improper Conduct (student/employee/guest)	6
Bullying	0
Animal Complaint	3
Door Alarm Violations	3

Littering	0
Other Department Assist	93
Miscellaneous	286
Vandalism	0
Larceny – From Structure or Vehicle	9
Breaking & Entering	0
Stolen Vehicles	1
Trespassing/Unauthorized Guest	7
Alcohol & Drugs	6
Weapons	0
Suspicious Activity	7
Person Endangerment	0
Missing Persons – Voluntary	1
Domestic Dispute (nonviolent)	0
Domestic Violence	0
Dating Violence	0
Stalking	0
Civil Matters	0
Incidents Report as Hate Crimes or Hate Crime Related	0
Sexual Assault	0
Assault – Non-Aggravated	0
Assault - Aggravated	0
-End-	





## 2020 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

#### 2020

- **There were no reported fires in any campus building, including residence halls, for calendar year 2020.**

#### 2019

- **Pickitt Hall (residence hall):** 03/23/19-Unintentional minor cooking fire in the residence hall. No personal injuries. Minor damage to a microwave.

#### 2018

- **Babcock Hall (residence hall):** 05/09/18- Unintentional minor cooking fire in the residence hall. No personal injuries. Minor damage to an 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 evacuation 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 DRILLS**

Fire drills are conducted in all occupied residence halls during each semester. Both drills are unannounced and conducted within the first three weeks of the start of classes. If any residence halls are occupied during the summer, drills in those dorms are conducted within two weeks of the end of the school year. Semester drills for calendar year 2020 were conducted on Thursday, February 20<sup>th</sup>, and Tuesday, September 15<sup>th</sup>. Summer drills were conducted on Monday, May 15<sup>th</sup>, for Babcock and Crawford Halls.

Johnson Controls conducts annual inspections of all fire alarm systems each summer.

## 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-Heat/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-Heat/Smoke Detectors-Emergency Exits
VanOsdel Hall-1001 East Beltline Ave NE	Fire Alarms-Fire Extinguishers-Smoke Detectors-Emergency Exits-Sprinklers (common areas)

Residence hall fire alarm systems are reviewed annually with the Facilities and Physical Plant Department. Changes and upgrades are made according to those reviews.