



Cornerstone UNIVERSITY®

Department of Campus Safety



2023 (Calendar Year) Annual Security And Fire Safety Report

Released Oct 1, 2024

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. Davenport 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. Gaiety 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. Keithley 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.



Campus Safety:

Our **mission** is to promote a safe Christian environment for students, faculty, staff, and guests to study, grow, work, live, and visit.

Our **motto** is service, safety, and protection for the Glory of God and the good of others.

Our **vision** is to enhance the safety and security of the students, staff, and faculty, while maintaining a positive environment through which we may continue to train influencers for Christ.

Our **goal** is to build a community-engaged, service-oriented, and protection-focused Campus Safety.

Cornerstone University Mission: 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

Hello Everyone,

It is my privilege to release Cornerstone University's Annual Security and Fire Safety Report for the calendar year 2023. 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.

The Department of Campus Safety is thankful for the opportunity to serve our student body as well as our faculty and staff. We strive to always provide a safe and secure environment.

Our goal is to maintain a proactive approach when serving our campus community, and to foster strong and positive working relationships with all members of CU's community. These relationships are vital in keeping our campus safe.

Like other universities, the safety and well-being of our campus community is very important and something we take seriously. We work diligently to maintain a safe and secure campus environment and have developed policies and procedures to ensure that is a priority. Our task is made easier with the collaborative efforts of other areas within Spiritual Formation & Christian Community and those from the Facilities department. They help ensure that our mission is successful. While we work very hard, we also encourage students, faculty, and staff to be vigilant and take proactive approaches to ensure their safety.

Looking back on 2023, we are thankful for another wonderful year, despite all its challenges. We are so thankful for God's continued blessing and protection on Cornerstone University and are looking forward to another amazing year of serving you all.

Respectfully,

Brian Crowell

Director | Department of Campus Safety

DEPARTMENT OF CAMPUS SAFETY OVERVIEW

The Department of Campus Safety oversees 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 day a week and consists of an Associate Vice President, Director, Assistant Director, Safety Officer, part-time student patrol officers, and part-time student 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 has been committed by the subject in the officer's presence; OR
- A felony has been committed by the subject, although the felony committed did not occur in the officer's presence; OR
- The subject is imminently harming themselves or others. i.e. someone who is committing an active assault, or someone trying to actively harm themselves; OR
- To assist a peace officer in making an arrest; OR
- With probable cause that a retail fraud in the 2nd or 3rd degree has occurred on Cornerstone premises.

In the event a violation of city or state law happens on campus, local law enforcement is 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 Department of Campus Safety is 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, both critical and non-critical incidents including, but not limited to, medical, criminal, fire, vehicle lockouts, jumpstarts, building and room locks and lockouts, and a variety of personal assists. Also, officers enforce parking, traffic, and conduct rules and regulations and respond to and investigate campus incidents.

The Department of Campus Safety 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 behavior and conduct remain 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 Cornerstone

Health Services, Residence Life, Counseling Services, Spiritual Formation, and local public safety organizations. Campus Safety also conducts residence hall fire drills each semester.

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 the eyes, (and in some cases the ears and noses as well), of our campus. Keeping watch on just about everything while working in conjunction with other departments to ensure that the campus is safe and secure.

PERSONNEL LIST AS OF DECEMBER 31, 2023

Department of Campus Safety Officers:

Alemayehu, Simon
Batan, Chana
German, Miranda
Getahun, Abenezer
Gizaw, Ebenezer
Leung, Vincent
Munzungu, Kajengo
Rodriguez, Pablo
Slanwa, Bright
Sliwinski, Hubert
Thomas, David
Vaughn, Ajani

Department of Campus Safety Dispatchers:

Bullard, Asia
Desta, Rebecca
Jeong, Hyunjun
Lemma, Bemnet
Lemma, Bethel
Renthlei, Phoebe
Thompson, Sadi
Woldu, Hasset

MANAGEMENT AND ADMINISTRATION TEAM MEMBERS:

Kevin Hall, Assoc. Vice President
Brian Crowell, Director
Willie Williams, Assistant Director
*(Director during first part of 2023 was Brandan Bishop)

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 Spiritual Formation & Christian Community and local law enforcement agencies. Incidents are kept in a daily crime log 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 1st.

The following pages of this report provide policy statements, Clery reportable data, and fire statistics and policies. Additional details 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 email 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, option 1. Anyone reporting a crime in person can also request confidentiality and can make that report to a member of the Campus Safety or other Spiritual Formation & Christian Community staff. 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. Faculty, staff, and students also have access to a public reporting form for any concerns of safety or policy violations. If the report is a case of sexual violence or misconduct covered under Title IX, complete confidentiality cannot be guaranteed.

See more below in the section on confidential reporting.

The Department of 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 on-premises. Local law enforcement agencies may be contacted to assist Campus Safety in the event a crime is committed on campus. We maintain a close working relationship with Grand Rapids Police Department and Kent County Sheriff's Office.

While professional clinical counselors at our counseling center are only required to report certain crimes due to client confidentiality privileges and have certain reporting exemptions, they aid to clients in reporting crimes and encourage the reporting of crimes to the Director of Residence Life & Conduct.

Report crimes and emergencies to Campus Safety:

- Dialing 616-949-5300, option 1.
- Emailing campus.safety@cornerstone.edu.
- Contact Brian Crowell, Director of Campus Safety, at 616.977.5444
- Using “blue light” emergency call poles 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 the atrium area of Faber Hall.

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

Kent County Sheriff Office: 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.

TRAINING AND AWARENESS

Each year, students, faculty, and staff receive regular campus safety public service announcements to help encourage them to take responsibility for their safety and the safety of others on campus. Examples include safety cautions regarding hazards or weather-related concerns, locking car doors and not leaving valuables, and being vigilant and reporting suspicious persons on campus. The steps we encourage are:

- Always be aware of your surroundings.
- Trust yourself when something or someone feels out of place or off.
- Travel in groups and highly populated well-lit areas.
- Avoid studying late when you're the only person in the building. If you do need to study late, have a study partner with you. If no one is available, feel free to come study in Faber Hall where Campus Safety is located and available 24/7.

- Know where your CU ID is and report it to Campus Safety if lost. A stolen ID can be a very valuable tool to someone with ill intent, and student IDs allow easy access to the dorms.
- Lock your vehicle and don't leave valuables in clear sight.
- Carry a cell phone and know how to contact Campus Safety (616.949.5300, option 1) and/or GRPD (616.456.3400). For emergencies, call 9-1-1.
- If you feel you're being followed, head to a well populated area and call for help.
- And most importantly, report concerns to Campus Safety immediately. Timely reporting allows for immediate response by Campus Safety and GRPD if needed. It may also prevent someone else from being a victim.

Annually, we use the Run, Hide, Fight training for all faculty, staff, and students to inform them of best practices in case of an active shooter on campus. The training is required of faculty and staff, and it is posted on multiple communication mediums for dissemination to all on-ground (non-online) students. We also post for online students so that they have general training even though they are not on our campus. We promote safety for all our students.

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 well-being 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 Spiritual Formation. Announcements will be issued through the university portal. They may also be issued through email, portal push notifications, printed notices, and/or RAVE (a system used to send warnings that include text/SMS). Aside from information related to 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 added automatically to these communication mediums from their files but are encouraged to update the information as it changes.

Notifications of other non-immediate threat safety concerns may also be disseminated through the RAVE system or the internal notification system for alerts and warnings of this nature.

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 always carry their

ID. 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 Residence Life staff. Students locked out of residence halls should contact their Resident Assistant, Resident Director, or Campus Safety.

Many facilities are also locked automatically with limited access using campus ID cards. 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 keeps a record of all keys 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 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 related 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. Plans are also annually reviewed in collaboration with the Risk Management Committee proceedings and the Safety & Security Committee.

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 Information Technology. Campus Safety maintains the camera policies and procedures.

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's walk. Training on how to use AEDS is offered throughout the school year and posted on the intranet.

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 Spiritual Formation 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. These policies help address prevention by deterring students from alcohol use and

abuse. Sanctions for breaking the policies may include fines, probation, dismissal, or expulsion.

ILLEGAL DRUG POLICY

The possession, use, distribution, and manufacturing of drugs illegally is strictly prohibited on all properties of Cornerstone University. Any student, staff or faculty found to be in possession of drugs illegally 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 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. These policies help address prevention by deterring students from drug use and abuse. Sanctions for breaking the policies may include fines, probation, dismissal, or expulsion.

ALCOHOL AND ILLEGAL DRUG – GETTING HELP

The Drug-Free Schools and Communities Act Amendments of 1989 require the University, as a recipient of federal funds, including federally provided student financial aid, to notify its students and employees annually that the unlawful possession, use, or distribution of alcohol and illicit drugs on university property is prohibited and that campus and community drug programs are available. Policies on drugs and alcohol are clearly stated in both the student and employee handbooks. On-campus residential students are required to sign they have read and agree to the handbook each year. All employees must also read and sign the employee handbook upon employment and any time there are updates to the handbook.

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 Spiritual Formation staff, the Health Services staff, or The Well staff for more information. Our response to violations of the law and policies includes options for mentoring, counseling services, and addiction assessments. Addiction assessments are available even when not required due to a sanction. For this assessment, students may contact the counseling center for more information.

Campus Safety and the Counseling & Health Center in collaboration with Spiritual Formation provide drug and alcohol prevention materials in resource folders and postings on the intranet.

The Office of Spiritual Formation and Christian Community also implement the following areas suggested by the Michigan Higher Education Network for preventing the use cannabis: Protective Factors include providing a sense of Christian community and identity, behavioral norms discouraging the use, enforced campus policies prohibiting cannabis, and a strong

community for connectedness. We also combat risk factors by providing regular safe, healthy organized activities, supervision by staff, free counseling services, and healthy organizations that do not produce a club or party culture.

Alcohol and drug resources and help can be obtained by contacting:

Spiritual Formation: spiritual.formation@cornerstone.edu

Health Services: health.services@cornerstone.edu

The Well: the.well@cornerstone.edu

ALCOHOL & DRUG FINANCIAL ELIGIBILITY

Federal law establishes that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending based on the type of offense and frequency of a conviction.

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.

SEXUAL HARRASSMENT & VIOLENCE PREVENTION OVERVIEW

Members of the Cornerstone University community affirm that men and women are image-bearers of our Creator and members of the family of Christ. We are unique works of divine creation having unqualified worth. As such, violation of a person is a violation of our Creator and of the body of Christ. Therefore, we are each mutually obligated to protect the dignity, safety and self-respect of every member of this community.

Additionally, this university community is fully committed to the moral teachings of Jesus Christ and to fostering an environment in which all persons have equal opportunity to work and pursue learning freely, whether in group settings or in close relationships between students, faculty and staff. Our purpose is to perform our tasks as a caring and diverse community transcending class, cultural, ethnic, gender, and racial boundaries.

Members of the university community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence and stalking.

All members of the campus community are expected to behave in a way that does not infringe on others' rights. Cornerstone believes in a zero-tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated.

NON-DISCRIMINATION STATEMENT

Cornerstone University does not discriminate on the basis of race, national origin, sex, age, disability, or veteran status and prohibits such discrimination in any education policies, programs, or activities that it operates, including in admission and employment.

TITLE IX CONTACTS

Title IX Coordinator

Kevin Hall, Assoc. Vice President for Spiritual Formation & Christian Community
Corum Student Union 2nd floor
Phone # - 616-222-1558
Email – kevin.hall@cornerstone.edu

Title IX Deputy Coordinators

Kathy Natelborg, Executive Director of People and Culture
Welch Administration Building
Phone # - 616-977-5410
Email – kathy.natelborg@cornerstone.edu
Allison Brown, Director of Residence Life & Student Conduct
Corum Student Union 2nd floor
Phone # 616-977-5428
Email – allison.brown@cornerstone.edu

Title IX Investigators and Adjudicators

Haoyung Chien, Assistant Director of Faculty Services and Academic Support
Phone # 616-222-1403
Email - haoyung.chien@cornerstone.edu
Hélène Hale, Director of Community Life
Corum Student Union 2nd floor
Phone # 616-222-1512
Email helene.hale@cornerstone.edu
India Douglass, Resident Director of Cook Hall
Corum Student Union 2nd floor
Phone # 616-222-1423
Email india.douglass@cornerstone.edu

***All Title IX investigators and adjudicators can serve as investigators, decision-makers, or appeal points in Title IX cases.**

GENERAL CONTACTS

Spiritual Formation: 616-222-1423

spiritual.formation@cornerstone.edu

Health Services: 616-222-1441

health.services@cornerstone.edu

The Well: 616-977-5429

the.well@cornerstone.edu

Self-injury crisis hotline. 800-366-8288

Suicide prevention and crisis hotline 988 call or text

Campus Safety: 616-949-5300 (option 1)

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 Residence 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 if found responsible. 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) 977-5429

- **VICTIM RESPONSE**

- Survivors of sexual assault/harassment should seek help immediately by contacting 9-1-1, Campus Safety, Spiritual Formation, 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 Spiritual Formation 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.
- You may decline to notify authorities but should still receive medical care. Evidence may be collected without providing your name.
- **ALL INCIDENTS OF SEXUAL ASSAULT/HARASSMENT SHOULD BE REPORTED REGARDLESS OF THE SEVERITY OF THE INCIDENT AND HOW MUCH TIME HAS PASSED!**
- **Preserve Evidence:** It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address

concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to the campus investigators or the police.

- File for a PPO: Any person who obtains an order of protection from Michigan or any reciprocal state (Per MCL. 600.2950 upon service, a personal protection order may also be enforced by another state, Indian tribe, or a territory of the United States) should provide a copy to the Campus Safety. In Kent County, a victim is required to apply directly for these services with the 17th Circuit Court Personal Protection Orders Department (180 Ottawa NW, Suite 3500, Grand Rapids, MI 49503 (Tel. 616-632-5071)). Personal Protection Orders may be obtained through The Personal Protection Orders Department who assists victims of domestic violence and victims of stalking in obtaining personal protection orders, assists the petitioning party with processing extensions and addressing violations. They also assist restrained parties with the processing of making objections.

- **EDUCATION**

Cornerstone University conducts annual training on the prevention of sexual harassment with faculty and staff. Annual training per the SaVE Act is also conducted and is required training for students, faculty, and staff. Students have an annual training to review the initial required training upon entry as a student and to increase awareness to all students in an ongoing manner. Specific materials on understanding, responding, and reporting sexual assault/harassment are available through Spiritual Formation, Health Services, and The Well Counseling Services.

SEX OFFENDER REGISTRY

Cornerstone makes the following information available in order to advise the university community on where to find information provided by the state concerning registered sex offenders.

In Michigan, convicted sex offenders must register with the Michigan State Police Public Sex Offender Registry. You can link to this information, which appears on Michigan State Police website, by accessing website at:

http://www.communitynotification.com/cap_main.php?office=55242/

The Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921) established a comprehensive national system for the registration of sex offenders and offenders against children. Further information about this act can be found at

<https://www.congress.gov/bill/109th-congress/house-bill/4472> .

SEXUAL HARASSMENT & VIOLENCE PREVENTION AND RESPONSE

Cornerstone University does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Cornerstone University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a university official. In this context, Cornerstone University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking as defined by the Violence Against Women Reauthorization Act (VaWA) and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community. For a complete copy of Cornerstone University's policy on sexual harassment and violence response, [HERE](#).

A full Sexual Harassment and Response Policy is also available by contacting the Title IX Coordinator. It is available publicly on the university's website and internally in multiple places in the university's intranet, including campus safety and student development pages.

BRIEF REVIEW OF THE SEXUAL HARASSMENT & VIOLENCE POLICY

Cornerstone University's commitment to a campus that reflects and protects the dignity and worth of everyone is documented in detail in our Sexual Harassment and Violence Prevention and Response Policy. This portion of the report provides an overview of the process and roles when an incident is reported. Upon a report of sexual harassment or violence, the complainant (or victim) will receive a written explanation of rights and options, even if they are given verbally in an initial meeting or at the time of a report.

The section outlines the basic steps in the process, the order of those steps, the role of CU Personnel, the role of the *Complainant* (the individual who reports that he/she has been the object of an incident of sexual harassment and/or violence), and the role of the *Respondent* (the individual who has been accused of an incident of sexual harassment and/or violence).

- *Incident Reporting* - All CU Staff/Faculty (including RAs and other student employees) are considered "responsible employees" and are required to confidentially report incidents of sexual harassment and/or violence to the Title IX Coordinator. The only staff members not designated as "responsible employees" at Cornerstone University are medical and counseling personnel who are operating in a clinical capacity, either in The Well (Cornerstone's counseling center) or Health Services. In those cases, the staff members are bound by HIPAA laws, counseling ethics, and the regulations pertaining to mandated reporters by the State of Michigan. They are required to provide certain information about reporting but are not required to report when working within their clinical capacities.

- *Incident Follow-Up* - The Title IX Coordinator will contact the Complainant to discuss the resources available, our amnesty policy, and the investigation process. A decision on whether to proceed with an investigation will carefully incorporate the Complainant's desires and needs. Options that may be available to the complainant include:
 - *No investigation or disciplinary action pursued* - May be considered if requested by the complainant if the university can honor the request and still pursue a safe and nondiscriminatory environment.
 - *Other remedial measures* - Can include training, increased security, changing policy/procedure, or other measures to remedy the effects of alleged violence and/or prevent its recurrence if an investigation is not pursued. These measures may include an informal resolution before or after a formal complaint.
 - *Formal Title IX Complaint* - May file a complaint that will be subject to review and process according to the legislated standard.
 - *Request for Investigation under University Policy* - Incidents failing to meet the legislated standard under Title IX may still be investigated under Cornerstone University policy.
- *Interim Supportive Measures* - At the start of an investigation, the Title IX Coordinator may set up interim supportive measures to ensure the safety and well-being of each party. Items considered may be housing assignments, mealtimes, and class schedules. Other items may include orders of protection, including no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court, or by the institution; transportation assistance or security escorts; modifications to academic requirements; and/or changes working situations.
- *Other Supportive Measures* – Some measures may be ongoing rather than interim, even if a decision of non-responsibility is found to support complainants of alleged sex offenses. The university is obligated to comply with a student's reasonable requests for changes to living and/or academic situations following alleged sex offenses. Options may be changes in rooms or dorm buildings, class schedules, mealtimes, and accommodations for chapel attendance. Determination factors that might be considered during this process include, but are not limited to the following: the specific need expressed by the complainant; the age of the students involved; the severity or pervasiveness of the allegations; any continuing effects on the complainant; whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation or job location; and whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).
- *Amnesty Policy* - Individuals participating in an investigation of any allegations of sexual harassment or violence are able to share accurate and thorough information with investigators without fear of reprisal. Disclosure of behavior that violates

Cornerstone's handbook policy by complainants, respondents, or witnesses may prompt educational or support measures for the wellbeing of the individual but will not prompt disciplinary sanctions.

- *Investigation* - The Title IX Coordinator will appoint a trained staff member to conduct the investigation. Both the Complainant and the Respondent will be provided an opportunity to respond to the choice of investigator (and later, the adjudicator), sharing any concerns about possible bias. The Title IX Coordinator will consider any concerns presented as a final appointment is made. Additionally, both parties will be notified of all investigational meetings that occur, including meetings with witnesses.
- *Advisor* - During the investigation, both the Complainant and Respondent will be permitted to have an advisor present at each meeting. If a student does not have an advisor the university will provide one, if requested. In a hearing to adjudicate a Formal Title IX Complaint the Advisor is responsible to ask questions of the other party on behalf of their advisee during the cross-examination segment if a live hearing is used for adjudication.
- *Adjudication* - *At the investigation's end, the investigator will provide a draft report for the Complainant and the Respondent to review.* Each party can respond to the report in writing. The final report, including the responses from each party, will be provided to an Adjudicator appointed by the Title IX Coordinator. If the Adjudicator requests additional information from the Investigator (such as meeting transcripts or other details), the information will be made available to the Complainant and Respondent for their review and response.

In the investigation of a Formal Title IX complainant, any material considered relevant to the investigation (beyond the investigation report) will be made available to the parties and their advisors.

- *Hearing* - The investigation of a Formal Title IX Complaint can be adjudicated through a live hearing or without a live hearing, providing opportunities for both parties to make statements, for the investigator to present his/her report, and for witnesses to provide statements. Both parties will have the opportunity to pose questions of the other party through their advisors or decision-makers based on type of adjudication. The adjudicator will be responsible for determining the relevance of questions before a response is required.
- *Decision* - A final decision regarding whether or not the Respondent is “responsible” or “not responsible” for the incident under investigation will be communicated, along with the sanctions assigned, to both the Complainant and the Respondent at the same time and in the same manner.
- *Appeal* - *Both the Complainant and the Respondent can appeal the final decision.* The basis for appeal can be concerns regarding procedural irregularities, bias in the

process, additional evidence that has surfaced, or a concern that the sanctions assigned don't match the incident.

As outlined in the full policy, investigations and all proceedings thereof will be fair, prompt, and impartial. Thus, they will be:

- completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay;
- conducted in a manner that
 - is consistent with the institution's policies and transparent to the accuser and the accused;
 - includes timely notice of meetings at which the accuser or accused, or both, may be present; and
 - provides timely and equal access to the accuser, the accused and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

If a respondent, who is presumed not responsible until a determination regarding responsibility is made after all investigations, hearings, and appeals, is found responsible, below are some of the possible sanctions:

Sanctions to be considered in the event of a "responsible" finding for an incident of sexual harassment or sexual violence with a student respondent may include:

- **Disciplinary Probation**
The respondent will be placed on probationary status for the specified period (usually defined in semesters). Specific restrictions related to housing options, co-curricular participation, and measures to protect the emotional, mental, or physical safety of the complainant will be outlined. Criteria for the probationary period's completion will be specified and may include counseling assessments, mentoring, and restitution measures at the discretion of the decision-maker.
- **Disciplinary Dismissal**
The respondent will be dismissed from the university effective on the date determined by the decision-maker. Criteria for readmission (including counseling assessments, mentoring, restitution measures, and ongoing measures to protect the emotional, mental, and physical safety of the complainant) may be specified, along with a timeline for readmission, at the discretion of the decision-maker. Access to campus will be subject to the prior approval of the Director of Residence Life or the Associate

VP for Spiritual Formation & Christian Community and must be considered in the context of the emotional, mental, and physical safety of the complainant.

- **Disciplinary Expulsion**

The respondent will be expelled from the university effective on the date determined by the decision-maker without the possibility of readmission. Access to campus will be prohibited.

Determination of sanctions in the event of a “responsible” finding for an employee respondent in an incident of sexual harassment or sexual violence will be provided as a recommendation to the employee’s supervisor, Cabinet member, VP of People & Culture, and the Personnel Committee. Sanctions may include:

- **Disciplinary Warning**

The respondent will be provided with a formal written warning documenting the incident and specifying a zero-tolerance for any additional incidents. Specific restrictions related to work hours, work location, responsibilities, committee assignments, travel, and measures to protect the emotional, mental, or physical safety of the complainant will be outlined. A disciplinary warning may be accompanied by a reassignment of duties.

- **Disciplinary Demotion**

The respondent will be demoted from his or her position in addition to receiving a Disciplinary Warning. Assessment of faculty rank and/or tenure will be reviewed according to the guidelines outlined in the faculty handbook.

- **Disciplinary Termination**

The respondent will be terminated as an employee of the university effective on the date determined by the decision-maker without the possibility of readmission. Access to campus will be prohibited.

The above sanctions are specific to Title IX and VAWA determinations of responsibility. Other disciplinary sanctions may be given for institutional policy violations outside of the Title IX and VAWA conduct or when a formal investigation is not engaged due to circumstances or the decision of the complainant (ie *Request for Investigation under University Policy*).

The university will provide both the accused and the accuser with simultaneous written notification of any result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking.

Even if the student does not report the crime to a law enforcement agency, the university may still investigate, sanction, and provide remedial measures of support to those reporting an offense. The university through the oversight from Spiritual Formation will grant all reasonable requests for protective measures regardless of investigation of an alleged offense.

These may include a change to a living location, class schedule, dining hours, etc. They also include different levels of no contact orders, security escorts, or other accommodations.

Our standard of evidence for all incidents is the preponderance of the evidence.

An important definition within our policy is around the word consent as Michigan does not have a specific criminal law definition for consent. Cornerstone uses the ATIXA 2014 language to define consent as:

...clear, knowing and voluntary. Consent is active, not passive. Silence, in and of, cannot be interpreted as consent. Consent can be given by words or actions, if those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity (ATIXA, 2014).

It is essential to note that:

- *To give effective consent, one must be of legal age.*
- *Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.*
- *Previous relationships or prior consent cannot imply consent to future sexual acts.*
- *Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy (ATIXA, 2014).*

Our commitment is to ensure that the process is fair, just, free of bias, Christ-honoring, and supportive of the individuals involved.

TRAINING AND PREVENTION MEASURES

- **Personnel Training (Title IX Team)**
Core personnel involved in Cornerstone's efforts to prevent and respond to sexual harassment and violence include, but are not limited to, the Title IX Coordinator, Title IX Deputy Coordinators, investigators, decision-makers, advisors, and appeal personnel. All receive annual training related to their function. This training includes a combination of external resources and training events, printed resources, consultation with experts, and internal staff development exercises. A training log of all formal training can be requested from the Title IX Coordinator.
- **Campus Leader Training (Resident Assistants, Faculty)**
Responsible employees, including staff, faculty, administrators, and Residence Life student leaders (Resident Assistants and Commuter Assistants) receive annual training through a combination of online and on-ground resources. Topics covered include definitions of incidents involving sexual harassment or violence, reporting

requirements, and basic information related to the investigation/adjudication/appeal process.

- **Campus Community Training (Students, Staff, Faculty)**

All members of the campus community receive basic training related to Cornerstone's commitment to non-discrimination, prevention of sexual violence and sexual harassment, bystander intervention and prevention, and the procedure for incident reporting and follow-up.

Our bystander intervention training includes the use of the 4 "D" s:

- Direct- Address the harasser with a short statement or question to point out threatening or inappropriate behavior safely, respectfully.
- Distract- Use a subtle and creative way to draw away or divert attention. Directly engage the person being harassed without getting involved with the harasser or referring to the harassment. Instead, talk about something completely unrelated.
- Delegate- Get assistance from a third party
- Document - Write down the details of the incident

We also train in how to recognize warning signs that a college-age adult may have been sexually assaulted and signs that someone may be in an abusive relationship.

As of Academic Year 2024-2025, all employees complete Title IX and VAWA training.

MONITORING OF CRIMINAL ACTIVITIES OFF-SITE

The university Campus Safety and Student Conduct areas monitor and record criminal activities through local law enforcement agencies when the university is made aware of reports of criminal activity off campus when students are engaging in educational activities such as off campus events, including but not limited to activities of recognized student organizations. No student organizations have non-campus locations.

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 Director of Residence Life, and/or a resident director (RD) immediately. If the Director of Residence Life or an RD are notified first, they will contact Campus Safety. These reports should be made as early as possible if a student has been missing for 24 hours or if there are circumstances that may indicate the student is missing even before 24 hours have passed. These reports may be made confidentially, with contact information only being disclosed to

law enforcement to help the furtherance of an investigation. 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 on campus, the officer will try to contact in person.
- If the student is thought to be off campus, the officer will try to contact by telephone.
- If the officer cannot contact the student, they will contact the Grand Rapids Police Department within 24 hours of determining 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: 616-949-5300 (option 1), campus.safety@cornerstone.edu; "Blue Light" emergency call boxes are located throughout the campus and can be used for emergency situations.

Director of Residence Life & Student Conduct: Allie Brown, 616-977-5428 or allison.brown@cornerstone.edu

Resident Directors and Assistant Resident Directors:

Babcock – Semmy Kebede, semayawit.kebede@cornerstone.edu

Central Hall – India Douglass, india.douglass@cornerstone.edu

Cook Hall – Alex May, alex.may@cornerstone.edu

Crawford Hall – Levi Hinkle-DeGroot, levi.hinkledegroot@cornerstone.edu

Keithley Hall – Maddie Heslinga, madison.heslinga@cornerstone.edu

Pickitt Hall – Grace Phelps, grace.phelps@cornerstone.edu

Quincer Hall – Sam Karel, samuel.karel@cornerstone.edu

VanOsdel Hall – Jack Michaels, jack.michaels@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 Director of Residence Life 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, Facilities, local law enforcement or the National Weather Service. In a life-threatening emergency, announcements will be made through the RAVE

system, the clock tower public address system, the university portal and/or in person by Campus Safety, Facilities, or Spiritual Formation staff.

The primary method of alerting the campus community is the RAVE system. 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 a life-threatening emergency, a designated member of Campus Safety will issue an alert describing the emergency's nature, location 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. We also have an agreement with Calvin University if evacuation is needed. After the initial alert is sent, follow-up alerts will be sent to update the incident status and communicate all clear. Update alerts and all clear alerts 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 with staff training throughout the year but are generally limited to the summer and specific recipient groups. Tests for the 2023 calendar year were conducted on August 28, 2023, at 1016 AM, and December 22, 2023, at 0859 AM.

WEAPONS POLICY

The purpose of the weapons policy is to promote a safe environment for students, faculty, staff, and visitors to study, work, live, or visit. Cornerstone University is private, university property and exercises its right to restrict or prohibit individuals from carrying or possessing concealed and/or unconcealed weapons and/or their ammunition on its properties.

The student handbook prohibits students from possessing weapons on campus:

“Weapons of any kind are prohibited on Cornerstone’s campus (including buildings, grounds, and vehicles on campus property). This includes firearms (operable or inoperable), ammunition, archery equipment (including bows, arrows, and crossbows), tasers, knives longer than three inches or fixed-blade knives (with the exception of cooking utensils in university apartments), 3-D printed weapons, and non-lethal projectile items (including, but not limited to paintball guns, BB guns, and airsoft guns).”

For all non-students, the university restricts and prohibits possession of weapons on campus as consistent with the federal, state, and local laws. The law specifically restricts possession of weapons on college campuses as it relates to athletic arenas, dorms, and classrooms. It also provides restrictions on places of worship.

Weapons include firearms, daggers, double-edged non-folding knives, folding knives with blades over 3 inches, electrical devices, and archery equipment (bows and arrows/crossbows).

The University advises that non-students should secure any legally owned and transported weapons in their vehicles. This policy does not pertain to those legally authorized to carry weapons on this campus by nature of their employment (i.e. law enforcement officers, etc.). All explosives and fireworks are prohibited from campus. A Vice President may approve the use of fireworks in advance for use at a university event in collaboration with Campus Safety and risk management leaders.

CLERY REPORTERS & CONFIDENTIAL REPORTING

Persons who decide not to pursue criminal charges or disciplinary sanctions with Cornerstone's Director of Residence Life & Conduct may want to consider making a confidential report. The Director of Campus Safety, Residence Life staff, and other Campus Security Authorities can file a report on the details of the incident without revealing a victim's identity. Utilizing the sensitive report function of our Advocate reporting system, any internal or public report can be marked to keep the victim's identity confidential. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of others. With such information, the University can keep accurate records of the number and types of incidents involving faculty, staff, students, and guests, determine whether there is a pattern of crime, and alert the campus community to potential danger.

In compliance with the Clery Act (34 CFR 668.46(b)(11)(iii)), Cornerstone is committed to protecting the confidentiality of victims and other necessary parties involved in any reported crimes. The institution will ensure that personally identifying information of victims is not included in any publicly available records or disclosures, including the annual security report and the daily crime log.

- **Public Recordkeeping:** Cornerstone will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without including any personally identifying information about the victim. This includes the removal of details such as names, addresses, or any information that could lead to the identification of the victim.
- **Accommodations and Protective Measures:** Any accommodations or protective measures provided to the victim will be kept confidential, to the extent that maintaining such confidentiality does not impair the ability of the institution to provide those accommodations or protective measures. This includes academic, housing, transportation, or employment-related adjustments that may be offered in response to the crime.

These procedures apply regardless of whether the victim specifically requests confidentiality. Our priority is to ensure the safety, dignity, and privacy of victims while adhering to federal reporting obligations.

Confidential reports can also be given to any Campus Security Authority. The definition of a Campus Security Authority, according to the Clery Act is as follows: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” Campus Security Authorities have a duty to report the following for federal statistical reporting purposes (Clery Act):

- All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- VAWA-based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
- Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

Campus Security Authorities include:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department.
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An institution official with significant responsibility for student and campus activities, including student housing, student discipline and campus judicial proceedings.
- An official is defined as any person who has the authority and the duty to act or respond to issues on behalf of the institution.

NOTIFICATION TO VICTIMS OF CRIMES OF VIOLENCE

Cornerstone University will, upon written request, disclose to the alleged victim of a crime of violence, or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

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 using 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 threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to 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.

National domestic violence hotline 800-799-7233 or text "start" to 88788

Sex assault hotline 877-995-5274

- **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. A 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 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.

In collaboration with local law enforcement, Campus Safety requests disclosure of reported Clery crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.

2023 CLERY REPORTABLE STATISTICAL DATA

CRIME STATISTICS

Murder/Non-Negligent Manslaughter	2023	2022	2021
On Campus Property	0	0	0
Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Manslaughter by Negligence			
On Campus Property	0	0	0
Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Rape			
On Campus Property	0	0	0
Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Fondling			
On Campus Property	0	1	0
Residential Facilities	0	1	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Incest			
On Campus Property	0	0	0
Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Statutory Rape			
On Campus Property	0	0	0
Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Robbery			
On Campus Property	0	1	0
Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Aggravated Assault			
On Campus Property	0	0	0
Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Burglary			
On Campus Property	0	0	0
Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Motor Vehicle Theft			
On Campus Property	2	2	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Arson			
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

Domestic Violence	2023	2022	2021
On Campus Property	0	0	0
Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Dating Violence			
On Campus Property	0	0	0
Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Stalking			
On Campus Property	0	0	0
Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	1

ARRESTS

Weapons: Carrying, Possessing, etc.	2023	2022	2021
On Campus Property	0	0	1
Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Drug Abuse Violations			
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

Weapons: Carrying, Possessing, etc.	2023	2022	2021
On Campus Property	0	0	0
Residential Facilities	0	0	0
Non-Campus Property	0	0	0
Public Property	0	0	0
Drug Abuse Violations			
On Campus Property	0	1	2
Residential Facilities	0	1	2
Non-Campus Property	0	0	0
Public Property	0	0	0
Liquor Law Violations			
On Campus Property	4	5	2
Residential Facilities	4	5	1
Non-Campus Property	0	0	0
Public Property	0	0	0

HATE CRIMES:

No reportable hate crimes for 2023.

No reportable hate crimes for 2022.

No reportable hate crimes for 2021.

UNFOUNDED CRIMES:

No reportable unfounded crimes for 2023.

No reportable unfounded crimes for 2022.

No reportable unfounded crimes for 2021.

Unfounded crimes are crimes reported to law enforcement authorities but found to be false or baseless by the investigating law enforcement authorities.

Note that Residential Facilities is a subsection to On Campus Property. Thus, all Residential Facilities statistics are also indicated within the On Campus Property.

2023 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 and fire systems
- Assisting with routine incidents and emergency incidents

Dispatch Supervisor Responsibilities within the Assistant Director Role:

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

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

SWITCHBOARD/DISPATCH DATA (2023)

Total Calls	20,380
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2023 PARKING ENFORCEMENT DATA

CITATIONS ISSUED DURING SPRING/SUMMER OF 2023

- 1) Total number of citations issued: 29
- 2) Citations issued centered around four key areas
 - a. Student parking violations in Administration Lot B
 - b. Student parking violations in FOB Lot F
 - c. Student parking violations in Ketcham Lot C
 - d. Handicap and fire lane violations

CITATIONS ISSUED DURING FALL OF 2023

- 1) Total amount of citations issued: 370
- 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 F
 - c. Student parking violations in Ketcham Lot C
 - d. 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.

2023 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.

Total Services and Incidents	10,083
General Persons Assist	73
General Vehicle (Motorists) Assist	85
Unlocking Services	3134
Locking Services	5944
Special Event Details	33
Lost and Found	142
Parking/Traffic Complaints	68
Abandoned Vehicles	13
Vehicle Accidents	7
Medical Calls	21
Suicide Ideations/Emergencies	3
Fire – Actual	3
Fire/Security Alarms	532
Fire Drills	20
Health and Safety	5

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 1st of each year.

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

FIRE STATISTICS

	2023	2022	2021
Babcock Hall	0	0	0
Central Hall	0	0	0
Cook Hall	0	0	0
Crawford Hall	0	0	0
Keithley Hall	0	0	0
Pickitt Hall	0	1	0
Quincer Hall	0	0	0
VanOsdel Hall	0	0	0

2023

- There were no reported fires in any campus building, including residence halls, for calendar year 2023

2022

- Pickitt Hall (residence hall): 11/11/22-Unintentional minor cooking fire in the resident director's apartment kitchen (oven). No personal injuries. Minor smoke damage.

2021

- There were no reported fires in any campus building, including residence halls, for calendar year 2021.

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, incense, and rope lighting. 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 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 always kept clear of obstruction. 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 the departments of Campus Safety and Facilities.

REPORTING A FIRE

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

FIRE MONITORING

Fire alarms are monitored 24 hours a day, 365 days a year by the Campus Safety Department Dispatch Center. Upon receipt of a fire alarm, a dispatcher will send an officer to investigate the alarm's source and determine if a response is needed from local fire officials.

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 Residence 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 the first two weeks of the summer session. Drills were conducted in residence halls on February 7, May 15, and Oct 26, 2023.

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.