

Missouri Baptist University Department of Public Safety



2015 Annual Security and Fire Safety Report

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Missouri Baptist University
DEPARTMENT OF PUBLIC SAFETY

Annual Security and Fire Safety Report
2015 Report (including crime statistics from 2012-2015)

THE DEPARTMENT

The MBU Department of Public Safety provides assistance, protective, and safety services to the campus community. The officers of the department are licensed and have arrest authority through the St. Louis County Police. MBU DPS Officers enforce university policies, federal laws and Missouri state laws. Each officer is trained and certified at the St. Louis County Police Academy. MBU maintains a close working relationship with Creve Coeur PD, along with the Town and Country police, St. Louis County and Missouri State Police. The Department works with The Creve Coeur Police Department on investigations of crimes on campus. MBU has an MOU with the Creve Coeur Police Department regarding the investigation of alleged criminal incidents.

The men and women of the MBU Department of Public Safety take great pride in providing a wide range of quality law enforcement services to the faculty, staff, students, and visitors in the MBU community. We are proud of our long tradition of community-based policing in partnership with members of our on-and off-campus community.

As a result of these programs and services, we believe MBU to be one of the safest universities in the State of Missouri. However, as a community-based organization, we also recognize our dependence on you and hope you will assist us in working to make MBU safer by taking time to share your concerns and ideas.

The mission of the Missouri Baptist University Department of Public Safety is to promote and maintain public safety and order in accordance with the Constitution and laws of the United States and the state of Missouri and to promote a sense of safety and well-being in the campus community.

Reporting a Crime or Emergency

Members of the MBU Community are encouraged to accurately and promptly report crime and emergencies to the Department of Public Safety. The Department is located in the modular office building just north of the Administration Building. Crimes and emergencies can be reported by calling the Department of Public Safety emergency line at (314) 744-5355 or 5355 from any campus phone or dialing 911. Additionally, individuals may anonymously report crimes using the anonymous crime tip line by calling (314) 744-7620.

Members of the community are helpful when they immediately report crimes or emergencies to the Department of Public Safety, for purposes of including them in the annual statistical disclosure and assessing them and for issuing a Timely Warning Notice when deemed necessary. The departments that are required to report incidents under the Clery Campus Security Authority law are Campus Security Authority as listed below.

Emergency Blue Light Phones have been strategically placed throughout Missouri Baptist University's 65-acre campus in an effort to further provide assistance and protective and safety services to the MBU campus community. The phones, which are attached to elevated and highly visible poles, are equipped with speakerphones and strobe lights. Phones are to be used by students experiencing car problems, wanting to report a suspicious incident or a medical emergency, or alerting the department for any other kind of assistance or information.

These units complement the courtesy phones provided at the entrances of each MBU campus facility. When used, the telephones are immediately connected to the Department of Public Safety.

Response to an Incident

Someone with the MBU Public Safety Department will be available at these respective telephone numbers 24 hours a day to answer your calls. In response to a call, DPS will take the required action, either dispatching an officer or asking the victim to report to DPS to file an incident report. All reported crimes investigated by the University will become a matter of public record. All DPS incident reports are forwarded to the Dean of Students Office for review and referral to the Office of Student Judicial Services for potential action, as appropriate. DPS Investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office of Student Judicial Services. If assistance is required from the LOCAL Police Department or the LOCAL Fire Department, DPS will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including

DPS, will offer the victim a wide variety of services.

Preparing the Annual Crime Statistics Report

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: the MBU Department of Public Safety, the Creve Coeur Police Department, and non-police officials CSAs (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law) and to all University Deans, Directors, and Department Heads. Statistical information is requested and provided to MBU Department of Public Safety by the employees at the University Counseling and Medical Center.

All of the statistics are gathered, compiled, and reported to the University community via this report, which is published by MBU Department of Public Safety. DPS submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

Daily Crime Log

DPS maintains a Daily Crime Log, which is available to the public for review, at the DPS Office in the modular office building, from 8 a.m.–4 p.m. Monday through Friday, excluding holidays. The Daily Crime Log will also be available on the Public Safety web page www.mobap.edu/safety.

Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a DPS officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. You may also file a confidential report of a crime on our anonymous tip line

at 314- 744-7620. Absolutely no caller information is recorded on this anonymous tip line, so your information will be held in strict confidence.

The university requires pastoral and professional counselors to notify individuals they are counseling of the option to report crimes on an anonymous or confidential basis for inclusion in the annual statistical disclosure of crime statistics.

Access and Security of Campus Facilities

During normal business hours, the administrative and academic facilities at MBU are open and accessible to students, staff, faculty and visitors of the university. After normal business hours and during breaks, these facilities are locked and only accessible to authorized individuals. Anyone wishing access to a main campus building during non-business hours must contact the DPS officer on duty. DPS Officers conduct routine security and safety patrols of the academic and administrative buildings to monitor conditions and report any unusual circumstances.

Residential facilities are only accessible to building residents and their authorized guests and visitors. Residents are helpful if they avoid allowing unknown individuals access to the residential buildings. Housing staff and DPS Officers monitor security in the residential facilities and encourage building residents to report suspicious or unusual activity.

Security Considerations Used in the Maintenance of Campus Facilities

MBU maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. DPS works closely with Facilities Management to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that enhance security.

Timely Warning Notices

MBU will issue a Timely Warning Notice if deemed necessary in the event of a crime that poses an ongoing or serious threat to members of the university community. Timely Warning Notices are typically issued for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: major incidents of arson, aggravated assault, and murder/non-negligent manslaughter, robbery, and sex offenses. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the

information known by the Department of Public Safety. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other MBU community members and a Timely Warning Notice would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred; thus, there is no ability to distribute a "timely" warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Department of Public Safety. The Director of Public Safety or designee reviews all reports to determine if there is an ongoing threat to the community and if the distribution of a Timely Warning Notice is warranted. Crime Alerts may also be posted for other crime classifications and locations, as deemed necessary.

Timely Warning Notices are typically written by the Director of Public Safety or the Director of University Communications and both have the access and authority to initiate the blast emails and post them to the electronic bulletin boards. If deemed appropriate, DPS would be responsible for posting the flyers on the bulletin boards in the residence halls. If time is permitting, the Director of DPS or the Director of Communications may consult with each other and/or with the MBU President and/or his cabinet prior to issuing a "Timely Warning Notice" to the community.

Crime Prevention and Security Awareness Programming

Security awareness and crime prevention programs on personal safety are sponsored by various departments at MBU throughout the year. The Department of Public Safety facilitates programs for students, faculty, staff, orientations, organizations and residential housing. Residence Life and other offices under the Senior Vice President for Student Development offer programs for students specifically. Crime Prevention and Security Awareness Programs available include:

Crime Prevention Lecture: Power Point presentation covering basic crime prevention, personal safety as well as office safety.

SAFE: Self-defense Awareness & Familiarization

Exchange (SAFE) is a two-hour program offered for female students, faculty and staff at MBU. The program is based upon the following ideas: violent crimes are crimes of opportunity, and when you remove the element of opportunity, you reduce the risk of attack. Ninety percent of self-defense is mental preparedness; the other ten percent is

physical. S.A.F.E. provides participants with great crime prevention information and resources as well as a pre-basic familiarization with physical defense training methods.

RAD: RAD classes including Basic RAD, Advanced RAD, RAD for men and RAD for seniors

RAPE AGGRESSION DEFENSE

Rape Aggression Defense (R.A.D.) is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance while progressing on to the basics of hands-on defense training. Certified RAD instructors teach all RAD classes.

The MBU Department of Public Safety, the Senior Vice President for Student Development and Residential Life offer an average of 6 to 8 educational programs throughout the year. These programs address topics such as personal safety, alcohol and drug abuse awareness and sexual assault prevention. As part of the security awareness programs, students and employees are encouraged to be responsible for their own security and the security of others.

Emergency Action Plan and Evacuation Policies

The MBU Emergency Action Plan (*EAP*) is designed to provide a resource for Missouri Baptist University personnel, administrators and students and to include Crisis Coordinators in assisting with information and guidelines in planning and responding in a crisis. While the plan does not cover every conceivable contingency situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

All Campus administrators, especially those whose responsibilities and authority include the operational areas specified in the manual, must adhere to these guidelines. Only those University administrators responsible for directing and/or coordinating emergency operations may approve exception(s) to these crisis management procedures as required to fulfill the emergency response.

The MBU Emergency Action Plan includes information regarding shelter-in-place and evacuation guidelines. In conjunction with other emergency agencies, the University conducts numerous emergency response exercises each year, to include table top and field exercises. Monthly testing of the Emergency Notification System is also conducted. These tests are designed to assess and evaluate the emergency response

plans and capabilities of the institution. The tests may be announced or unannounced. MBU Department of Public Safety Officers has received training in Incident Command and Rapid Response. General information about the emergency response and evacuation procedures is publicized each year as part of the University's Clery Act compliance efforts and is available on the MBU Public Safety website.

Evacuation Procedures for MBU Facilities

Administration Building

Outside gathering point: Main Parking lot B section A2
Inside safety location: Lowest stairwell and first floor hallway
Inside information point: Reception desk

Field Academic Hall

Outside gathering point:
1st Floor –Parking lot A in Section E
2nd & 3rd Floors Main Parking lot B Section B1
Inside safety location: Lower level office area
Inside information point: By-waters Lounge

Jung-Kellogg Library

Outside gathering point: Main Parking lot B Section A1
Inside safety location: Circulation desk
Inside information point: Circulation desk

Maintenance Building

Outside gathering point: Pillsbury-Huff parking lot
Inside safety location: Evacuate to Pillsbury-Huff east wing second floor lounge
Inside information point: Campus Services Administrative Assistant's Office

Muncy Gymnasium

Outside gathering point: Parking lot B Section C2
Inside safety location: Fitness Center
Inside information point: Athletic Director's Office

Pillsbury & Dale Williams Fine Arts Center

Outside gathering point: Main Parking lot B Section C1
Inside safety location: Lower level piano practice rooms
Inside information point: Special Events Office.

Spartan Field (Football)

Outside Gathering Location: At the blue light phone on the main parking lot

Inside Safe Location: Hallway by the equipment room

Inside Information Point: Team room

The Sports and Recreation Complex

Outside gathering point: Parking lot E near the Roman Columns

Inside safe location: The lower hallway by the elevators

Inside information point: Fitness Center desk

Evacuation Procedures for Resident Housing

North Hall

Outside gathering point: Pillsbury-Huff parking lot

Inside safety location: First floor interior hallways

Inside information point: Resident Assistant front desk

Pillsbury-Huff Hall

Outside gathering point: Pillsbury-Huff parking lot

Inside safety location: East wing second floor lounge

Inside information point: Center lounge

Spartan Village Housing

Spartan Village Apartments

Outside gathering point: Parking lot E near the Blue Light Phone

Inside gathering point: Building 1 basement storage area, building 2 student lounge

Inside information point: lobby by front door mailboxes

Row House

Outside gathering point: Parking lot E near the Blue Light Phone

Inside gathering point: the lower floor of each section

Inside information point: Resident Life Office in section 503

Off-Campus Housing Apartment Complex

Guidelines should be posted in each apartment.

Follow guidelines established by the Complex Management.

Prior to Evacuation:

- Communication should be accomplished in person, through telecommunications, or through the use of runners.
- Everyone should review the evacuation documents throughout the building for the proper evacuation location.
- Appropriate equipment/materials may be located in the Facility Offices.
- The Facility Leader, their alternate, or their designee (i.e. Admin Asst.) should alert their building is being evacuated to the correct location.
- The Building Safety Team should ensure that everyone has evacuated the building. The Facility Leader, their alternate, or their designee should make assignments as needed.
- A Facility Occupant should call 5355 to report the emergency or if they need assistance evacuating a building.

During the Evacuation:

When an emergency notice is issued, everyone must evacuate. Staff members that have been issued emergency equipment should take that equipment with them prior to exiting the area. If staff members are known to be out of the area, their equipment should be gathered up and taken outside during the evacuation.

On the way out, check on others who might have disabilities or other special needs.

(Some buildings are equipped with emergency evacuation chairs to assist the disabled; only use these devices if you have been trained).

Help them as much as it is reasonable and safe.

Once outside of the building, all staff should report to the building coordinator or designee.

The remaining staff should be assigned an area entrance/exit to monitor.

- Entrances/exits should be covered as well as possible given the staff present at the time.
- Staff assigned to an area entrance should attempt to:
 - Keep people at a safe distance from the area.
 - Keep others from entering the area prior to the all-clear.
 - Monitor the status of the event.

Fire:

Generally, when a building fire alarm sounds, Missouri law mandates that everyone must evacuate the building.

- Close your door as you leave.
- If possible, know at least two escape routes from wherever you are.
- If smoke or flame is detected, and no alarm is sounding, alert others as you exit.
(Activate the nearest fire alarm pull station).
- During the evacuation, go to the nearest exit or exit stairwell.
- Do not use the elevator, if there is one.
- If smoke is present, keep low to the floor.

Once outside, move to your building's designated assembly area. Do not leave the area until instructed by MBU officials or the fire department.

When Evacuation is Not Possible:

In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object in the window and reclose the window (if it opens) as much as possible. Do not reopen your window (if it opens) unless forced to do so by smoke. After you have sealed your door, immediately push the campus alert button in your area and advise emergency responders of your location and situation. Wait for help to arrive.

Post Incident:

At the completion of the incident, the Fire/Rescue Department or the onsite incident commander should release the building to the Facility Leadership. The facility should be pronounced all clear, or clear with conditions for re-occupancy. The Facility Leadership should then communicate the all-clear or the clear with conditions to the area entrance monitors in person, via communications equipment, or by the use of a runner.

On the way in, staff members should check on others who might have disabilities or other special needs and assist them as much as it is reasonable and safe.

Sheltering In Place

Because sheltering in place may be the protective action recommendation for several emergencies with differing risks, and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelters in place procedures. Based on the type of emergency, such as Tornado, Hostile Intruder, or

Hazardous Material Release Outside, the Emergency Management should be consulted for guidance.

Emergencies change as they progress. The questions you should ask yourself are:

Am I safer inside or outside? Where am I safest inside? Where am I safest outside?

Emergency Notifications – Immediate Threat

The University's Campus Emergency Preparedness and Response Plan include information about the management of emergency response and operations, Emergency Operations Center (EOC), and communication responsibilities. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The University conducts announced and/or unannounced emergency response drills and exercises each year, such as table top exercises, functional exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

All of the MBU Public Safety Officers, supervisors and administrators have received training in Incident Command Systems (ICS), National Incident Management System (NIMS) and response to critical incidents on a college campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually MBU Public Safety Officers and Creve Coeur Police and/or the Creve Coeur Fire & EMS agencies, when their assistance is necessary. These agencies typically respond and work together to manage the incident. Depending on the nature of the incident, other MBU departments and other local or federal agencies could also be involved in responding to the incident. At the initial onset of any emergency, the Public Safety Officer on duty is the onsite incident commander until relieved by the Director of Public Safety or the responding agency. The onsite incident commander will report progress of the emergency to the EOC so that they are aware of the progress and amount of damage sustained to the institution.

The institution has general evacuation guidelines, in the event that a segment of the campus needs to be evacuated. The plan would be affected by a myriad of factors, including the type of threat, the occupancy of the other buildings and areas of the campus at the time of the incident, etc. Therefore, specific information about a multi-building or area evacuation cannot be shared with the campus community in advance. MBU expects members of the community to follow the instructions of first responders on the scene, as this type of evacuation would be coordinated onsite. In some

emergencies, people may be instructed to “shelter in place/stay in place.” If an incident occurs and the buildings or areas around the people become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that people are in, and with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside. This means, if an incident occurs and your building is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, access cards, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, proceed to your designated evacuation location as listed in the Emergency Management Plan. If police or fire department personnel are on the scene, follow their directions. Additional information about the emergency response/evacuation procedures and updates to the plans for the University is available on the website under “Public Safety.”

MBU community members are encouraged to notify Public Safety of any situation or incident on campus that involves a significant emergency or danger that may involve an immediate threat to the health and safety of students and/or employees on campus. Each and every classroom and common area are equipped with emergency call buttons that are directly connected to public safety. Public Safety has the responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Public Safety has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If an immediate threat exists, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation. The MBU Public Safety Department will activate the MBU EOC after ensuring that all people are safe.

If Public Safety, in conjunction with other campus officials or local first responders, confirms there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of our community, the Director of Public Safety and the Director of University Communications or designees will collaborate to determine the content of the message and will initiate some or all of the systems listed below to communicate the threat to the MBU community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

Missouri Baptist University has implemented a multi-modal emergency notification system to inform the community about incidents and emergencies affecting campus. Systems include:

Public Address System - Audible sirens and announcements broadcast over four loudspeakers strategically placed on campus. This system can be activated by the MBU Department of Public Safety.

Text Messaging – This service is an opt-in notification system where a text message can be received on your mobile phone. MBU does not charge for this service; however, your carrier may have standard text messaging charges.

Students wanting to opt-in should text MBUSTUDENT to 313131

Faculty wishing to opt-in should text MBUFS to 313131

Email Messaging – MBU has the ability to send a blast email message to all students, faculty and staff members who have a mobap.edu email address.

Electronic Bulletin Boards (EBB)-MBU has at least one EBB in each building on campus, and messages can be quickly posted there for the community.

| System to use | Primary Message Creator | Backup Message Creator | Authority for approving & sending messages | Primary Message Sender | Backup Message Sender |
|----------------------------|-------------------------|------------------------|--|------------------------|-----------------------|
| PRIMARY | | | | | |
| Public Address System | DPS | N/A | DPS | DPS | N/A |
| Text Messaging | DPS | Comm. | DPS/Comm. | DPS | Comm. |
| Email Messaging | | | | | |
| SECONDARY | | | | | |
| Electronic Bulletin Boards | DPS | Comm. | DPS/Comm. | DPS | Comm. |
| Email Messaging | DPS | Comm. | DPS/Comm. | DPS | Comm. |
| Fire Alarm System | DPS | N/A | DPS | DPS | N/A |

Comm. =University Communications. DPS= University Department of Public Safety.

In the event of a failure in technology, MBU will use face-to-face communication, using administrators and campus leaders to communicate the emergency and instructions.

After the initial communication blast, the primary means of providing follow-up information to the community will be on the University’s main web page (www.mobap.edu). The University may also use any of the systems listed above to provide follow-up information, as deemed appropriate. Due to limited characters available with text messaging, the MBU alert system would only be used to provide limited safety information, such as areas to avoid, shelter in place, the all clear signal, etc. The larger community, including parents, neighbors and other interested persons, can obtain information about an emergency on campus via the University webpage or

the local or national media.

It should be noted that unlike the timely warning requirement, emergency notification is not restricted just to Clery reportable crimes. Incidents such as a fire, tornado, serious gas leak, haz-mat spill, etc. could warrant the use of this protocol. Without delay and taking into account the safety of the community, the Public Safety and the University Communications Department will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (MBU Public Safety, Creve Coeur Police, Creve Coeur Fire & EMS, etc.), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Annual Notification & Testing

MBU annually tests and publicizes its emergency response and evacuation procedures. Throughout the year, the critical incident management team will meet and train on the University's response to a critical incident through a variety of exercises, including a table top exercise or functional exercise. These tests may be announced or unannounced depending on the type of exercise. Community members are encouraged to review the University's emergency response plan and evacuation procedures that are located inside each classroom and on the Public Safety web page. If you have any questions, please feel free to contact the Public Safety Office at (314) 392-2374.

To sign up for text alerts follow the step listed below:

Faculty and Staff with your phone text MBUFS to 313131

Students with your phone text MBUSTUDENT to 313131

Members of the Larger Community:

Members of the community may sign up for text alerts of emergencies occurring on the MBU campus. The community should reference the University web site for updates of ongoing emergencies: www.mobap.edu

NOTIFICATION OF MISSING STUDENTS

Suspected missing students should be reported immediately to the MBU Department of Public Safety. If members of the MBU community believe that a student has been missing for 24 hours, it is critical that they report that information to DPS by calling (314) 744-5355. You may also report a missing student to your Resident Director (RD) or Resident Assistant (RA). A student is determined to be missing when the MBU DPS have verified that reported information is credible and circumstances warrant declaring the person missing. Should the MBU Department of Public Safety investigate and determine that a residential student is a missing person; the following notification process will be initiated. Contact will then be made to the missing person designated contact, if contact information has been provided within a twenty-four (24) hours period. If the student is under the age of 18 and is not an emancipated individual, MBU Public Safety Department will notify the student's parent of guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, MBU will inform the Creve Coeur PD that the student is missing within 24 hours.

Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by Missouri Baptist University no later than twenty-four (24) hours after the time the student is determined to be missing by the authorized, designated officials authorized to make that determination, specifically the MBU DPS. The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified. MBU students are advised that their contact information will be registered confidentially and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside if a missing person investigation.

Notification of this policy will be made directly to all students residing in campus housing annually and be available in conjunction with the "Annual Crime Report" that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. All students attempting to register for campus housing will also be notified of this policy at the time of online completion of housing-related documents. All information submitted online during the housing registration process will remain on file and be considered accurate until the student voluntarily provides different information.

POLICIES

Governing Principle

The governing principle for the MBU Student Conduct Code, Policies, and Procedures can be found in Galatians 5:14, "The entire law is summed up in one command, 'Love your neighbor as yourself'..." and Luke 6:31, "Do unto others as you would have them do unto you." These scriptures are fleshed out in biblical values such as respect, humility, integrity, service, and leadership.

Student Conduct Code Statement

Missouri Baptist University is a faith-based institution, and it is expected that every employee and every student will conduct themselves in accordance with Christian principles both on and off the campus. Personal misconduct either on or off the campus by anyone connected with MBU detracts from the Christian witness the university strives to present to the world and hinders full accomplishment of the university program. While at the University, the student is expected to obey federal, state, and local laws. The University and its employees will cooperate with law enforcement agencies during an investigation. Each student is also expected to obey rules and regulations established by Missouri Baptist University.

In all cases of violation of the University rules and regulations or of actions in violation of local, state, or federal laws which affect the university, Missouri Baptist University reserves the right to proceed with its own disciplinary action independently of governmental charges or prosecution. There is no University policy to await the outcome of governmental prosecution.

Scope of Conduct Code

The following policies prohibiting specific types of conduct are not designed to be a comprehensive, inclusive code. Any violation of local, state, or federal laws, or any indecent or disorderly conduct disruptive of the orderly process of the University educational program, may be grounds for disciplinary action.

Student Awareness Responsibility

It is the responsibility of the student to become familiar with these policies and rules. The administration will attempt to ensure that all students know the rules through orientation sessions. However, students are responsible to the University for their conduct. If a student should witness a violation of these policies on the part of other students, faculty or administrators, it is his/her responsibility to report it. In the event that a student violates the campus rules, the student will appear before the Senior Vice

President for Student Development and/or the University Conduct Committee for disciplinary action. A student enrolling Missouri Baptist University assumes an obligation to behave in a manner compatible with the University mission and purpose as an educational institution. Students can report any crime or violation of the conduct code anonymously by calling (314) 744-7620.

Jurisdiction

Jurisdiction of Missouri Baptist University generally shall be limited to conduct which occurs on the Missouri Baptist University premises (including off-campus housing) or at University-sponsored or supervised functions. However, nothing herein limits the administration of the University from taking appropriate action, including, but not limited to, the imposition of sanction against students for conduct on or off University premises.

Violations of Student Conduct Code

A. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and sabotage. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on the work in that course, if possible, and report the alleged academic dishonesty to the Senior Vice President for Student Development.

1. The term "cheating" includes, but is not limited to:
 - a. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - c. Acquisition, or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; and
 - d. Knowingly providing any unauthorized assistance to another student in taking any quiz, test, or examination.
2. The term "plagiarism" includes, but is not limited to:
 - a. Use of paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations, or biographical reference;
 - b. Unacknowledged use of materials prepared by another person or agency engaged in the supplying or selling of term papers or other academic materials; and,

- c. Unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
- 3. The term "sabotage" includes, but is not limited to the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University student body, faculty, or staff.
- B. Forgery, alteration, or misuse of University documents, records of identification, or knowingly furnishing false or misleading information to the University.
- C. Obstruction or disruptions of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions, on or off campus.
- D. Attempted or actual theft of, damage to, or possession without permission of property of the University or of a member of the University student body, faculty, or staff, or of a campus visitor.
- E. Unauthorized possession, duplication, or use of keys to any University facilities or unauthorized entry to, or use of, University facilities.
- F. Physical or verbal abuse, sexual harassment or assault, fighting, or any other conduct, which threatens or endangers the health or safety of any person.
- G. Violation of University policies, rules, or regulations, or of campus regulations, including, but not limited to, those governing residence in University-provided on and off-campus housing, or the use of University facilities.
- H. Manufacture, use, possession, sale, or distribution of alcoholic beverages or any controlled substance without proper prescription or required license, or as expressly permitted by law or University regulations.
- I. Disruptive or disorderly conduct, profanity in any form, or any other lewd, indecent or obscene conduct or expression.
- J. Failure to comply with directions of University officials acting in the performance of their duties.
- K. Possession of firearms, explosives, fireworks, or other weapons, or dangerous chemicals (except for academic purposes) at any time either on campus off campus at University-sponsored or supervised functions.
- L. Failure to follow the published guidelines and procedures of the University relating to the use of the campus telephone and computer systems, for the purpose of avoiding charges for personal phone use or any other purpose. The use of any other person's access code which includes, but is not limited to, long distance phone codes, copy codes, computer codes, and passwords, etc. is prohibited.

POLICY UPDATES

The most up-to-date version of this policy is maintained in the office of the Senior Vice President for Student Development/Associate Provost.

SEXUAL HARASSMENT POLICY STATEMENT

Introduction

Missouri Baptist University is committed to fostering an environment that is free of sexual violence of any kind. All members of the University community share responsibility for fostering this environment by adhering to standards of conduct consistent with this policy. The University seeks to provide a supportive climate that will encourage individuals to report incidents of sexual violence. Accordingly, this policy is designed to provide prompt and compassionate support services, ensure that appropriate steps are taken when a complaint is made, and protect the rights of all parties throughout the process.

The policy is designed to cover all conduct by an accused party who is a student at MBU. In the event that conduct in question is attributable to a member of the University's faculty or staff, the University's investigation will be referred to the Office of the Provost/Senior Vice President for Academic Affairs, and be conducted pursuant to the University's Harassment Policy.

It is important to note here that MBU believe and teaches that students should only be engaged in consensual sexual activity within the bonds of covenant marriage between a man and a woman. See MBU's "Statement on Sexual Behavior" for further clarification. The definitions that follow are given for the purpose of helping to identify behavior that violates this policy, as required by state and federal laws.

The University encourages the reporting of all incidents of sexual misconduct, including, but not limited to, sexual assault, relationship violence, and stalking. The decision to report such incidents is a deeply personal and often difficult decision, but is often a way for the victim to begin healing. Such reporting may also help prevent future incidents of a similar nature from occurring. Victims are not required, however, to report such incidents, and will not be penalized if they choose not to report an incident to law enforcement or a Compliance Officer.

The first priority for any victim of sexual assault or relationship violence should be to seek appropriate medical attention for any medical injuries and to preserve evidence in the event the Reporting Party chooses to pursue a complaint. The University will

maintain and publish information containing resources and guidance for victims of sexual assault, relationship violence, and stalking. In addition to the information contained in this policy, additional information will be maintained in the University's Annual Security and Fire Safety Report and any other means identified by the University administration to make the information readily available to the campus. Copies will also be maintained by the College's Title IX Coordinator, who will make such information available to any interested person.

Definitions

All definitions set forth in the Student Conduct Code are applicable to this Policy. In addition, the following definitions also apply:

"Consent"—Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct.

1. Consent to participate in sexual activity is freely and actively given, and requires clear communication between all persons involved in the sexual encounter.
2. Consent is active, not passive. Consent can be communicated verbally or by actions, but in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
3. It is the responsibility of the initiator of sexual contact to make sure they understand fully what the other person(s) involved in the activity wants and does not want sexually.
4. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
5. Previous relationships or previous consent does not imply consent to future sexual acts.
6. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
7. Effective consent cannot be given by minors, mentally disabled individuals, or persons incapacitated as a result of consumption of drugs or alcohol.
 - a. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the "who, what, when, where, why, or how" of their sexual interaction.
 - b. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called "date-rape" drug. Possession, use and/or distribution of any of these substances, including but not limited to: Rohypnol, LEAN, Ketomine, GHB, or Burundanga is prohibited, and administering one of these drugs to

another student for the purpose of inducing incapacity is a violation of this policy.

“Stalking”—Stalking occurs when a person purposely and repeatedly engages in an unwelcome course of conduct that would cause a reasonable person to fear for his, her, or others’ safety, or to suffer emotional distress. Stalking can occur via written, telephonic or electronic means, and can constitute a violation of the University’s sexual harassment policy.

“Dating Violence” refers to violence by a person who has been in a romantic or intimate relationship with the victim. Whether a relationship exists will depend on the length, type, and frequency of interaction. Any report of Dating Violence will be addressed under all applicable policy violations and may result in disciplinary action similar to the sanctions described below for sexual assault.

“Domestic Violence” refers to violence committed by a current or former spouse or intimate partner, current or former cohabitant, a person with whom a victim shares a child in common, a person similarly situated to a spouse under domestic or family violence law, or anyone else protected under domestic or family violence law. Any report of Domestic Violence will be addressed under all applicable policy violations and may result in disciplinary action similar to the sanctions described below for sexual assault.

“Sexual assault” refers to engaging in any form of sexual contact or conduct with another without that person’s clear, knowing, and voluntary consent. It is the responsibility of the person seeking to initiate sexual contact or conduct to affirmatively obtain such consent. It is not the responsibility of the intended recipient of such sexual contact to affirmatively deny such consent. For purposes of this Policy, acts of sexual assault are classified into two categories: Level 1 and Level 2.

Level 1

A Level 1 sexual assault refers to any sexual contact without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person’s genitals, breasts, thighs, buttocks or other intimate parts.

A student found responsible for a Level 1 sexual assault may be suspended. Other sanctions may include, but are not limited to, disciplinary probation, mandated counseling assessment, campus restrictions, and /or other

educational sanctions. Other relevant factors may be considered in assigning sanctions, including the student's conduct history.

Level 2

A Level 2 sexual assault refers to any attempted or actual sexual penetration of any kind without the person's consent. Examples include vaginal, oral, or anal penetration by fingers, genitals, or objects.

A student found responsible for a Level 2 sexual assault may receive a long-term suspension or even expulsion from the University. Additional sanctions may include, but are not limited to, disciplinary probation, mandated counseling assessment, campus restrictions, and/or other educational sanctions. Other relevant factors may be considered in assigning sanctions, including the student's conduct history.

"Sexual Harassment"—refers to unwelcomed, unsolicited, and offensive conduct that is severe or pervasive and tends to injure, degrade, disgrace, or show hostility toward a person because of a person's gender and may include persons of the same sex.

Sexual harassment is the use of personal power or superiority to intimidate, or attempt to intimidate or coerce, a person of the opposite sex (or same sex) into unwanted sexual activity; or to create a hostile or offensive academic or work environment. Sexual harassment is distinguished from consensual relationships by the introduction of the element of coercion; threat; unwelcome sexual advances; request for sexual favors; sexually explicit or suggestive advances; sexually explicit or suggestive material in written, verbal or visual form; or other unwelcome verbal or physical conduct of sexual nature where:

1. Submission to such conduct, is made either explicitly or implicitly, as a term or condition of the employment or academic performance of the individual.
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with academic or work performance of a student or employee, or creating an intimidating, hostile or offensive academic or work environment.

Examples of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual advances or requests for sexual favors;
2. Sexually explicit language, jokes and/or innuendo;
3. Repeated sexual propositions, date invitations, solicitations and flirtations, known to be unwelcome;
4. Inappropriate and/or offensive touching, fondling, or bodily contact;

5. Sexually suggestive objects, pictures, video tapes, audio recordings or literature presented or displayed in the classroom, faculty office, athletic area, residence hall, or common areas;
6. Threats or insinuations that may affect a person's employment, wages, promotional opportunities, grades, evaluations, and other academic or employment performance;
7. Sexual assault or attempted sexual assault.

Sexual assault is a severe form of sexual harassment and a single instance of sexual assault may be sufficient to create a hostile environment. Descriptions of types and examples of sex-based harassment are contained in the University's Harassment Policy.

"Sexual Exploitation"—Sexual Exploitation occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

"Title IX Coordinator" refers to the person responsible for overseeing all sex discrimination, sexual harassment, and sexual assault and relationship violence complaints at the University. The Title IX Coordinator is also responsible for conducting an annual report and review of all complaints to identify and address any patterns or systemic problems within the University community.

Reporting Procedures

Missouri Baptist University encourages members of its community to report all incidents of sexual assault or relationship violence. Any threats of retaliation or efforts to impede the reporting or investigation of a potential violation of this policy are strictly prohibited and will result in disciplinary action. The University provides several options for reporting incidents of sexual harassment, including sexual assault and relationship violence, and/or stalking:

1. **Confidential Resources**

- Licensed counselor in Student Health Services (completely confidential option)
- Additional confidential resources can be found in the "Resources" section of this policy.

2. **Formal Complaint**—a formal complaint may be filed with any of the on-campus contacts described in "Resources" section of this policy, or with the University's Title IX Coordinator, Dr. Andy Chambers: Senior Vice President for Student Development/Associate Provost, Missouri Baptist University, 1 College Park Drive; (314) 392-2211; CHAMBERS@mobap.edu. A complaint should include the

reporting party's name and contact information, and a written description of the incident in question. When such a formal complaint is received, it will be referred to the University's Title IX Coordinator for a prompt and impartial investigation. The Reporting Party may choose to pursue the matter under the conduct procedures described herein, but is not obligated to do so. However, the University reserves the right to pursue that process when appropriate information is available.

3. **Criminal Report**—a reporting party may also choose to file a criminal report with the Creve Coeur Police Department, or other appropriate jurisdiction. Such a report may be made simultaneously with a report to the university. The University's Department of Public Safety is available to assist a reporting party with any such criminal report. Individuals may also wish to obtain an order of protection, no-contact order, or restraining order from the relevant jurisdiction.

Once the University receives notice of a complaint of sexual assault or relationship violence, the reporting party will be provided with a comprehensive list of all available resources and reporting options. Multiple reporting options may be pursued by a victim. However, regardless of the reporting option(s) pursued, the University's primary priority is to ensure that a victim of sexual assault or relationship violence receives prompt medical attention to treat any injuries and preserve any evidence.

All employees who become aware of sex-based harassment, including sexual assault and relationship violence, are required to report that information to one of the reporting contacts listed in the "Resources" section of this policy, unless they are otherwise designated as confidential resources.

Interim Measures

When a report is made to the University, or the University otherwise learns of potential discrimination, harassment, or retaliation, the University may, if appropriate, take immediate action to protect the alleged victim, including implementing interim measures. These measures may include altering a student's class schedule, providing academic or counseling support, or making changes to transportation or work situations.

Conduct Process

The following procedures will govern all investigations of complaints alleging violations of this policy. Missouri Baptist University reserves the right to deviate from these procedures when such deviation is necessary to ensure appropriate processing of the investigation. The University's conduct process for sexual assault and relationship

violence complaints will be prompt, equitable, and conducted in consultation with the Title IX Coordinator or his designee. The procedures will follow those set forth in the Student Conduct Code, but to the extent that the procedures outlined in this policy may conflict with the Conduct Code, the procedures detailed herein shall apply.

Those procedures are:

1. An investigation into the report shall be conducted by an MBU Title IX Investigator. The investigation will be conducted within a reasonable amount of time required to complete the investigation after receipt of the complaint.
2. The purpose of the investigation is to establish whether there is a reasonable basis for believing the alleged violation of this policy has occurred. During the course of an investigation, the Title IX Investigator will work with other appropriate University offices and personnel in a discreet manner to ensure the investigation is handled properly.
3. If the complainant or the respondent is under 17 years of age, his/her parent or legal guardian may be notified of the complaint.
4. The investigation shall include an interview of the complainant and the respondent, as well as any relevant witnesses suggested by the complainant and the respondent.
5. In conducting the investigation, the appropriate administrator or his/her designee may interview the complainant, the accused, and the other persons believed to have pertinent factual knowledge. At all times the Title IX Coordinator, who is ultimately responsible for the investigation, will take appropriate steps to ensure the confidentiality of the investigation and protection of all parties.
6. Title IX requires that in all procedures involving allegations of violations of this policy, the standard of proof shall be "preponderance of the evidence" test. This is not the same as the standard that would be followed in a court of law, or "proof beyond a reasonable doubt." The preponderance of the evidence standard means that the evidence obtained from the investigation shows that it is "more likely than not" that the accused violated this policy.
7. After all available information is reviewed and interviews are completed, the Title IX Investigator will deliver the results of the investigation to the Senior Vice President for Student Development/Associate Provost/Title IX Coordinator who will, in consultation with appropriate administrators, review all information and evidence and:
 - a. Determine whether a violation of this policy has likely occurred, and if so, the appropriate response. Sanctions for violating this policy include, but are not limited to, censure, suspension, or expulsion.

- b. The Title IX Coordinator will notify the complainant and the respondent simultaneously in writing regarding all outcomes of the investigation, including appeal procedures, as well as any changes that may be made to the results.
 - c. Partner with members of the campus community to take corrective action as may be appropriate under the circumstances.
8. Protection of the campus community is paramount, and the University may find it necessary to take appropriate disciplinary action with or without concurrence of the complainant, where a sexual assault is found to have occurred, and the safety of the campus community is at risk.
9. The complainant and respondent are entitled to have one advisor present during a campus disciplinary proceeding. The role of the advisor is strictly limited to providing support and advice to the student. The advisor is not permitted to participate in the proceedings as an advocate. At the conclusion of an on-campus disciplinary action relating to a sexual assault, both the complainant and accused shall be informed in writing of the outcome of any campus disciplinary proceeding alleging a sexual assault.
10. All complaints will be adjudicated as expeditiously as possible and generally within sixty (60) business days after the filing of the complaint.

Clarification of Sanctions Procedures

If the respondent objects to the sanctions or to how the investigation was handled, she or he may request an initial review and clarification of sanctions with the Senior Vice President for Student Development/Associate Provost.

1. Within three (3) business days of being notified by the Title IX Coordinator of the decision regarding the investigation, the respondent may request an initial review and clarification of sanctions with the Senior Vice President for Student Development/Associate Provost. The request must be made in writing and must detail the reasons why, in light of established criteria for an appeal below (a-d), the person objects to the sanctions and desires an initial review and clarification. The Senior Vice President for Student Development/Associate Provost will evaluate the student's request and other documentation relevant to the violation based on the following criteria:
 - a. Irregularities in fairness that influenced the outcome of the disciplinary action. It is the burden of the student making the appeal to demonstrate the original decision would more likely than not have been different if the irregularity or error had not occurred.

- b. Demonstrated prejudice against any party involved on the part of the Title IX Coordinator, Title IX Investigator, or any other personnel who participated in the disciplinary action. The prejudice must be more than simple opposition to the appealing party's point of view; instead evidence must show a significant conflict of interest, bias, pressure or influence that prevented a fair and objective hearing.
 - c. Discovery of new and significant evidence not available at the time of the original hearing/investigation.
 - d. A sanction that is extraordinarily disproportionate to the violation.
2. Upon receipt of notification of the respondent's request for an initial review and clarification of sanctions, the Senior Vice President for Student Development/ Associate Provost shall schedule a meeting with the student to further discuss the basis for the charges and sanctions, to be held within three (3) business days of the receipt of such request, and shall notify the student of the time and place of the meeting.

Appeal of Sanctions to the University Conduct Committee

If the respondent still objects to the sanctions following the meeting with the Senior Vice President for Student Development/Associate Provost, she or he may appeal the decision to the University Conduct Committee. To appeal a sanction the respondent must, within three (3) business days, formally appeal to the University Conduct Committee by written notice delivered to the Senior Vice President for Student Development/Associate Provost. Upon receipt of such appeal notice, the Senior Vice President for Student Development/Associate Provost shall promptly deliver the notice to the Chair of the University Conduct Committee. The President of the University shall appoint the Chair, as well as the members of the Committee. The student may request a stay of sanctions during the appeal process. The Senior Vice President for Student Development/Associate Provost will determine the stay of sanctions. This decision cannot be appealed. The student is automatically placed on probation throughout the entire appeal process. Any further violations of the Student Conduct Code may result in the denial of the current appeal and immediate suspension or expulsion.

1. Within three (3) business days of the filing of the notice of appeal, the Chair of the University Conduct Committee shall assign a subcommittee consisting of three Committee members from the faculty or staff the task of evaluating the merit of the appeal. The student making the appeal must submit a written defense of his/her appeal detailing why he/she objects to the sanctions. The subcommittee should

evaluate the student's appeal and other documentation relevant to the violation based on the criteria under Clarification of Sanctions Procedures 1.a-d above.

2. Requests for appeal will not automatically be granted and may be denied by the subcommittee if one (or more) of the appeal criteria is not demonstrated. Within five (5) business days the subcommittee will report its decision to the Chair of the University Conduct Committee. Notification will be given to the student by the Chair of the Conduct Committee within two (2) business days of receiving the subcommittee's decision. If the subcommittee denies the appeal, there is no further appeal.
3. If the subcommittee decides that the appeal should be heard by the full Conduct Committee, the Chair, within seven (7) days of receiving the subcommittee's decision, will establish the date, time, and place of a hearing of the charges against the student, and shall send written notice of such to the student, the Senior Vice President for Student Development/Associate Provost, and all of the members of the Committee. The date of the hearing shall be not less than seven (7) days and not more than twenty-one (21) days after the giving of the notice of the hearing. The University shall make arrangements for the making of a record of the hearing, either by a stenographer or other appropriate means, and shall bear the expense of making such record. The student shall have the following rights at the hearing:
 - a. To be present at the hearing;
 - b. To cross-examine any witnesses presented by the administration;
 - c. To present witnesses and other appropriate documentary evidence; and
 - d. To remain silent or to testify in defense.
4. Following the conclusion of the hearing, the Committee shall deliberate in closed session and within reasonable time shall render a decision by a majority vote. The Chair of the Committee shall deliver the written findings and the decision of the Committee to the Senior Vice President for Student Development/Associate Provost as soon as is practical after the decision is rendered. The student shall be notified of the Committee recommendation and the final decision concerning the disciplinary actions in a joint meeting with the Senior Vice Presidents for Student Development/Associate Provost and the Committee Chair. Once the process is completed, there is no further appeal.
5. Any notice to the student under this discipline policy will be delivered to the student in a manner agreed to in advance by both the student and the Senior Vice President for Student Development/Associate Provost. If the student desires to pick-up a notice subsequent to an appeal, the student shall make an appointment between two (2) and seven (7) working days with the Senior Vice President for Student Development/Associate Provost to receive and sign for the written result of the appeal. If the student prefers notice to be mailed, it shall be sent by certified

mail to the most recent address shown in the official student file maintained by the University, and shall be deemed received when deposited in the U.S. Mail with postage pre-paid. If, at any time during the appeal process, the student desires to designate a different address for notice, the student shall so advise the Senior Vice President for Student Development/Associate Provost, and such address, along with designated telephone number, shall be forwarded to the Chair of the Conduct Committee by the Senior Vice President for Student Development/Associate Provost.

Protection of Complainant and Others

To the extent possible, the proceedings will be conducted in a way calculated to protect the confidentiality and safety of the complainant, respondent, and witnesses. The parties will be informed promptly about the outcome of the proceedings.

1. At the time the investigation commences, the accused will be informed of the nature of the allegations, the identity of the complainant, and the facts surrounding the allegations.
2. At any time, the Title IX Coordinator or designee may recommend that interim protections or remedies for the parties involved or witnesses be provided by appropriate University officials. These protections or remedies may include: separating the parties, placing limitations on contact between the parties, temporary suspension, or making alternative workplace or student housing arrangements, which could include removing a student from campus housing at their own expense. These remedies may be applied to one, both, or multiple parties involved. The Title IX Coordinator will take any steps necessary to make sure that there is no recurrence or further violation of this policy. Failure to comply with the terms of interim protections may be considered a separate violation of University policy.
3. A complainant found to have been intentionally dishonest in making allegations or to have made them maliciously is subject to disciplinary action. False charges or complaints of sexual harassment will be treated as a serious offense, which is damaging to the total campus community. Intentionally false reports may also violate state criminal statutes and/or civil defamation laws.

Confidentiality

1. All inquiries, complaints, and investigations are treated with discretion. Information is disclosed as law and policy permit or require. However, the identity of the complainant will be disclosed to the person(s) accused of such conduct.

Publicizing information about alleged sex discrimination or retaliation is strictly prohibited, and may be considered a violation of University policy.

2. The Title IX Coordinator shall maintain all information pertaining to a complaint or investigation in secure files.
3. Federal Statistical Reporting Obligations—require that certain campus officials (Campus Security Authorities) have a duty to report violations of this policy for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to Campus Security Authorities regarding the type of incident and its general location (on or off-campus, in the surrounding area) but no addresses are given for publication in MBU’s Annual Security and Fire Safety Report as required by the Clery Act.

Retaliation

Missouri Baptist University prohibits retaliation against anyone reporting, alleging, or complaining about a violation of this policy. Retaliation is prohibited by Title XI, and shall be considered as a serious violation of the policy and shall be considered independent of whether an informal or formal complaint is substantiated.

Encouraging others to retaliate shall constitute a violation of the policy. Any person who retaliates against a complainant will be subject to possible disciplinary action up to and including expulsion.

Examples of conduct that may constitute retaliation include, but are not limited to:

- unfair grading;
- unfair evaluation;
- unfair assignments;
- having information withheld or made difficult to obtain in a timely manner such as class information, recommendations or grades;
- not being informed about important events, such as meetings or changes in policies;
- ridicule (public or private);
- verbal or written threats or bribes;
- refusal to meet with the person even though that person has a right to do so;
- name calling;
- further harassment and;
- social network bashing or false accusations.

Intent

The fact that a person did not intend to violate this policy is not considered a defense

to a complaint. The use of alcohol or drugs will never function to excuse behavior that violates this policy.

Outcomes for Sexual Assault

Disciplinary action at the University will normally proceed even if criminal proceedings have been initiated. Missouri Baptist University's action will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced, or that no criminal charges have been brought. The procedures and burdens of proof in a disciplinary action are different from those applicable to a criminal trial. If civil authorities are notified, students can anticipate that Missouri Baptist University may consult with and be in communication with such authorities. Students violating the University's policy against sexual assault, sexual misconduct, relationship violence (domestic and dating), or stalking may be subject to disciplinary action, up to and including loss of educational opportunities, loss of scholarship, suspension, dismissal, or expulsion.

TRAINING AND AWARENESS PROGRAMS

In addition to the information contained in this Policy, the University will, in accordance with the Campus Sexual Violence Elimination Act ("SaVE Act"), provide training and information to members of the campus community (faculty, students, and staff) regarding the following topics:

1. Safe and positive steps an individual may take to intervene to prevent harm or intervene when there is a risk of domestic violence, sexual assault, or stalking against another person;
2. Information about how to recognize warning signs of abusive behavior in order to mitigate the likelihood of perpetration, victimization, or bystander inaction;
3. Awareness campaigns and prevention programs intended to stop domestic violence, dating violence, sexual assault, and stalking before they occur, and to increase campus awareness and share information and resources for the same purpose;
4. Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both within the institution and in the community

This orientation and educational process will be administered by the Student Development Office. In addition, the University will distribute this information to

members of the campus community through its Annual Security and Fire Safety Report and any other means identified by the University administration to make the information readily available to the campus. Copies will also be maintained by the Title IX Coordinator, who will make such information available to any interested person.

REPORTING THE INCIDENT

Choosing whether or not to report the rape or assault is your right and option.

To report the incident to the authorities:

- Contact MBU Public Safety—(314) 744-5355 and/or
- Creve Coeur Police Department—911

Individuals may also report sex offenses to the MBU Title IX Coordinator. This office is responsible for coordinating the institution's compliance with Title IX. The Title IX Coordinator is the Senior Vice President for Student Development, whose office is located in the Field Building, 3 College Park Drive. The institution's sexual harassment policy, including a description of the grievance procedures, can be found in the Academic Catalog and on the Public Safety web page (www.mobap.edu/safety).

If you wish to contact the police, it is important to preserve evidence that may assist in proving that the alleged criminal offense occurred, or is occurring, or may be helpful in obtaining a protection order. To preserve evidence, **DO NOT BATHE, CHANGE CLOTHES, OR USE MOUTHWASH BEFORE THE EXAM.**

COUNSELING AND REPORTING RESOURCES

On the main campus, victims of a sexual assault have access to health and counseling services through our Mercy Clinic located in Spartan Village, Building 503. Students, faculty, and staff may visit the clinic directly, or contact (314) 364-3970. More information about the clinic is listed on the MBU Counseling and Wellness website.

- MBU anonymous tip line—(314) 744-7620
- MBU Department of Public Safety—(314) 744-5355
- Dr. Andy Chambers, Senior Vice President for Student Development/Associate Provost (also the MBU Title IX Coordinator)—(314) 392-2211
- Krista Huse, Administrative Assistant to the Senior Vice President for Student Development/Associate Provost—(314) 392-2212
- Kim Grey, Associate Dean of Students—(314) 392-2241
- Any MBU Student Development staff member
- If the victim is a student-athlete, she/he can contact the Assistant Coach, Head Coach, or Dr. Tom Smith, Director of Athletics—(314) 392-2264

- If the victim lives in student housing, a Resident Life staff member can be contacted (Resident Assistant, Assistant Resident Director, Resident Director, or the Director of Resident Life). Staff can be reached at the following numbers:
 - North Hall Resident Director—(314) 485-8477
 - Pillsbury Huff Hall Resident Director—(314) 392-2104
 - Spartan Village Resident Director—(314) 485-8475
 - Associate Dean of Students—(314) 392-2241
- Creve Coeur Police Department—911/(314) 432-8000
- Victims may also go directly to Mercy Medical Center/ER—(314) 569-6090 or
- Missouri Baptist Hospital/ER—(314)996-5225
- Other helpful resources included:
 - Sexual Assault Center—Saint Louis (314) 531-7273
 - Saint Louis Crisis Line—(314) 993-2777
 - Franklin County Crisis Line—(636) 583-5700; 800-941-9144
 - Safe Connections—Saint Louis
 - 24-Hour Crisis Helpline—(314) 531-2003
 - Main Office Number—(314) 646-7500
 - Main Fax Number—(314) 646-8181
 - Women’s Safe House—(314) 772-8952
 - Alive (Alternatives to Living in Violent Environments)
 - Saint Louis Crisis Line—(314) 993-2777
 - Franklin County Crisis Line—(636) 583-5700; or (800) 941-9144
 - Victim Service Council—(314) 615-2600
 - Bridgeway Sexual Assault Center—(636) 946-6854
 - Crisis Line—(636) 224-1202
 - Agape Christian Counseling Services—(314) 994-9344
 - Kelly Maxwell, MAC, LPC
 - Myung Jin Kim, MA, PLPC
 - Kaizen Counseling Services—(314) 909-7775
 - Ben Bhasme, MA, LPC
 - New Hope Counseling—(636) 394-7015
 - Luke Calvin, MAC, M.Div., LPC
 - Saint Louis County Prosecuting Attorney, Victim Service Council—(314) 615-2600

Missouri Baptist University (“MBU” or “the University”) does not discriminate on the basis of sex in its educational programs. An example of sexual discrimination includes sexual harassment and sexual violence. Other forms of sex-based discrimination can include dating violence, domestic violence, and stalking. As a result, the University issues this statement of policy informing the community of our comprehensive plan which will address sexual misconduct and educational programs, along with the procedures that address sexual assault, domestic violence, dating violence, stalking, the incident’s location on-or off-campus, and the date and time that the incident is reported to a University official. In this context, the University prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. MBU 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 Missouri Baptist University’s policy governing sexual misconduct, visit

<https://www.mobap.edu/wp-content/uploads/2013/01/MBU-Sexual-Assault-and-Relationship-Violence-Policy.pdf>

To report sexual misconduct (sexual harassment, sexual assault, dating violence, domestic violence or stalking), contact Missouri Baptist’s Title IX Coordinator, Dr. Andy Chambers, Senior Vice President for Student Development. His office is located at #3 College Park Drive Suite 205 Field Building, Creve Coeur, MO 63141. Phone: (314)-392-2212. E-mail: chambers@mobap.edu

A. Definitions

There are numerous terms used by Missouri Baptist University in our policy and procedures. Definitions noted below are from two sources: the United States Department of Education and the State of Missouri. Both sets of definitions are being provided to assist you with understanding how sexual misconduct is defined both in administrative (Civil Rights) law as well as in criminal law (State of Missouri).

Consent is defined in **Missouri** as **RSMo. 556.061(5)**. State Code:

Consent or lack of consent may be expressed or implied. Assent does not constitute consent if:

- a. It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or
- b. It is given by a person who by reason of youth, mental disease or defect, or intoxication, is manifestly unable to (or known by the actor to be unable to)

make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or

- c. It is induced by force, duress, or deception;

Sexual Assault: "Sexual assault" means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape is defined as 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 is defined as the touching of the private parts of another person for the purposes of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined as a non-forcible sexual intercourse with a person who is under the statutory age of consent.

Sexual Assault is defined in **Missouri as RSMo. 566.030** State Code:

Rape in the first degree, penalties--suspended sentence is not granted when:

1. A person commits the offense of rape in the first degree if he or she has sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim's knowledge or consent, which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.

2. The offense of rape in the first degree or an attempt to commit rape in the first degree is a felony for which the authorized term of imprisonment is life imprisonment or a term of years not less than five years, unless:

- a. In the course thereof, the actor inflicts serious physical injury or displays a deadly weapon or dangerous instrument in a threatening manner or subjects the victim to sexual intercourse or deviate sexual intercourse with more than one person, in

which case the authorized term of imprisonment is life imprisonment or a term not less than fifteen years;

- b. The victim is a child less than twelve years of age, in which case the required term of imprisonment is life imprisonment without eligibility for probation or parole until the offender has served not less than thirty years of such sentence or unless the offender has reached the age of seventy-five years and has served at least fifteen years of such sentence, unless such rape in the first degree is described under subdivision (3) of this subsection; or
- c. The victim is a child less than twelve years of age and such rape in the first degree or the attempt to commit rape in the first degree was outrageously or wantonly vile, horrible or inhumane, in that it involved torture or depravity of mind, in which case the required term of imprisonment is life imprisonment without eligibility for probation, parole or conditional release.

3. Subsection 4 of section 558.019 shall not apply to the sentence of a person who has been found guilty of rape in the first degree or the attempt to commit rape in the first degree when the victim is less than twelve years of age, and "life imprisonment" shall mean imprisonment for the duration of a person's natural life for the purposes of this section.

4. No person found guilty of rape in the first degree or an attempt to commit rape in the first degree shall be granted a suspended imposition of sentence or suspended execution of sentence.

Rape in the second degree, penalties: RSMo. 566.031

1. A person commits the offense of rape in the second degree if he or she has sexual intercourse with another person knowing that he or she does so without that person's consent.
2. The offense of rape in the second degree is a Class C felony.

Domestic Violence: The term "domestic violence" means a felony or misdemeanor crimes of violence committed—

1. By a current or former spouse or intimate partner of the victim;
 2. By a person with whom the victim shares a child in common;
 3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 4. 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

5. 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.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

RSMo. 565.072 First Degree

1. A person commits the crime of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a family or household member, including any child who is a member of the family or household, as defined in section 455.010.
2. Domestic assault in the first degree is a Class B felony unless in the course thereof the actor inflicts serious physical injury on the victim or has previously pleaded guilty to or has been found guilty of committing this crime, in which case it is a Class A felony.

RSMo. 565.072. Second degree (Class C Felony)

A person commits the crime of domestic assault in the second degree if the act involves a family or household member, including any child who is a member of the family or household, as defined in section 455.010, and he or she:

- a. Attempts to cause or knowingly causes physical injury to such family or household member by any means, including but not limited to, use of a deadly weapon or dangerous instrument, or choking or strangulation; or
- b. Recklessly causes serious physical injury to such family or household member; or
- c. Recklessly causes physical injury to such family or household member by means of any deadly weapon.

RSMo. 565.074 Domestic assault, third degree--penalty.

1. A person commits the crime of domestic assault in the third degree if the act involves a family or household member, including any child who is a member of the family or household, as defined in section 455.010 and:

- a. The person attempts to cause or recklessly causes physical injury to such family or household member; or

- b. With criminal negligence, the person causes physical injury to such family or household member by means of a deadly weapon or dangerous instrument; or
- c. The person purposely places such family or household member in apprehension of immediate physical injury by any means; or
- d. The person recklessly engages in conduct which creates a grave risk of death or serious physical injury to such family or household member; or
- e. The person knowingly causes physical contact with such family or household member knowing the other person will regard the contact as offensive; or
- f. The person knowingly attempts to cause or causes the isolation of such family or household member by unreasonably and substantially restricting or limiting such family or household member's access to other persons, telecommunication devices or transportation for the purpose of isolation.

2. Except as provided in subsection 3 of this section, domestic assault in the third degree is a Class-A misdemeanor.

3. A person who has pleaded guilty to or been found guilty of the crime of domestic assault in the third degree more than two times against any family or household member as defined in section 455.010, or of any offense committed in violation of any county or municipal ordinance in any state, any state law, any federal law, or any military law which, if committed in this state, would be a violation of this section, is guilty of a Class D felony for the third or any subsequent commission of the crime of domestic assault. The offenses described in this subsection may be against the same family or household member or against different family or household members.

Dating Violence: The term “dating violence” means violence committed by a person

- 1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition-

- 1. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- 2. Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The State of Missouri does not have a criminal statute for dating violence.

Stalking: The term "stalking" means,

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - a. Fear for the person's safety or the safety of others; or
 - b. Suffer substantial emotional distress.
2. For the purposes of this definition—
 - a. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, threatens, communicates to or a person, or interferes with a person's property.
 - b. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - c. Reasonable persons mean a person under similar circumstances and with similar identities to the victim.
3. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Crime of stalking--definitions--penalties RSMO. 565.225

1. As used in this section, the following terms shall mean:
 - a. "Course of conduct:" pattern of conduct composed of two or more acts, which may include communication by any means, over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of course of conduct. Such constitutionally protected activity includes picketing or other organized protests;
 - b. "Credible threat", a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, or the safety of his or her family, or household members or domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property. The threat must be against the life of, or a threat to cause physical injury to, or the kidnapping of, the person, the person's family, or the person's household members or domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property;

- c. "Harasses:" to engage in a course of conduct directed at a specific person that serves no legitimate purpose that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.

2. A person commits the crime of stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person.

3. A person commits the crime of aggravated stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person, and

- a. Makes a credible threat; or
- b. At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or
- c. At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or
- d. At any time during the course of conduct, the other person is seventeen years of age or younger and the person harassing the other person is twenty-one years of age or older; or
- e. He or she has previously pleaded guilty to or been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim.

4. The crime of stalking shall be a Class A misdemeanor unless the person has previously pleaded guilty to or has been found guilty of a violation of this section, or of any offense committed in violation of any county or municipal ordinance in any state, any state law, any federal law, or any military law which, if committed in this state, would be chargeable or indictable as a violation of any offense listed in this section, in which case stalking shall be a Class D felony.

5. The crime of aggravated stalking shall be a Class D felony unless the person has previously pleaded guilty to or has been found guilty of a violation of this section, or of any offense committed in violation of any county or municipal ordinance in any state, any state law, any federal law, or any military law which, if committed in this state, would be chargeable or indictable as a violation of any offense listed in this section; aggravated stalking shall be a Class C felony.

6. Any law enforcement officer may arrest, without a warrant, any person he or she has probable cause to believe has violated the provisions of this section.

7. This section shall not apply to activities of federal, state, county, or municipal law enforcement officers conducting investigations of violation of federal, state, county, or municipal law.

B. Education and Prevention Programs

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

1. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
2. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

1. Identifies domestic violence, dating violence, sexual assault, and stalking as prohibited conduct;
 - a. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
 - b. Defines what behavior and actions constitute consent to sexual activity in the State of Missouri and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent;
 - c. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
 - d. Has information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
 - e. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The University has developed an annual educational campaign¹ consisting of presentations that include distribution of educational materials to new students; and participation in and presentation of information and materials during new employee orientation,

The University offered the following primary prevention and awareness programs for all incoming students in 2015:

| <u>Name of Program</u> | <u>Date Held</u> | <u>Location Held</u> | <u>Which Prohibited Behavior Covered?</u> |
|-------------------------|------------------|----------------------|---|
| RAD Class | Feb -2015 | Muncy Gym | SA,DoV,DaV |
| | Oct -2015 | Muncy Gym | SA,DoV,DaV |
| Resident Life Awareness | 8-17-2015 | North Residence Hall | DoV,DaV,SA,S |
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❖ DoV means Domestic Violence; DaV means Dating Violence; SA means Sexual Assault; and S means Stalking.

The University offered the following primary prevention and awareness programs for all new employees in 2015:

| <u>Name of Program</u> | <u>Date Held</u> | <u>Location Held</u> | <u>Which Prohibited Behavior Covered?</u> |
|------------------------|------------------|----------------------|---|
| RAD Class | Feb 2015 | Muncy Gym | SA,DoV,DaV |
| | Oct 2015 | Muncy Gym | SA,DoV,DaV |
| | | | |

❖ DoV means Domestic Violence; DaV means Dating Violence; SA means Sexual Assault; and S means Stalking.

The University offered the following ongoing awareness and prevention programs for students in 2015:

| <u>Name of Program</u> | <u>Date Held</u> | <u>Location Held</u> | <u>Which Prohibited Behavior Covered?</u> |
|--------------------------|------------------|---|---|
| RAD class | Feb 2015 | Muncy Gym | DoV, DaV, SA |
| | Oct 2015 | Muncy Gym | DoV, DaV, SA |
| Sexual Assault Awareness | Feb 20-21 2015 | Campus wide. Teal ribbons given to draw awareness | DaV, SA, DoV |
| | | | |
| | | | |

❖ DoV means Domestic Violence; DaV means Dating Violence; SA means Sexual Assault; and S means Stalking.

The University offered the following ongoing awareness and prevention programs for employees in 2015:

| <u>Name of Program</u> | <u>Date Held</u> | <u>Location Held</u> | <u>Which Prohibited Behavior Covered?</u> |
|-----------------------------------|------------------|---|---|
| Practical look at campus security | Feb 2015 | Chapel Fine Arts building main auditorium | DoV, DaV, SA, S |
| RAD class | Feb 2015 | Muncy Gym | DoV, DaV, SA |
| | Oct 2015 | Muncy Gym | DoV, DaV, SA |
| Interpersonal Violence | Feb- 19 2015 | For all Faculty and Staff in the recital hall | DoV, SA |
| Sexual Assault Awareness | Feb 20-21 2015 | Campus wide. Teal ribbons given to draw awareness | DaV, SA, DoV |

❖ DoV means Domestic Violence; DaV means Dating Violence; SA means Sexual Assault; and S means Stalking.

C. Procedures for Reporting a Complaint

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Department of Public Safety or local law enforcement. Students and employees should contact Ms. Kimberly Grey, Associate Dean of Students and Director of Career Services, located in the Student Development Office #3 College Park Drive Suite 205 Field Building, Creve Coeur, MO 63141. Phone: (314) 392-2241.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at Mercy Hospital St. Louis located at 615 S. New Ballas Road, Saint Louis, MO 63141. The hospital may also be reached by dialing (314) 251-6000.

In Missouri, evidence may be collected even if you chose not to make a report to law enforcement. The hospital will require you to provide your name and will hold your rape kit indefinitely so that you may decide when and if to report the incident to local police. 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 72 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, and other communications, and keeping pictures, logs, or other copies of documents, if they have any that would be useful to University hearing boards/investigators or police. Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to

decline involvement with the police. The University will assist any victim with notifying local police if they so desire. The local law enforcement agencies serving Missouri Baptist University (and the surrounding area) are listed below:

| Law Enforcement Agency | Address | Telephone Number |
|------------------------------------|---|------------------|
| Creve Coeur Police Department | 300 N New Ballas Rd Creve Coeur | (314) 432-8000 |
| St. Louis County Police Department | 7900 Forsyth Blvd St. Louis MO 63105 | (314) 889-2341 |

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Dr. Andy Chambers, Senior Vice President for Student Development. His office is located at #3 College Park Drive Suite 205 Field Building, Creve Coeur, MO 63141. Phone: (314) 392-2212. E-mail: chambers@mobap.edu. You can call, write or come into his office to report in person, and you can report the incident to Campus Police if the victim so desires. The University will provide resources on campus, off campus, or both, including medical and health resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or the obtainment of protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Public Safety or law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the University, below are the procedures that the University will follow, as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

| Incident Being Reported: | Procedure Missouri Baptist University Will Follow: | Evidentiary Standard TO MEET YOUR STANDARDS |
|--------------------------|---|--|
| Sexual Assault | <ol style="list-style-type: none"> 1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care. 2. Institution will assess immediate safety needs of complainant. 3. Institution will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department. 4. Institution will provide complainant with referrals to on- and off-campus mental health providers. 5. Institution will assess the need to implement interim or long-term protective measures, such as housing changes, changes in class schedule, and "No Contact" directive between both parties. 6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate. 7. Institution will provide written instructions on how to apply for Protective Order. 8. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution. 9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is... 10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. | Preponderance of the evidence |

| | | |
|-----------------|---|-------------------------------|
| Stalking | <ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a "No trespass" (PNG) directive to accused party, if deemed appropriate | Preponderance of the evidence |
|-----------------|---|-------------------------------|

| | | |
|---------------------------------|---|--------------------------------------|
| <p>Dating Violence</p> | <ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a "No trespass" (PNG) directive to accused party, if deemed appropriate | <p>Preponderance of the evidence</p> |
| <p>Domestic Violence</p> | <ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a "No trespass" (PNG) directive to accused party, if deemed appropriate | <p>Preponderance of the evidence</p> |

D. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Further, the University complies with Missouri law in recognizing orders of protection. In Missouri, a complainant can receive an ex-parte order, which is a temporary order quickly issued by the court and subsequently, a full order of protection, which is granted after a court hearing is held. Complainants can petition to receive an ex-parte order by going to the Family Court of St. Louis County located at 7900 Carondelet Avenue, Room 156 Clayton, MO, 63105. Police can also issue a temporary ex-parte order at the police department after hours if needed (see resource chart for police department). The University cannot legally apply for a legal order of protection, no contact order, or restraining order for a victim in this jurisdiction. The victim is required to apply directly for these services. Any person who obtains an order of protection from Missouri or any US state should provide a copy to Public Safety and the Office of the Title IX Coordinator. A complainant may then meet with Public Safety to develop a Safety Action Plan, which is a plan for campus safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to, escorts, special parking arrangements, provision of a temporary cellphone, change of classroom location or permission for allowing a student to complete assignments from home, etc. The University may issue an institutional "No Contact" directive, if deemed appropriate, or at the request of the victim or accused student.

To the extent of the victim's cooperation and consent, University offices will work cooperatively to ensure that the complainant's health, physical safety, work, and academic status are protected, pending the outcome of a formal University investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to mental health, counseling, health services, visa and immigration assistance, legal assistance, and victim advocacy and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20)). Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of

the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims nor house identifiable information regarding victims in the Public Safety’s Daily Crime Log, in campus Timely Warnings, or online. Victims may request that directory information on file be removed from public sources by request (employees should contact Human Resources and students should contact Kim Grey, the Associate Dean of Students).

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking On-Campus

| | | |
|---|---|--|
| Counseling | Kim Grey Associate Dean of Students and Director of Career Services | #3 College Park Drive suite 205 Field Building. Creve Coeur, MO 63141 (314) 392-2241 |
| Health | Mercy Clinic | 503 Spartan Village Drive suite 20x Creve Coeur MO 63141 (314) 364-3970 |
| Mental Health | Mercy Clinic | 503 Spartan Village Drive suite 20x Creve Coeur MO 63141 (314) 364-3970 |
| Victim Advocacy | St. Louis County Prosecuting Attorney’s office. Office of Victim Services | 100 South Central Ave (Second floor) Clayton, MO 63105 (314) 615-2600 http://stlouiscopa.com/Divisions.aspx?ID=155 |
| Legal Assistance | Legal Services of Eastern Missouri | 4232 Forest Park Ave St. Louis, MO 63108 (314) 534-4200 |
| Visa and Immigration Assistance | Legal Services of Eastern Missouri | 4232 Forest Park Ave St. Louis, MO 63108 (314) 534-4200 |
| Other (like Title IX Coordinator, Faith-based resources, resources for employees and students who identify as LGBTQ, minority, aging, disable, etc) | | |
| Emergency Order of Protection | Missouri Baptist University Public Safety or Creve Coeur Police Department | 6b College Park Drive Creve Coeur, MO 63141 314 744-5355 |

Off-Campus

| | | |
|---|--|--|
| Counseling | Agape Christian Counseling Service | 9378 Olive Blvd, suite 317 St. Louis, MO 63132 (314)888-5702 www.agapeccs.com |
| Health | Mercy Hospital | 615 S. New Ballas Road St. Louis, MO 63141 Phone (314) 251-6000 www.mercy.net |
| Mental Health | Agape Christian Counseling Service | 9378 Olive Blvd, suite 317 St. Louis, MO 63132 (314)888-5702 www.agapeccs.com |
| Victim Advocacy | St. Louis County Prosecuting Attorney's office. Office of Victim Services | 100 South Central Ave (Second floor) Clayton, MO 63105 (314) 615-2600 http://stlouiscopa.com/Divisions.aspx?ID=155 |
| Legal Assistance | Legal Services of Eastern Missouri | 4232 Forest Park Ave St. Louis, MO 63108 (314) 534-4200 |
| Visa and Immigration Assistance | Legal Services of Eastern Missouri | 4232 Forest Park Ave St. Louis, MO 63108 (314)534-4200 |
| Other (like Faith-based resources, resources for employees and students who identify as LGBTQ, minority, aging, disable, etc) | Kaizen Counseling Service | 13545 Barrett Parkway Drive St. Louis, MO 63021 Phone (314) 909-7775 www.kaizencounseling.com |
| Court houses, where to obtain order of protection | St. Louis County Domestic Violence Court | 7900 Carondelet Ave, Room 299 Clayton, MO 63105 (314) 615-4642 |

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

<http://www.laawstl.org> Legal Advocates for Abused Women of Missouri

How to be an Active Bystander

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

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

Risk Reduction

With no intent to blame victims and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

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

7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common, open containers.
13. **Watch out for your friends and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - a. **Remember that being in this situation is not your fault.** You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be

able to help you? Is there an emergency phone nearby?

17. **If you and/or the other person have been drinking**, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

E. Adjudication of Violations

Whether or not criminal charges are filed, the University or a person may file a complaint under the Sexual Harassment Policy and Complaint Procedures alleging misconduct. Below are the major steps in the policy, the anticipated timelines, the decision making process for a finding of responsibility, the University’s decisions procedure about which resolution process to use, which resolution process to use and all sanctions possible if a person is found responsible for sexual misconduct.

| If you are: | Name of applicable policy: | Access it here electronically: | The Major Steps in your Policy are: | The anticipated timelines are: | The decision making process includes: | Resolution options and how University decides which process to use: | Sanctions: (Cannot provide a range—must list each and every possible sanction and if they are different for each of the Big 4, list separately) |
|----------------|---|---|---|--------------------------------|--|---|--|
| Faculty /Staff | | | | | | | |
| Students | Sexual Assault and Relationship Violence Policy | https://www.mobap.edu/wp-content/uploads/2013/01/MBU-Sexual-Assault-and-Relationship-Violence-Policy.pdf | Confidential Resources, Formal Complaint, Criminal Report, Internal measures, Conduct process, Sanctions, and Appeals | 10 to 60 days | Review of the investigation, followed by a review of the Senior Vice President for Student Development. Senior Vice President for Student Dev then decides the next course of action. | | |

Reports of all domestic violence, dating violence, sexual assault, and stalking made to Campus Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless if the complainant chooses to pursue criminal charges.

The University disciplinary process is consistent with the institution’s policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. Usually, the resolution of complaints of sexual misconduct is completed within 60 days of the report; however, the proceedings’ timeframe allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating

violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The policy provides that:

1. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;
2. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
3. The institution will allow for timely access to the accuser, the accused, and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meetings and hearings;
4. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
5. The institution provides the accuser and accused the same opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process, but are not allowed to be present or act on behalf on either party at the official proceeding;
6. A student conduct decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "Is it more likely than not that the accused student violated the University's Student Conduct Code?"
7. The accuser and the accused will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and
8. The accuser and the accused each have the right to appeal the outcome of the hearing by filing an appeal within three (3) business days, formally appealing to the University Conduct Committee by written notice delivered to the Senior Vice President for Student Development/ Associate Provost, and will be notified simultaneously in writing of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved.

The University strictly prohibits retaliation.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the University's ability to respond to the complaint may be limited.

Confidentiality

The University will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

Protective Measures

The University may implement protective measures following the report of domestic violence, dating violence, sexual assault, and/or stalking, which may include some or all of the following actions: For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts, which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to, a University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Missouri Baptist University.

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible 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.

Sex Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act.

Under the Campus Sex Crimes Prevention Act, persons required to register under a state offender registration program must notify the state concerning each post-secondary school at which the offender works or is a student. The State of Missouri has developed a statewide registry list. The Revised Statutes of Missouri, Sections 589.400 to 589.425 and 43.650, RSMo. mandate that the Missouri State Highway Patrol shall maintain a sex offender database and a web site on the Internet that is accessible to the public. The information on the website refers only to persons who have been convicted of, found guilty of, or plead guilty to committing or attempting to commit sexual offenses and may not reflect the entire criminal history of a particular individual. Offenders who are required to register for crimes of kidnapping, felonious restraint, or child abuse may not be listed.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

REGISTERED SEX OFFENDERS

Information regarding registered sex offenders in the state of Missouri is available online at

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>.

ALCOHOLIC BEVERAGES

The consumption, possession, use and sale of alcoholic beverages by students or their guests on campus, at any university sponsored function or by any group that is identified with the University, is prohibited. DPS will enforce Missouri underage drinking laws. Any student appearing on campus or at any university-sponsored function under the influence of intoxication beverage will be subject to disciplinary action.

DRUGS

The illegal consumption, possession, use and sale of any narcotic or unlawful drug will be grounds for disciplinary action and is prohibited at MBU. The Department of Public Safety will enforce federal and Missouri drug laws.

MBU is committed to creating an environment free of drug and alcohol abuse. Federal law requires MBU to notify faculty, students and staff information about the institution's compliance with the Drug Free Schools and Communities Act. These policies can be reviewed by visiting the MBU Public Safety web page at www.mobap.edu/safety. Throughout the year, Missouri Baptist University periodically has information and/or programs concerning the use of abusive substances. If it is deemed that a student has an addictive problem, we will refer him/her to an appropriate program.

WEAPONS

Use and possession of firearms, explosive devices or any weapon or device capable of inflicting bodily harm upon a person is strictly prohibited on University property. Violation of this provision is covered by Missouri State law, which imposes severe penalties upon conviction along with a possible jail sentence.

UNIVERSITY POLICIES AND STATEMENTS

For complete information on the MBU policies for student conduct, harassment, vandalism, drug and alcohol use, sexual harassment, weapons, and discipline/judicial procedures, please obtain a copy of the Student Handbook from the Student Activities Office. You can review these policies through links on the MBU Public Safety web page at www.mobap.edu/safety

The MBU campus is located in West St. Louis County. While no guarantee can be made that a person will not be the victim of a crime, the risk factor is moderate to low. **Self-protection is a shared responsibility that begins with examining your personal attitudes and practices. This method of self-protection begins with locking your room while you are asleep or away. Lock your car and remove valuables from view from the outside when you are away from your car. Most personal crimes occur by way of an unlocked door. If you decide to live off campus, the department will assist you in determining what police jurisdiction you are in, so you may request crime statistics from them.**

Throughout the year, the department offers many prevention and informational programs. One program is the Public Safety Alert Notice, (these notices are posted around campus within 12 hours of any incident involving personal safety to alert the community of possible problems). If you have a particular concern or request for other

programming, please contact the Public Safety Director.

View the Public Safety Web Site for further information at

<http://www.mobap.edu/safety>.

CRIME STATISTICS

The table below lists the crimes reported to the campus Department of Public Safety for the past five calendar years. The terms and definitions of reported crimes are those used in the Campus Security Act of 1990, with revisions in 1992, 1994, 2000 and 2009.

| Main: OFFENSE | 12 | 13 | 14 | 15 |
|-----------------------------------|----|----|----|----|
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Forcible Sex Offense | 5 | 0 | 0 | 0 |
| Non-Forcible | | | | |
| Sex Offense | 0 | 0 | 4 | 2 |
| Robbery | 0 | 0 | 0 | 0 |
| Aggravated | 0 | 0 | 0 | 0 |
| Assault | 0 | 0 | 2 | 1 |
| Burglary | 2 | 0 | 0 | 0 |
| Larceny (Theft) | 0 | 15 | 5 | 6 |
| Motor Vehicle Theft | 0 | 0 | 0 | 1 |
| Arson | 0 | 1 | 0 | 1 |
| Stalking | | | 0 | 2 |
| Hate Crimes | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Liquor Violation | 1 | 6 | 8 | 7 |
| Drug Violations | 1 | 1 | 2 | 5 |
| Weapon Violations | 0 | 0 | 2 | 1 |

These crime statistics are a subcategory of the previous chart that reflected total campus crime where as these reflect those occurring in campus housing.

| Main Campus housing OFFENSE | 12 | 13 | 14 | 15 |
|-----------------------------------|----|----|----|----|
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Forcible Sex Offense | 0 | 0 | 0 | 0 |
| Non-Forcible | | | | |
| Sex Offense | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 |
| Aggravated | 0 | 0 | 0 | 0 |
| Assault | 0 | 0 | 2 | 1 |
| Burglary | 2 | 0 | 0 | 0 |
| Larceny (Theft) | 0 | 5 | 3 | 3 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 1 |
| Stalking | | | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Liquor Violation | 1 | 6 | 8 | 7 |
| Drug Violations | 1 | 1 | 2 | 5 |
| Weapon Violations | 0 | 0 | 2 | 1 |

Arnold Regional Learning Center:

| OFFENSE | 12 | 13 | 14 | 15 |
|-----------------------------------|----|----|----|----|
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Forcible | | | | |
| Sex Offense | 0 | 0 | 0 | 0 |
| Non-Forcible | | | | |
| Sex Offense | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 |
| Aggravated | | | | |
| Assault | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 |
| Larceny (Theft) | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Liquor Violation | 0 | 0 | 0 | 0 |
| Drug Violations | 0 | 0 | 0 | 0 |
| Weapon Violations | 0 | 0 | 0 | 0 |

Troy/Wentzville Regional Learning Center:

| OFFENSE | 12 | 13 | 14 | 15 |
|-----------------------------------|----|----|----|----|
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Forcible | | | | |
| Sex Offense | 0 | 0 | 0 | 0 |
| Non-Forcible | | | | |
| Sex Offense | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 |
| Aggravated | | | | |
| Assault | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 |
| Larceny (Theft) | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Liquor Violation | 0 | 0 | 0 | 0 |
| Drug Violations | 0 | 0 | 0 | 0 |
| Weapon Violations | 0 | 0 | 0 | 0 |

Union Regional Learning Center:

| OFFENSE | 12 | 13 | 14 | 15 | |
|-----------------------------------|----|----|----|----|---|
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 | |
| Forcible | | | | | |
| Sex Offense | 0 | 0 | 0 | 0 | |
| Non-Forcible | | | | | |
| Sex Offense | | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | |
| Aggravated | | | | | |
| Assault | 0 | 0 | 0 | 0 | |
| Burglary | 0 | 0 | 0 | 0 | |
| Larceny (Theft) | 0 | 0 | 0 | 0 | |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | |
| Arson | 0 | 0 | 0 | 0 | |
| Hate Crimes | 0 | 0 | 0 | 0 | |
| Negligent Manslaughter | 0 | 0 | 0 | 0 | |
| Liquor Violation | 0 | 0 | 0 | 0 | |
| Drug Violations | 0 | 0 | 0 | 0 | |
| Weapon Violations | 0 | 0 | 0 | 0 | |

Farmington Regional Learning Center:

| OFFENSE | 12 | 13 | 14 | 15 |
|-----------------------------------|----|----|----|----|
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Forcible | | | | |
| Sex Offense | 0 | 0 | 0 | 0 |
| Non-Forcible | | | | |
| Sex Offense | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 |
| Aggravated | | | | |
| Assault | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 |
| Larceny (Theft) | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Liquor Violation | 0 | 0 | 0 | 0 |
| Drug Violations | 0 | 0 | 0 | 0 |
| Weapon Violations | 0 | 0 | 0 | 0 |

Lewis & Clark Regional Learning Center:

| OFFENSE | 12 | 13 | 14 | 15 |
|-----------------------------------|----|----|----|----|
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Forcible | | | | |
| Sex Offense | 0 | 0 | 0 | 0 |
| Non-Forcible | | | | |
| Sex Offense | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 |
| Aggravated | | | | |
| Assault | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 |
| Larceny (Theft) | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Liquor Violation | 0 | 0 | 0 | 0 |
| Drug Violations | 0 | 0 | 0 | 0 |
| Weapon Violations | 0 | 0 | 0 | 0 |

John A Logan Regional Learning Center:

| | | | | |
|-----------------------------------|----|----|----|----|
| OFFENSE | 12 | 13 | 14 | 15 |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Forcible | | | | |
| Sex Offense | 0 | 0 | 0 | 0 |
| Non-Forcible | | | | |
| Sex Offense | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 |
| Aggravated | | | | |
| Assault | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 |
| Larceny (Theft) | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Liquor Violation | 0 | 0 | 0 | 0 |
| Drug Violations | 0 | 0 | 0 | 0 |
| Weapon Violations | 0 | 0 | 0 | 0 |

Rend Lake Regional Learning Center:

| OFFENSE | 12 | 13 | 14 | 15 |
|-----------------------------------|----|----|----|----|
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Forcible | | | | |
| Sex Offense | 0 | 0 | 0 | 0 |
| Non-Forcible | | | | |
| Sex Offense | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 |
| Aggravated | | | | |
| Assault | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 |
| Larceny (Theft) | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 |
| Hate Crimes | 0 | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 | 0 |
| Liquor Violation | 0 | 0 | 0 | 0 |
| Drug Violations | 0 | 0 | 0 | 0 |
| Weapon Violations | 0 | 0 | 0 | 0 |

Fire Safety Report

If a fire occurs in a MBU building, community members should immediately notify DPS at (314) 744-5355 or push any emergency call button located in your area. DPS will initiate a response, and contact the local fire department. If a member of the MBU community finds evidence of a fire that has been extinguished, and the person is not sure whether DPS has already responded, the community member should immediately notify DPS to investigate and document the incident.

Policies Students and Employees Should Follow In Case of a Fire

Your worst enemy during a fire is smoke. If you're surrounded by smoke, get down on the floor and crawl to safety. Hold your breath and close your eyes if you can. Close doors behind you as you escape. Always use stairs to escape. **Never** use an elevator. Here are a few simple fire safety tips:

- Learn the location of fire exits and alarm pull stations near you and know the emergency number for assistance – 911.
- Sound the fire alarm if you see smoke or detect a burning odor.
- Have a prepared escape plan and know your escape route.
- Remember to remain calm.
- Use exit stairs. **Never** use elevators.
- Close doors behind you as you escape. In most cases, this will prevent smoke damage and fire from entering the room you are exiting.
- Do not re-enter a fire-damaged building until it has been declared safe.
- If you become trapped, seal off cracks around doors and vents with cloth or rugs. (Soak them in water if possible.)
- Shut off fans and air conditioners.
- Signal for help from a window. If a campus phone is still operational, call 5355 Police Emergency at 911. If you are using a cell phone, call (314)744-5355.

Evacuation Procedures

The fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety reasons.

When a fire alarm is activated, the elevators in most buildings will stop automatically.

Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically ring to our alarm company who will, in turn, contact Public Safety.

DPS publishes this fire safety report as part of its annual Clery Act Compliance document, via this brochure, which contains information with respect to the fire safety practices and standards for MBU. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire and the value of the property damage caused by a fire (see fire statistics charts below for more information). The compliance document is available for review 24 hours a day on the DPS website at www.mobap.edu/safety.

Student Housing Evacuation Procedures In Case of a Fire

- If you hear the fire alarm, immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly. If heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Resident life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: if there is an emergency in the building, leave by the nearest exit), the resident life staff members will knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- Each resident should report to his/her assigned assembly area as posted in each room. Resident life staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.

Fire Safety Education and Training

Faculty and staff are provided education on fire safety and information on how to report a fire, or evidence of a fire, to whom, and procedures to be followed for non-residential buildings on campus when a fire alarm signals.

Each Missouri Baptist University building has fire evacuation plans posted in common areas. All employees are encouraged to become familiar with the escape routes for all buildings and floors and the locations of fire extinguishers, hoses and alarms. In the event of a fire or evacuation, every employee should follow the fire safety evacuation route and vacate the premises until the officials in charge declare the premises safe to enter. Exits and areas around fire extinguishers must be kept clear at all times. Periodic fire safety inspections and drills are held to test equipment and procedures.

Fire Safety Systems Chart

| MBU Main Campus Residence Halls | Fire Monitoring done off site by TECH Electronics | Partial Sprinkler System | Full Sprinkler System | Smoke Detection Devices | Fire Extinguisher Devices | Evacuation Plans / Placards | Number of evacuation (fire) drills for 2015 are |
|---|---|--------------------------|-----------------------|-------------------------|---------------------------|-----------------------------|---|
| North Hall | Yes | No | Yes | Yes | Yes | Yes | 4 |
| Pillsbury-Huff Hall | Yes | No | No | Yes | Yes | Yes | 4 |
| Spartan Village Apartments | Yes | No | Yes | Yes | Yes | Yes | 4 |
| Spartan Village Row House | Yes | No | Yes | Yes | Yes | Yes | 4 |
| Charter Place Apartments (off campus housing) | No | No | No | Yes | Yes | Yes | 4 |

Fire Protection Equipment/Systems

A majority of University buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by staff at DPS. Refer to the Fire Safety Systems Chart.

Amenities are provided in the Fire Safety Systems Chart for information about fire detection, notification, and suppression systems in each residential facility.

Future Improvements to Fire Safety

MBU is in the process of upgrading the Pillsbury-Huff and North Hall Dorm to a certified UUFX alarm system to match existing buildings.

The following are prohibited items (e.g. sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g. smoking in the room; tampering with life safety equipment; possession of pets; etc.).

Fire Safety Tips

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.

- A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.
- Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping.
- Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of University policy.
- Almost $\frac{3}{4}$ of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in any MBU building.

Fire Statistics

2015

| M.B.U. Residential Facilities | Number of Fires | Fire Number | Cause of Each Fire | Number of Injuries Related to Fire | Number of Deaths Related to Each Fire | Value of Property Damage |
|--|--------------------|-------------|---------------------------|---|--|--------------------------------|
| North Hall | 0 | 0 | n/a | 0 | 0 | 0 |
| Pillsbury-Huff Hall | 0 | 0 | n/a | 0 | 0 | 0 |
| Spartan Village Apts. | 0 | 0 | n/a | 0 | 0 | 0 |
| Spartan Village Row House | 1 | 1 | Spontaneous Combustion | 0 | 0 | \$20.00 |
| Charter Place Apartments | 0 | 0 | n/a | 0 | 0 | 0 |

2014

| M.B.U. Residential Facilities | Number of Fires | Fire Number | Cause of Each Fire | Number of Injuries Related to Fire | Number of Deaths Related to Each Fire | Value of Property Damage |
|--|-----------------|-------------|-----------------------|--|--|--------------------------------|
| North Hall | 0 | 0 | n/a | 0 | 0 | 0 |
| Pillsbury-Huff Hall | 0 | 0 | n/a | 0 | 0 | 0 |
| Spartan Village Apts. | 0 | 0 | n/a | 0 | 0 | 0 |
| | | | | | | |

2013

| M.B.U. Residential Facilities | Number of Fires | Fire Number | Cause of Each Fire | Number of Injuries Related to Fire | Number of Deaths Related to Each Fire | Value of Property Damage |
|--|-----------------|-------------|-----------------------|--|--|--------------------------------|
| North Hall | 0 | 0 | n/a | 0 | 0 | 0 |
| Pillsbury-Huff Hall | 0 | 0 | n/a | 0 | 0 | 0 |
| Spartan Village. | 0 | 0 | n/a | 0 | 0 | 0 |
| Charter Place Apt | 0 | 0 | n/a | 0 | 0 | 0 |

A daily fire log is available for review at the DPS Office in the modular building just north of the Administration building, from 8 a.m.–5 p.m. Monday through Friday, excluding holidays. The information in the fire log typically includes information about fires that occur in residential facilities, including the nature, date, time and general location.



Missouri Baptist University

Department of Public Safety

One College Park Drive Creve Coeur, MO 63141

The Office is located in the #1 Modular Office Building located at the north end of the Administration building at the corner of College Park Drive and Dink-Marler Drive

Emergency Number (314) 744-5355 on campus phone x5355

Directors office (314) 392-2374