

ANNUAL SECURITY AND FIRE SAFETY REPORT AND STATEMENT OF SAFETY & SECURITY POLICIES

Christian Theological Seminary

2019

Prepared by Student Operations

The following information is provided as a service to the Christian Theological Seminary (CTS) community in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” and Annual Fire Safety Report for Campus Housing [20 USC 1092] and (Public Law 110-315).

The Christian Theological Seminary Department of Facilities Management strongly encourages students, faculty, guests, and staff to immediately report all crimes, suspected criminal activity, incidents, or other emergencies to the Butler University Police Department (BUPD), Director of Facilities Management (CTS) or other law enforcement authorities. In response to reports of emergencies or criminal actions, the Director of Facilities Management will investigate all reports of crimes. This includes confidential (where the reporting parties’ names are known but not released) and anonymous (where the reporting parties’ names are not known) reports.

EMERGENCY: 911

Butler University Police Department: (317) 940-9396

Indianapolis Metropolitan Police Department: (317) 327-3811

Christian Theological Seminary Facilities Management (317) 931-2391

SEMINARY POLICE

Christian Theological Seminary does not employ its own police force, it does however contract with Butler University Police Department to patrol our campus and respond to emergency requests for assistance and alarms. They are headquartered at 525 W. Hampton Dr. Indianapolis, IN 46208, (317) 940-9396.

By virtue of Indiana Codes 20-12-3.5-1 through 20-12-3.5-6, and mutual aid agreements with the City of Indianapolis, Butler University Police Officers have full police powers.

Butler University police officers enforce all state and local laws, including underage drinking, controlled substances, crimes against property, and crimes against persons. BUPD works cooperatively with local, county, and state law enforcement agencies and also works closely with the Christian Theological Seminary Office of Facilities Management to enforce all Discipline Processes. There are no current Memorandum of

Understandings in place between the Butler University Police Department, Christian Theological Seminary Office of Facilities Management and the Indianapolis Metropolitan Police Department. All agencies have great working relationships.

REPORTING CRIMINAL ACTION AND OTHER EMERGENCIES

All crimes or suspected crimes on campus should be reported immediately to Butler Police and Facilities Management. Crimes occurring off campus can also be reported to Butler Police or to the Indianapolis Metropolitan Police Department, depending upon where the incident occurred. When the victim of a crime elects to or is unable (physically/mentally) to make such a report, persons familiar with the crime are encouraged to openly report it for them. It is the policy of CTS to allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual security report. Crimes should be reported to the Office of Facilities Management for inclusion in the annual statistical disclosure of crimes as well as for assessment for a Timely Warning.

Daily crime logs containing the time, date, and general locations of all reported incidents are available to the public by visiting the Office of Facilities Management. Information from crime reports is analyzed to identify emerging crime trends and allocate resources more efficiently.

Additional individuals to whom a crime can be reported

The Seminary has designated several individuals as Campus Security Authorities (CSA). A campus security authority is an official of an institution who has significant responsibility for student and campus activities, including, but not limited to student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Emergencies: Call 911

Non-Emergencies:

- Butler University Police Department: (317) 940-9396
- Indianapolis Metropolitan Police Department: (317) 327-3811
- CTS Department of Facilities Management (317) 931-2391

Crime Statistics

Definitions of categories

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault with a gun, knife, or other weapon

which could or probably would result in a serious potential injury if the crime were successfully completed.

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

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

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such 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, dating violence includes but is not limited to sexual or physical abuse or threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

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

Disciplinary Referrals: Include those individuals referred to the Dean of Students for liquor law, drug law, and illegal weapon violations. The numbers include CTS incidents that are reported to the Butler University Police Department.

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

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Forcible Rape: The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/ her temporary or permanent mental or physical incapacity (or because of his/her youth).

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening word and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

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

Manslaughter by Negligence: The killing of another person through gross negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joy riding).

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purpose of this definition, 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, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but not necessarily, require medical or other professional treatment or counseling.

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

Definitions of geography

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

*Note: Statistics for Seminary housing facilities are recorded and included in both the on-campus category and the residential facilities only category.

Non-Campus Buildings or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographical area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Reported crime statistics

These charts report crime statistics for Christian Theological Seminary calendar years 2014, 2015, and 2016. All institutions are required to list a breakdown of reported crimes by geographic location. The categories are:

1. On-campus property (Seminary-owned, contiguous, educational, and student-used, including residence halls).
2. Non-campus property (non-contiguous owned, and student-used).
3. Public property (streets, sidewalks, and lots adjacent to campus property).
4. On-campus residential only (Seminary-owned or leased student housing).

In addition, the Seminary is required to state if any of the subcategories of reported crimes fall under the category of hate crimes. In addition to the subcategories, the crimes

of theft, simple assault, and intimidation shall be reported if perpetrated as hate crimes. A hate crime is defined as an act that has evidence to show the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, national origin, or gender identity.

The statistics in this annual report were prepared by the Office of Facilities Management based on information gathered from individuals in the following Seminary offices and local law enforcement authorities:

Executive Leadership Team of President, Vice President Business Office, Vice President of Academic Affairs, VP Networking, Recruitment & Admissions and General Counsel, Vice President Seminary Advancement, Executive Director, Center for Pastoral Excellence, Executive Director, Counseling Center, Dean of Students, Director of Finance & Administration, Title IX Coordinator; Butler University Police Department: Assistant Chief of Police for Administration Indianapolis Metropolitan Police Department and Campus Security Authorities.

Offense (Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Murder/Non Negligent Manslaughter	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/object and Fondling)	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Sex Offenses, Non Forcible (Incest and Statutory)	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Robbery	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Aggravated Assault	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Burglary	2016	4	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0	0
	2015	1	0	0	1	0
	2014	0	0	0	0	0
Liquor Law Arrests	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	2	0	0	2	0
Drug Law Arrests	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Weapons Law Arrests	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Liquor Law Violations	2016	0	0	0	0	0

Referred for Disciplinary Action	2015	1	0	0	1	1
	2014	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities
Arson	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Domestic Violence	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
Dating Violence	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	1	0	0	1	1
Stalking	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0

HATE CRIME REPORTING: (NOT INCLUDED IN THE CHART ABOVE)

There were no hate crimes reported for 2014, 2015, and 2016.

VIOLENCE AGAINST WOMEN Act: (NOT INCLUDED IN THE CHART ABOVE)

There were no Violence Against Women Act crime reported for 2014, 2015, and 2016.

TIMELY WARNINGS

In the event that a crime is reported on campus or in property owned or controlled by CTS—that per the judgment of the Director of Facilities Management, or their designee, constitutes an ongoing or continuing threat—a campus timely warning will be issued. The timely warning is generally written by the Facilities Director. Timely Warnings will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences. The warning will be issued through the Seminary e-mail system or emergency text alert to students, faculty, and staff.

Timely warnings are usually distributed for the following Uniform Crime Reporting (UCR) classifications: major incidents of arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis after reviewing the facts and deciding whether there is a continuing danger to the campus community and the amount of information known.

CTS Facilities Management and or Butler University makes available to all media upon request all public information related to reported criminal activity for the purposes of public awareness.

EMERGENCY NOTIFICATION PROCEDURES

In cases of an emergency that would require emergency response or evacuation, CTS will notify the seminary community utilizing various methods. The seminary will utilize its emergency notification system that will send out notification to faculty, staff and students via voice, text, and e-mail messages. Seminary-wide notification system testing will occur once a year. Notification of the test results will be sent to the campus community via an e-mail announcement. The results of these tests can be found in the Office of Facilities Management. Emergency Policies are located in the Student Handbook & Employee Handbook. The Director of Facilities or their designee, without delay, is responsible for authorizing, determining the segments of campus to receive the notification, creating the content and initiating the emergency notification upon determination there is an immediate threat to the seminary community or a significant emergency or dangerous situation. This notification may be withheld or delayed if in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

POLICIES FOR DISCLOSING CRIME STATISTICS

CTS Facilities Management prepares an annual safety & security report disclosing all crime statistics required by the U.S. Department of Education in compliance with the Clery Act. This report is filed with the Department of Education and is available to the public at <http://www.cts.edu/lifects/life-cts/campus-safety.aspx> . Christian Theological Seminary crime statistics can also be found at <http://ope.ed.gov/Security/> You may also obtain a printed copy by calling or writing to:

Christian Theological Seminary Department of Facilities Management

Attn: Crime Stats
1000 West 42nd Street
Indianapolis, Indiana 46208
Telephone: (317) 931-2391

Christian Theological Seminary's annual crime statistics include on-and non-campus crimes as defined by the Clery Act that are reported to CTS Facilities Management or Butler University Police Department. They also include statistics on disciplinary referrals to the following committees on discipline. Procedures for formal disciplinary action are specified in the following Seminary policy documents:

- For faculty, in the Policy Statement on Faculty Relationships;
- For staff, in the Christian Theological Seminary Handbook for Employees;
- For students, in the Principles and Procedures for Guidance and Discipline of Seminary Students section of the Student Handbook.
- For trustees, the President and the Trustee Executive Committee will determine appropriate procedures

In addition, the seminary is required to state if any of the subcategories of reported crimes fall under the category of hate crimes. In addition to the subcategories, the crimes of theft, simple assault, intimidation and vandalism shall be reported if perpetrated as a hate crime. A hate crime is defined as an act that has evidence to show the victim was intentionally selected because of the victim's actual or perceived race, gender, gender identity, religion, National origin, sexual orientation, ethnicity, or disability.

CONFIDENTIALITY

Crimes reported to counselors at the Pastoral Counseling Center, (317) 924-5205, are confidential by law. If it is deemed appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Some off-campus reports may also be legally confidential, such as reports to a private physician or local counseling services.

Crimes reported to the above services are not included in the annual crime statistics.

Due to the Open Records Law of the State of Indiana, confidentiality cannot be afforded to persons reporting crimes to individuals or offices that supply crime statistics for this annual report. Crimes reported to the following individuals or offices are included in the annual crime statistics report:

- Butler University Police
- Office of Facilities Management
- Christian Theological Seminary Leadership Team
- Office of Academic Affairs
- Office of Recruitment and Admissions
- Resident Managers & Property Manager

POLICY FOR PREPARING REPORT

Christian Theological Seminary's Annual Campus Safety & Security Act Report is the result of the effort of many people on campus. Each year the offices and individuals previously listed submit their data for inclusion in the annual crime statistics. No formal police report is required for a crime to be included in the statistics. Every effort is made to ensure that all persons required to report in fact do so and that our statistics are as accurate as possible.

If you have any questions or concerns regarding any of the statistics and information in this report, please contact the Office of Facilities Management, Christian Theological Seminary, 1000 W. 42nd Street, Indianapolis, IN 46280; telephone: (317) 931-2391.

BUILDING ACCESS

Because concern with personal safety and the security of property is shared by all segments of the seminary community, several practices and policies have been established to ensure as safe a community as possible.

Student Apartments

As the student apartments are constructed similar to a community apartment complex, the tenants are responsible for the guests that come and go just like a private residence. Individual keys are assigned upon lease acceptance and tenants are instructed to protect the keys and monitor their surroundings for suspicious activities. Separate fire and optional security alarms are installed in each apartment and are monitored offsite.

Commuter housing

All guests must be escorted by a commuter housing resident when in the living areas. Commuter Housing locations are locked at all times and all residents must have an individual key for entrance. All doors are locked at all times and a Seminary staff member resides in the Hospitality House to ensure that only residents and their registered guests are permitted to enter.

Other Campus Facilities

Other campus facilities have specified hours of operation based on their use and the facilities they contain. These buildings are secured at closing times. Most buildings on campus will be locked at 10 p.m. through the week and at noon on Saturdays, though these times will vary. Butler University Police Department and Facilities Management actively patrol the campus in vehicles, on bicycle, and on foot. Buildings are periodically checked by Facilities Management, Securitas and Butler University Police Officers.

Butler University Police respond to after-hours security at our student apartments and commuter housing. They are also first responders to all burglary and fire alarms.

CAMPUS SEXUAL ASSAULT PREVENTION PROGRAMS

Numerous programs and printed materials relating to personal safety and prevention of sexual assault can be made available to the seminary community through various agencies including Rape, Abuse, & Incest National Network (RAINN). Their website address is <https://rainn.org/> Please contact the Office of Facilities Management for additional information.

REGISTERED SEX OFFENDER INFORMATION

Information regarding registered sex offenders may be obtained from the Indiana's Sex and Violent Offender Registry and is located online at <http://www.icrimewatch.net/indiana.php> and is updated by the Criminal Justice Institute.

SEX OFFENSE PROCEDURES, INCLUDING PRESERVATION OF EVIDENCE AND TO WHOM TO REPORT

Victims of sexual assault are strongly encouraged to report the incident to the police. To preserve physical evidence that may be needed for investigation and prosecution, the victim should not change clothes or otherwise cleanse her/him before going to a hospital. If the victim is reluctant to contact the police initially, she/he should still seek treatment at a hospital to preserve evidence and address any health concerns.

NOTIFICATION OF THE POLICE AND SEMINARY'S ASSISTANCE

Christian Theological Seminary will provide whatever assistance the victim needs in notifying the police. On-campus assaults should be reported to Butler Police at (317) 940-9396. Non-campus incidents should be reported to either Butler Police or the Indianapolis Metropolitan Police Department at (317) 327-3811. In all cases, emergency assistance can be reached by calling 911.

If the victim does not wish to prosecute the offender or even report the offense to the police, she/he can still file a voluntary and confidential report with the Office of Facilities Management, provided the offender is a student, and the seminary's disciplinary process may be initiated.

- Every effort will be made to accommodate a victim's preference as to the gender of the reporting officer.
- Every victim will be treated with respect and sensitivity.
- Every case will be taken seriously and thoroughly investigated regardless of the victim's gender or the gender of the assailant.
- The police will assist the victim in obtaining necessary medical attention and counseling and will continue to assist victims as they proceed through the legal system.

NON-CAMPUS ACTIVITY

Christian Theological Seminary does not have any non-campus activities or non-campus student organizations.

VICTIM'S SERVICES

VICTIM ASSISTANCE: ON-AND OFF CAMPUS

The following are resources for victims of sexual assault and domestic violence within the Indianapolis area:

Rape, Abuse, & Incest National Network (RAINN). Their website address is <https://rainn.org/> (800) 656-HOPE (4673)

Julian Center (317) 941-2200

Salvation Army Social Service Center (317) 637-5551

In addition to criminal prosecution if the offense involves another student, disciplinary action may be initiated within the Seminary. Sanctions may include required counseling, temporary dismissal or expulsion. Both the accuser and the accused are entitled to have others present during any proceedings. The outcome of the proceedings will be provided to both the accuser and the accused for any proceedings where sexual assault is alleged.

COUNSELING RESOURCES

Counseling is available to victims 24 hours a day by calling the following resource:
Christian Theological Seminary Pastoral Counseling Center – (317) 924-5205

ACCOMODATION AND PROTECTIVE MEASURES AVAILABLE FOR VICTIMS

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Christian Theological Seminary will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, CTS will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, or transportation situations regardless of whether the victim chooses to report the crime to CTS, Butler Police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations, or protective measures, a victim should contact the Title IX Coordinator to request

assistance with accommodations. CTS must make such accommodation or provide such protective measures if they are reasonably available.

Seminary Internal Disciplinary Procedures

The student conduct regulations are detailed within Student Handbook. The Handbook states the rights and responsibilities of students and includes possible sanctions, and the procedural rights of students and student organizations.

Prosecution - We strongly encourage survivors of rape/sexual assault to prosecute the assailant under criminal law as well as filing a complaint as detailed in the Student Handbook.

CTS POLICY FOR A DRUG-FREE CAMPUS

As a condition of receiving funds or any other form of financial assistance under any federal program (including Federal Work-Study and Guaranteed Student Loans), CTS must certify that it has adopted and implemented a drug prevention program and make a good faith effort to maintain a drug-free campus. The following information is provided in compliance with federal regulations.

1. The Seminary prohibits the unlawful use, possession, consumption, manufacture, dispensation or distribution (for sale or not) of drugs, controlled substances, or alcohol by any of the CTS community at any time on Seminary premises, or at any time while an employee or student is on Seminary business off premises.
2. Employees and students with drug and/or alcohol related problems may contact the CTS Pastoral Counseling Service for initial counseling and/or referral to off-campus treatment programs, or they may contact treatment programs directly. The successful completion of a treatment program may be required in certain disciplinary procedures.
3. Possession and/or use of alcohol in seminary buildings and grounds are prohibited with the exception of officially sanctioned purposes. State underage drinking laws will be strictly enforced. Abuse of alcohol will not be tolerated.
4. An employee or student will not be permitted on campus while under the influence of illegal drugs, illegal substances, or alcohol. Attending class or reporting to work under the influence of drugs or alcohol is likewise prohibited. Violation of this policy will result in discipline.
5. Excessive or illegal use of prescription medications and controlled substances will not be permitted.
6. The Seminary requires all students and employees to cooperate in investigations of illegal drugs and alcohol use on school premises.
7. As a condition of employment or maintaining student status, students and employees will abide by these terms and will notify the Seminary in writing of his or her conviction of a criminal drug statute occurring in the workplace no later than five calendar days after such a conviction.

- a. After receiving notice from an employee or student or otherwise receiving actual notice of such conviction, CTS is required to notify the US Department of Education, in writing within 10 calendar days.
- b. Within 30 calendar days of receiving notice of conviction, CTS is required to take one of the following actions with respect to any student or employee who is so convicted:
 - i) Take appropriate action against such an employee or student, up to and including termination in the case of an employee or expulsion in the case of a student, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - ii) Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.
8. Off-the-job or off-campus alcohol or illegal drug use which could adversely affect job performance or a student's ability to learn or which could jeopardize the safety of other employees or students, the public, the Seminary or its reputation may result in disciplinary action, up to and including discharge or expulsion.
9. Employees or students who are arrested for off-the-job or off-campus drug activity may be considered to be in violation of this policy. In deciding what action to take, the Seminary will take into consideration the nature of the charges, the employee or student record with the Seminary and other factors relative to the impact of the person's arrest upon the Seminary.
10. Violations of the above standards of conduct can result in disciplinary action up to and including dismissal and referral for prosecution (consistent with local, State and Federal law).

CAMPUS CRIME PREVENTION, SAFETY AWARENESS, PREVENTION OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, and STALKING PROGRAMS

Crime Prevention presentations relating to personal safety and the safeguarding of one's property are offered to the entire seminary community through a collaborative effort of the Office of Facilities Management and the Butler University Police Department. If you or your organizations are interested in reserving a program presenter, contact Facilities Management to schedule a specific presentation at (317) 931-2391.

Christian Theological Seminary takes the prevention of dating violence domestic violence, sexual assault, and stalking very seriously. The Seminary prohibits the crimes of domestic violence, sexual assault, and stalking.

Emergency phones have been placed throughout the campus grounds to aid in the reporting of crimes or other emergencies. To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call someone from Facilities Management.

Walking Alone

- Use well-traveled route
- Walk purposefully, briskly, and keep moving.
- Walk in the center of the sidewalk — away from buildings, doorways, hedges and parked cars.
- Walk on the side of the street facing oncoming traffic. If a car pulls next to you going the same way, reverse your direction.
- Avoid traveling the same route every day.
- Have the key to your home ready as you approach.

If you are dropped off by a taxi or automobile, ask the driver to wait until you are safely inside. A member of the Facilities Management department is available to escort students and staff to and from seminary buildings after dusk during normal seminary hours. This service may be requested by calling 317-931-2390.

Additional crime prevention courses such as RAPE AGGRESSION DEFENSE (RAD), and safety awareness courses are available throughout the year. Contact the Office of Facilities Management at 317-931-2391.

MISSING STUDENTS WHO RESIDE IN ON-CAMPUS HOUSING

If a member of the seminary community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Facilities Maintenance at (317) 931-2391 or BUPD at (317) 940-9396. BUPD will generate a missing person report and initiate an investigation.

After investigating the missing person report, should BUPD and Facilities Management determine that the student is missing and has been missing for more than 24 hours; BUPD will notify the Indianapolis Metropolitan Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, CTS will notify the student's parent or legal guardian immediately after BUPD and Facilities Management has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by authorized CTS officials in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, CTS will notify that individual no later than 24 hours after the student is determined to be missing. Regardless, even if a student has not registered a contact person, local law enforcement will be notified that a student is missing.

This requirement does not preclude implementing these procedures in less than 24 hours if circumstances warrant a faster implementation.

FIRE SAFTY REPORT

Christian Theological Seminary is committed to providing a safe environment and takes fire prevention and education seriously. Seminary representatives meet annually with the Indianapolis Fire Marshal to conduct fire safety and regulatory inspections. The seminary conducts annual testing of all fire monitoring and alarm equipment and conducts fire response and evacuation drills. The following chart represents the type of fire monitoring and safety equipment located in each residence hall.

Residential facility	Fire alarm monitoring done by TYCO	Sprinkler system full	Sprinkler System partial	Smoke detection	Fire extinguisher devices	Evacuation Plans/Placards	Number of fire evacuation drills each year
Student apartments	X			X	X	X	1
Hospitality House	X	X		X	X	X	1
4204 Fairview Terrace				X	X		1
4205 Fairview				X	X		1
4209 Fairview				X	X		1
4220 Fairview				X	X		1
4242 Fairview				X	X		1
4250 Fairview				X	X		1
4259/815Fairview				X	X		1

Refrigerators are provided in each of the student apartments/homes and in the kitchen of the Hospitality House. No other refrigerators are allowed in student housing without the approval of the facilities maintenance. Items with heating elements such as toasters, popcorn poppers, toaster ovens and coffee makers may be used and stored in these same locations. None of these items may be used in any of the bedrooms including microwave ovens and space heaters. Cooking is not permitted in student bedrooms. Other electrical appliances or devices not mentioned above may be subject to restriction in student housing rooms if the type of device, number of devices or electrical draw exceeds what the Seminary deems acceptable.

According to the 2008 Indiana Fire Code and the Indianapolis Fire Marshall, “charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction”. The code further states that “liquefied-petroleum-gas-fueled cooking devices, LP-gas burners having an LP gas container shall not be located on combustible balconies or within 10 feet of combustible construction. This includes storage in storage units.

In order to be in compliance with this code, charcoal and LP gas grills are prohibited from the premises. To compensate for this change, CTS has installed a campground charcoal grill near the basketball court in the near future for your safe grilling use.

Candles/Incense

Possession of, and/or burning candles incense or spices such as sage in student housing is not permitted. Electric potpourri pots as well as plug in air fresheners are prohibited.

Fire/Life Safety Hazards

Collection or storage of materials, supplies or personal property that constitute a fire hazard determined by the seminary is prohibited. Use of outside TV or radio antennas, sun lamps, halogen lamps, heat lamps, space heaters or microwave ovens is strictly prohibited. Gas or charcoal grills are also prohibited. The following requirements for all student housing rooms have been created in conjunction with the Indianapolis Fire Marshal to ensure the safety of all residents.

- All extension cords must be of a surge-protected type with an ON/OFF switch, power on indicator light, and a breaker reset.
- No two prong ground adapters should be used. If a room has outlets that do not accept three prong plugs, the room should be reported to Facilities Maintenance so that the outlets can be changed immediately.
- Wall/Room door decorations limited to 20 percent of surface.
- Personal floor mats, which represent a trip hazard, are not permitted in hallways.
- Do not attach anything to or hang any item on any sprinkler head.
- Do not attach anything near a sprinkler head that may obstruct the spray pattern.
- Do not attach anything to or alter any life safety device such as fire alarm horns, strobe lights, sprinkler heads, smoke detectors, exit lights, pull station or any type of emergency signage.
- No items are to be hung from any ceiling.
- The use of acetate, cellophane, tissue paper or other combustible materials over or in light fixtures is also prohibited.
- String, rope or other type of decorative lighting is prohibited.
- Exit doors, hallways and stairwells must be clear at all times.
- Plug-in air fresheners are prohibited.

Halogen Lights

Any lighting fixture that utilizes a halogen light bulb is not allowed in the student housing locations. The halogen bulb generates extreme heat, which increase the potential fire hazard. Halogen bulbs can be found in many different lighting fixtures including touchier, clip on lamps and desk lights. An easy identifier is that they are typically covered by a glass cover plate.

Smoking

In an effort to help protect the health of the CTS community CTS became a “Smoke Free” campus beginning as of July 1, 2006. This will mean that smoking is banned in the main building, the Hospitality House and the Counseling Center and on the grounds of

these properties. The ban does not include the student apartments although we encourage persons who smoke to seriously and prayerfully consider the health consequences of smoking and refrain from smoking in public spaces in the apartments.

This ban reflects the growing concern of the community about “secondhand smoke” that often enters open office windows and ventilation systems when persons smoke outside the entrances to the Seminary. It also reflects a growing concern over how unhealthy lifestyles affect all members of this community as part of the human family.

Fire Safety and Evacuation

Tampering with or misuse of fire safety equipment, including fire alarms, fire extinguishers or smoke detectors, is prohibited by state law and Seminary policy. Smoke detectors and sprinkler heads should not be covered; no one may hang anything from this equipment. Exiting alarmed doors in non-emergency situations is not permitted.

Everyone is responsible for immediate evacuation of the building in the event of a fire alarm.

- If you become trapped in the public area of a building during a fire, find a room, preferably with a window available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
- If you are in a room when a fire alarm sounds, feel the door. If it is hot, do not open it. Seal the cracks around the door; place an article of clothing or a sheet outside the window or try to use the telephone for help. If you can safely leave your room, take your shoes, clothing and room key and go to the nearest exit. (Shout and pound on doors as you leave.)
- Know the locations of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
- If a minor fire appears controllable, immediately contact 911 to notify the fire department. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
- If an emergency exists, activate the fire alarm at the nearest pull station. Once you are safe outside the building, follow up with the fire department to ensure they have been notified.
- On large fires that do not appear controllable, immediately call 911 to notify the fire department. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen – Do not lock doors!
- When the building evacuation alarm is sounded to signal that an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building! Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.

- Do not return to an evacuated building unless told to do so by a seminary official.

Reported Fire Statistics

This chart represents reports of fires occurring in the Christian Theological Seminary student housing units. All fires and suspected fire must be reported to the Director Facilities Management or their designee. A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. A fire report log is maintained for public review at the CTS Facilities Maintenance office, 24 hours a day, and seven days a week. The log represents all reported fires covering a 60 day period.

Housing Facility	Total fires in each building	Fire number	Date	Time	Cause of fire	Number of injuries that required treatment at a medical facility	Number of deaths related to a fire	Value of property damage caused by a fire

There were no reports of a fire in any of the student housing units for calendar year 2016.

PROCEDURES VICTIMS SHOULD FOLLOW IF A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING OCCURS

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible to assess for injury, sexually transmitted infections, and pregnancy. If you suspect a substance other than alcohol was used in the assault, it is recommended to report to the hospital as early as possible before the substance leaves your system. Immediate medical attention for victims of sexual assault is available at area hospitals that have a Center of Hope. The hospitals closest to campus that have a Center of Hope are St. Vincent and Methodist; they are open 24 hours a day. With a victim’s consent, a specially trained nurse will conduct an exam to collect evidence (fees for the exam and evidence collection are covered by the State of Indiana). At the hospital, you will be given an opportunity to speak with a police officer to report and investigate the incident. You may choose to do this or not. A forensic exam can also be done, without reporting to law enforcement, and at no expense to the survivor.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing, or clean the bed/linen/area where they were assaulted if the offense occurred within the

past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order.

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

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining 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 law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the Seminary at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

VICTIMS OPTIONS FOR INVOLVEMENT OF LAW ENFORCEMENT AND CAMPUS AUTHORITIES

Although the Seminary strongly encourages all members of its community to report violations of this policy to the Butler Police or local law enforcement, it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the Seminary will assist any victim with notifying the Butler Police or law enforcement if the victim so desires. The victim can contact the Title IX Coordinator to request assistance.

REPORTING INCIDENTS OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

If you have been the victim of dating violence, domestic violence, sexual assault, or stalking you should report the incident promptly to the Title IX Coordinator, or report in person to the Director of Facilities Management or Butler Police (if the victim desires). Reports of all crimes of dating violence, domestic violence, sexual assault, and stalking will be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges. The Seminary will assist any victim with notifying local police if they so desire. The Indianapolis Metropolitan Police Department may also be reached directly by calling 317-327-3811 (dispatch), 317-327-

6100 (North District), or in person at 3120 E. 30th Street, Indianapolis, IN 46208. Additional information about the Indianapolis Metropolitan Police Department may be found online at:

<http://www.indy.gov/eGov/City/DPS/IMP/Enforcement/Districts/Pages/North.aspx>

Procedures for getting a protective order can be found at:

www.indy.gov/egov/county/pros/faq/protect/Pages/home.aspx.

PROCEDURES THE SEMINARY WILL FOLLOW WHEN A CRIME OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING IS REPORTED

The Seminary has procedures in place that serve to be sensitive to victims 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, financial aid 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 Seminary will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the Butler Police or local law enforcement. Students and employees should contact the Title IX Coordinator to request assistance with accommodations.

The Seminary will provide options to the victim about the involvement of law enforcement and campus authorities, including the notification of the victim's options:

- To notify proper law enforcement authorities, including Butler Police and local police;
- To be assisted by campus authorities in notifying law enforcement if the victim chooses;

How to be an Active Bystander

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

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, 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 with legal assistance.

ASSISTANCE FOR VICTIMS: RIGHTS AND 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 Seminary 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. Such written information will include:

The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;

- Information about how the institution will protect the confidentiality of victims and other necessary parties;
- A statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- A statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- An explanation of the procedures for institutional disciplinary action.

VICTIM NOTIFICATION

Christian Theological Seminary, upon written request, will 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 the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

ON AND OFF CAMPUS SERVICES FOR VICTIMS

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, CTS will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

Resources for victims of domestic violence, dating violence, sexual assault, and stalking

(on and off-campus)

Students and Employees		
Counseling	CTS Counseling Center 1050 W. 42nd St. Indianapolis, IN 46208 317-924-5205	Community Health Network 2040 Shadeland Ave. #200 Indianapolis, IN 46219 317-261-5719
Health	Eskenazi Health 6940 N. Michigan Rd. Indianapolis, IN 46268 317-266-2901	Health Net Community Health Centers 2855 N. Keystone Ave. #100 Indianapolis, IN 46218 317-957-2300
Mental Health	CTS Counseling Center 1050 W. 42nd St. Indianapolis, IN 46208 317-924-5205	Midtown Community Mental Health 720 Eskenazi Ave. Indianapolis, IN 46202 317-880-8491
Victim Advocacy	Victim Advocacy 50 N. Alabama St. Indianapolis, IN 46204 317-327-3331	Families First 615 North Alabama St. #320 Indianapolis, IN 46204 317-634-6341

Students and Employees		
Legal Assistance	<p>Indiana Legal Services 151 North Delaware St., Ste. 1800 Market Square Center Indianapolis, IN 46204 317-632-5764 Intake</p> <p>Center for Victim and Human Rights 317-610-3427</p>	<p>Indiana Legal Aid Society 615 North Alabama St., Ste. 122 Indianapolis, IN 46204 317-635-9538</p>
Visa and Immigration Assistance	<p>Gateway Plaza Building 950 North Meridian St., Room 400 Indianapolis, IN 46204 Assistance with visa and immigration can be found at: http://www.us-immigration.com/uscis/indiana/indianapolis-local-office.html</p>	
Financial Aid	<p>https://fafsa.ed.gov/</p>	
Other Resources	<p>Julian Center 2011 N. Meridian Street Indianapolis, IN 317-941-2200 (24/7)</p> <p>Indiana Coalition Against Domestic Violence 1925 W. 18th Street Indianapolis, IN 317-917-3685</p> <p>Lesbian, Gay, Bisexual, and Transgender Health http://www.cdc.gov/lgbthealth/links.htm</p>	

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:
www.rainn.org—Rape, Abuse, and Incest National Network 1-800-656-Hope (24/7)
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

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Christian Theological Seminary in cooperation with Butler University will provide programs to prevent dating violence, domestic violence, sexual assault, and stalking. These programs are available to students and employees of the Seminary.

Christian Theological Seminary takes the prevention of dating violence domestic violence, sexual assault, and stalking very seriously. The Seminary prohibits the crimes of domestic violence, sexual assault, and stalking.