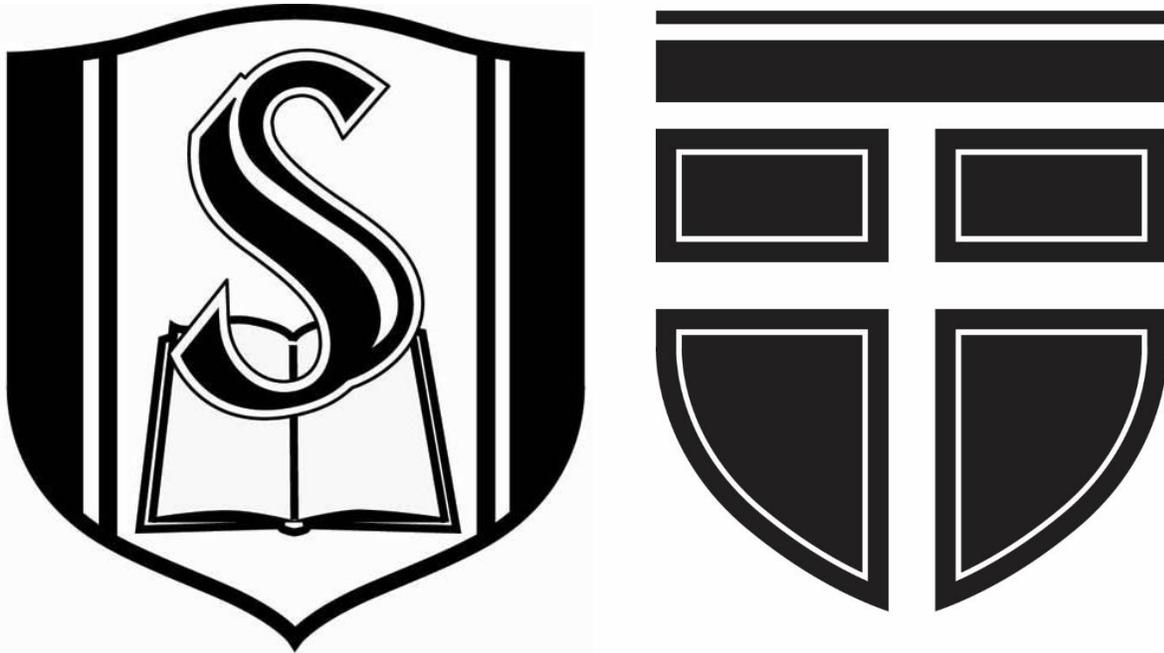


# Southeastern Baptist Theological Seminary

## Wake Forest, NC

### Security and Fire Safety Report



*The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” requires colleges and universities to report annually, information regarding campus security policies and campus crime statistics. This document will serve as Southeastern Baptist Theological Seminary’s Annual Security and Fire Safety Report in compliance with the Clery Act.*

*In 2013 the Violence Against Women Reauthorization Act (VAWA) was placed into law. Among other provisions, this law amended section 485 of the Higher Education Act of 1965, thus requiring institutions to compile additional statistical data for crimes that are reported to campus police and/or local police agencies, including incidents of sexual assault, domestic violence, dating violence and stalking. This statistical data, as well as information pertaining to policies, procedures, and programs for addressing these crimes will be included in the Annual Security Report.*

*NOTE: Hereafter, Southeastern Baptist Theological Seminary will be referred to as SEBTS.*

## **Introduction**

The Department of Campus Security has been designated as the entity responsible for compiling and publishing the SEBTS Annual Security Report. This report provides vital information about security on or about the SEBTS campus and should be kept where it can be easily located for reference.

The information contained within this report is compiled from data provided by all university departments as well as all law enforcement agencies with jurisdictional authority over a property owned or controlled by SEBTS and all property adjacent to property owned or controlled by SEBTS.

SEBTS is fully committed to providing the safest environment possible. This report will contain information about initiatives, programs, policies and people who are there to help in any situation, at any given time.

Awareness and Cooperation of the community is integral to the safety and security of the SEBTS community.

This report is reviewable at all times and is available for download at <http://www.sebts.edu/community-life/CampusSecurity.aspx>. Further, it is available in hard copy from the Department of Campus Security, located in Broyhill Hall.

## **Campus Overview**

Located within Wake Forest, North Carolina, Southeastern Baptist Theological Seminary (SEBTS) opened its doors in 1950 and over 60 years since then our student body has grown to over 3,500 students. Our reach from Wake Forest, North Carolina, now extends across the globe. We aim to make God's Kingdom vision of people from every tribe, tongue and nation worshipping Christ together a reality on our campus and in our churches (Revelation 7:9).

Southeastern trains Great Commission-minded ministers of the Gospel. The seminary is an institution of higher learning and a Cooperative Program ministry of the Southern Baptist Convention (SBC).

Men and women can be equipped through 40 different programs with degrees ranging from Associate of Divinity to Doctor of Philosophy, including our flagship degree, the Master of Divinity.

## **Campus Security Overview**

The Department of Campus Security is located in Broyhill Hall. The department consists of four full time personnel, six part time personnel, and an administrative assistant. The department has Security Officers available 24 hours a day, 7 days per week, and 365 days per year. SEBTS Security Officers are trained to respond to calls for service on SEBTS' campus. If the call involves criminal activity, then the Wake Forest Police Department has jurisdiction on all SEBTS property to investigate crimes and file charges. Campus Security does not have any police authority. Campus Security works closely with the Wake Forest Police Department, the Wake Forest Fire Department, and EMS to provide a safe and secure campus environment. Any criminal activity is handled by the Wake Forest Police Department.

The Department of Campus Security maintains a Criminal Incident and On-Campus Student Housing Fire Log. This log is updated every day and lists all incidents of criminal activity and actual fires that occur on campus. It is available for review and copying by the public at the Department of Campus Security, located in Broyhill Hall.

## **Reporting Procedures**

The Department of Campus Security operates 24 hours a day, 7 days per week and 365 days per year. When reporting criminal actions or other emergencies, dial 9-911 from any SEBTS landline telephone and you will be connected directly to the Wake County 911 Center. You may also call (919) 556-9111 to connect to the Wake Forest Police Department directly. After making contact with emergency services, call Campus Security, as well, at (919) 291-1903. It is highly recommended that every member of the SEBTS community program these telephone numbers into their cellular telephone speed dial.

Any call received by Campus Security reporting criminal actions or any other emergency is immediately dealt with. If the person calling has not already called the Wake Forest Police Department or other emergency services, Campus Security will make the call. In response to a call, Campus Security will take any and all required actions to properly and effectively mitigate the incident. Wake Forest Police, Security Personnel, Emergency Medical Services, Fire Department Services, Personnel from other SEBTS departments, and any other personnel necessary will be immediately contacted and given all information available about the incident. Those personnel will then make a decision on the proper and most efficient way to deal with whatever incident is being reported to them.

To ensure that all timely warning reports and annual statistics are accurate and complete, all criminal offenses should be immediately reported to:

Department of Campus Security  
Broyhill Hall  
Emergency: 911 or (919) 556-9111  
Non-Emergency: (919) 291-1903  
[campussecurity@sebts.edu](mailto:campussecurity@sebts.edu)

The SEBTS community is strongly encouraged to accurately, voluntarily and promptly report crimes, emergencies, potential threats or risks to the Department of Campus Security. The safest community possible cannot be achieved without the active participation of the members of that community.

Should a member of the SEBTS Community feel uneasy about contacting the Department of Campus Security or wish to informally or anonymously report an incident, they may contact:

SEBTS Student Life Office  
Located in the Ledford Center  
(919) 761-2305

Once contact is made to the Student Life Office, they will add the statistical data to their records thereby accurately counting the statistic in the annual disclosure report.

The Department of Campus Security encourages everyone that has become the victim or witness of a crime to come forward and report it to the Department of Campus Security. However, on occasion and depending upon the nature of the crime, the victim can refuse to press charges. This is the victim's right and the victim's decision to make. Simply because a report has been filed with the Department of Campus Security or with the Wake Forest Police Department does not mean that criminal charges must follow. Counselors are encouraged to provide victims and witnesses with information about their options to report criminal activity. This can be done by simply contacting the Department of Campus Security and giving the date, locations and description of the crime committed. It is confidential and voluntary and is for the sole purpose of properly and accurately reporting crime statistics in the annual disclosure.

## **Emergency Evacuation Procedures and Policies**

When any serious incident occurs that constitutes an immediate threat to the health or safety of the SEBTS Community, the Department of Campus Security, the Wake Forest Police Department (WFPD), and the Wake Forest Fire Department (WFFD) as well as other university departments and emergency responders from surrounding jurisdictions are immediately dispatched and will be the first arrivals on the incident scene. These agencies and departments work together in order to properly and effectively mitigate the circumstance. General information about the emergency response and evacuation procedures of SEBTS is publicized each year as part of the institution's compliance reports.

In the event that confirmation has been verified of an incident occurring on campus that constitutes an immediate risk to the health and/or safety of the SEBTS community, procedures as described in the Timely Warning Notices section of this report shall be implemented immediately. SEBTS will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety

occurring on or near campus. In accordance with the Higher Education Act of 1965 as amended, SEBTS has implemented a comprehensive communications system to provide prompt warning notifications and alerts of immediate threats to health and safety occurring on or near campus. This system utilizes various methods of notification including, but not limited to: Email Notices, the campus wide intercom and phone announcement system, and Cellular Telephone Text Messages. In addition to these mediums of notification, SEBTS will utilize the SEBTS website to flash messages and the SEBTS answering service to record messages.

The Department of Campus Security is primarily responsible for confirming that there is a significant emergency or dangerous situation on campus that could cause an immediate threat to the health and safety of the members of the campus community. Upon notification of an incident, Campus Security will immediately respond, along with other responding agencies, to determine the nature of an incident and any danger it may pose to the rest of campus. This is accomplished in conjunction with other departments on campus, as well, who have been instructed to call Campus Security or 911 in the case of an emergency.

Emergency Notifications will always be sent out, without delay, unless issuing such notification will, in the professional judgment of the first responders, compromise the efforts to assist a victim and/or compromise the efforts to contain, respond to, or otherwise mitigate the emergency. Campus Security, along with advice from responding agencies, will determine the content of the message to be sent out.

The following offices are responsible for determining, initiating, and communicating any emergency notifications:

1. The Department of Campus Security under the leadership of the Director of Campus Security.
2. The Executive Vice President of Operations
3. The Director of Information Technology

The Communications Office shall be responsible for reporting to local news agencies and addressing outside information requests for the purposes of notifying the larger and local community.

SEBTS will notify the university community of its emergency notification, emergency response and evacuation procedures via email. SEBTS will review emergency procedures with at least one drill or exercise each calendar year. These drills or exercises may either be announced or unannounced. The documentation of these tests to include the description, date and time, and whether the test was announced or unannounced will be maintained by Campus Security.

Each occupied undergraduate residence hall is required to conduct a fire drill each semester. Thus, the emergency response and evacuation procedures are tested twice a year. The purpose of the drills is to provide all residents practice in the event there is ever a real fire or other evacuation emergency. The evacuation drills prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate

and train occupants on fire safety issues specific to their building. During the drill, occupants familiarize themselves with procedures and the location of exits and the sound of the fire alarm. Alarms and other components of the fire safety system are also checked to see that they are functioning properly. Following the drill, residents receive a report and feedback on the evacuation process. It is imperative to know what to do when the alarm sounds and to always evacuate.

## **Timely Warning Notices**

In the event of a reported crime, on-campus or off-campus, that is deemed to constitute an ongoing serious threat to SEBTS, a Timely Warning Notice shall be issued. The Director of Security or the Director's official designee, shall be tasked with judging the necessity of providing a Timely Warning Notice. If such a notice is deemed necessary, the wording for the notice is typically crafted by the Director or the Director's official designee. Should, for any reason, the wording not be crafted by the Director or the Director's official designee, then the notice must be approved by the Director or the Director's official designee prior to its issuance. Timely Warning Notices shall typically be distributed to the SEBTS Community via email, via the campus intercom and phone system, or the SEBTS Campus Alert System.

Timely Warning Notices are typically distributed for the following types of incidents: Arson, criminal homicide, gas leak, terrorist incident, armed intruder, bomb threat, robbery, etc. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending upon the facts of the case and the information known by the Department of Campus Security. The distinguishing factor in these cases is the presence of an ongoing threat to the SEBTS community.

Timely Warning Notices will be sent out by the Department of Campus Security or the Executive Vice President of Operations' Office in conjunction with the President's Office, Informational Technology Office, and local emergency services to include, but not limited to, the Wake Forest Police Department, the Wake Forest Fire Department, and EMS.

## ***Shelter-in-Place***

If an incident occurs and the buildings or areas around you 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, "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

### ***Basic Shelter-in-Place Guidance***

If the building you are in 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, passport, 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, seek shelter in Binley Chapel or, if Binkley is the affected building, the secondary rally point is the Ledford Center. If police, fire department or other first responder personnel are on the scene, follow their instructions.

### *How You Will Know to Shelter-in-Place*

A shelter-in-place notification may come from several sources, including Campus Security, Facilities, Housing, other university employees, or other local authorities. SEBTS will use the standard means of emergency communications for disseminating the notification. However, other means of communication may also be employed.

### *How to Shelter-in-Place*

No matter where you are, the basic steps of “shelter-in-place” remain generally the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow the instructions from emergency personnel on the scene.
2. Locate a room to shelter inside of. It should be:
  - a. An interior room.
  - b. Above Ground Level.
  - c. Without windows or with the least number of windows possible.
  - d. If there is a large group of people, split equally into several rooms.
3. Close and lock all windows (tighter seal when locked).
4. Close exterior doors.
5. Turn off air conditioners, heaters and fans.
6. Close vents to ventilation systems as you are able.
7. Make a list of the people with you and ask someone to call the list in to Campus Security.
8. Turn on a Radio or Television and listen for further instructions.
9. Make yourself comfortable.

## **Local Police Departments**

SEBTS Campus Security maintains a close working relationship with all federal, state, and local emergency response agencies. Should one of these agencies encounter a SEBTS student and deem that this student has been or is currently engaging in criminal activity, of any kind, that agency will typically contact Campus Security and give official notification of the incident. Campus Security annually sends a request to the local police department requesting information on any incidents that have occurred involving SEBTS students that may fall within the mandated reporting standards set forth in the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” and the “Violence Against Women Reauthorization Act.”

## **Security, Maintenance, and Access to Campus Facilities**

Security and access control design standards have been developed for new and renovated buildings owned or controlled by SEBTS. Entrances to residence floors are locked at all times. Exterior doors in all residence hall buildings remain locked at all times. Further, exterior entrances are allowed to be unlocked during official move-in hours each fall. Campus Security conducts mandatory checks during evening hours to verify that all exterior entrances are locked and secured. Campus Security also conducts mandatory checks at random intervals to ensure that all exterior entrances are locked and fully secured. Campus Security further reports any unsafe physical conditions that must be addressed (i.e. Malfunctioning lights, unsafe sidewalks, malfunctioning door locks, etc....). These reports are then forwarded to the appropriate facility/department in order to mitigate the unsafe circumstance as quickly as possible. Facilities and landscapes are maintained in such a manner as to minimize hazardous conditions. When facilities receive maintenance or renovations, all security and safety possibilities are evaluated to ensure the highest level of both. Adequate lighting both inside and out is ensured, properly securing doors are verified, properly securing windows are verified, all landscaping is assessed to ensure that unsafe conditions are not being created. These considerations and many more are taken into account during every maintenance, renovation, and building cycle at SEBTS. Academic and Administrative buildings are open to the public during normal operating hours; however, during extended breaks and after daily normal operating hours, these facilities are locked and secured.

Campus Security, Facilities, and Housing Staff work together to enforce security measures across campus. Security programs are presented to faculty, staff, and students by request to increase their awareness of safety and security in the residential and academic facilities and on campus grounds.

## **Education Programs**

Campus Security is committed to educating the SEBTS Community in security awareness and crime prevention. This effort is meant to encourage community members to be responsible for their own security and the security of others. Campus Security conducts safety training during all orientations for new students as well as additional times when requested by various departments. Campus Security also encourages the SEBTS community to read our annual reports as they provide all of our security measures and policies in one convenient location.

### ***Campus Security Escorts***

SEBTS is an open campus. This means that there are no gates or guard posts designed for the sole purpose of keeping those not affiliated with the university out. Members of the SEBTS community are never encouraged to walk alone, especially at night. In the event of an attack or accidental injury, those who walk alone may find themselves in a much direr situation than if they were in a group. However, recognizing the issue that sometimes being alone is inevitable,

Campus Security created and implemented a Security Escort Program. This program operates daily from dusk till dawn and provides transportation or a walking escort, by a Campus Security officer, to anyone upon request.

Anyone wishing to take advantage of this free service need simply to contact Campus Security at (919) 291-1903. Again, never walk alone, especially at night!

### ***Run, Hide, Fight***

*Run, Hide, Fight* is a standard program taught by Campus Security to all students, faculty and staff at their respective annual orientations as well as to any group upon request. The effort of this program is to educate the SEBTS Community on what to do in the event of an active shooter in their building or in their respective vicinity. Unfortunately, in today's society, the possibility of an active shooter is very real and it is important for all members of the community to know what to do in the event that a situation like this takes place.

*Run:* While it may not be in everyone's nature to run away, the first thing that anyone should do in the event of an active shooter is attempt to get away. Do not expose yourself to the shooter, however if you have a safe avenue of escape, do so immediately.

*Hide:* If your escape avenues are unavailable, yet the shooter is unaware of your location, you should do your best to hide. Find a room or a closet, once inside close the door and lock it if possible. Turn off the lights, silence your telephones, keep quiet and still. If there is a window in the door then do your best to inconspicuously cover it, however if the window is unable to be covered then do your best to stay out of sight if someone were to look through. Remain there and do not open the door for anyone.

*Fight:* Finally, if there are simply no other options, you must fight. This is the absolute last resort. If all avenues of escape are unavailable and the shooter knows where you are, then you must fight for your life. There are no rules in this fight, do what you must to stay alive.

Remember that help is on the way. Campus Security and Wake Forest PD will respond as quickly as possible. Follow the orders of Law Enforcement when they arrive.

### ***Bomb Threat Awareness***

Unfortunately, in today's society, a Bomb Threat is a very real possibility and it is very important for anyone that receives a Bomb Threat to follow proper procedures. Bomb Threat procedures are published and made available in the Security Appendix to the Employee Handbook available to all staff and faculty. Campus Security is also available to teach a class upon request. These classes are designed to give individuals the proper tools to gather as much information as possible during the call about location of the alleged device, construction of the alleged device, identity of the caller, and location of the caller as well as any other pertinent

information possible. This course also gives instruction on what to listen for in the background during the call and what steps to take for recording any information obtained and what steps to take at the conclusion of the call.

### ***Security Awareness Programs***

In addition to the above programs, during orientation in the fall and spring, students are informed of services offered by the Department of Campus Security. Video and slide presentations during the orientation process outline ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis and are posted on the SEBTS website. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. When time is of the essence, information is released to the university community through security alerts posted through computer memos sent over SEBTS's electronic mail system, the campus intercom/phone system, and texting system.

### **Alcohol and Drug Policies**

SEBTS recognizes that the misuse and abuse of alcohol and narcotics is a persistent social and health problem of major proportion in our society and that it interferes with the goals and objectives of any educational institution.

Anyone on the campus of SEBTS shall be subject to all state, federal, and local laws concerning the possession and use of alcohol. Therefore, anyone found in violation of these laws and regulations may be prosecuted. Further, it shall be the policy of SEBTS that alcohol is not permitted upon any property owned or controlled by SEBTS. In addition, the SEBTS Student Handbook and the SEBTS Faculty and Staff Handbook prohibits members of the SEBTS community from partaking of alcohol or having it in their possession at any time.

Use, possession, manufacture, sale, distribution and transportation of illegal drugs and drug paraphernalia is prohibited. Anyone found to be involved in illegal drugs, either on or off-campus, will be subject to disciplinary action which may include dismissal from the university and/or criminal prosecution.

### ***Policy (from SEBTS Employee Handbook)***

#### **DRUG AND ALCOHOL POLICY**

SEBTS expects all employees to report for and perform work free from the influence of illegal drugs, alcohol, or other controlled substances. All employees are responsible for self-assessment of their ability to perform their work in a safe and reliable manner. Employees are expected to report to work each day in a condition to safely perform their work. Employees are encouraged to consult with their doctor or pharmacist concerning their ability to work safely

while on prescription drugs and must inform their supervisor when using prescription or over-the-counter medications that might adversely affect their ability to operate a SEBTS vehicle or machinery.

Employees of SEBTS are prohibited from engaging in the following conduct: (1) the illegal use of drugs, whether on or off duty; (2) the use of alcohol on duty (including during meal and break periods), on SEBTS property, or in SEBTS vehicles; (3) testing positive for the use of alcohol or the illegal use of drugs; (4) the use of alcohol off duty which adversely affects the employee's job performance; and (5) any off duty conduct related to the illegal use or possession of drugs or abuse of alcohol which reflects adversely on the reputation of SEBTS in the community. Employees who engage in the prohibited conduct identified above will receive discipline, up to and including discharge.

In order to effectuate this Drug and Alcohol Policy, SEBTS may, in its sole discretion, require employees to submit to substance abuse testing upon request. Specifically, employees are required to submit to some or all of the following: drug screening prior to employment, random testing, post-accident testing, and "cause" testing. Failure to submit to a substance abuse test when requested by a supervisor or alteration or attempted alteration of a sample submitted for substance abuse testing will result in discharge.

**Medications:** Employees must inform their supervisor when using prescription or over-the-counter medications that might adversely affect the safe and reliable performance of their work. Employees using prescription medications must be under a physician's immediate care during its use or they must be taking the medication as part of an ongoing treatment plan that can be verified by the physician.

**Reporting Violations:** Employees who observe conduct that may indicate a violation of this Drug and Alcohol policy should report such observations to their supervisor or the Human Resources department. Compliance with this policy is a condition of employment. Violations may result in severe disciplinary action, up to and including termination.

Employees discharged for violating this Drug and Alcohol policy are ineligible for rehire.

## **Crime Statistics**

The Department of Campus Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at [http://www.sebts.edu/student-life/health-safety/Campus\\_Security.aspx](http://www.sebts.edu/student-life/health-safety/Campus_Security.aspx). This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites along with various departments on the SEBTS campus.

Campus crime, arrest, and referral statistics include those reported to the Wake Forest Police Department and designated campus officials (including but not limited to directors, deans, department heads). Counseling professors and staff inform their clients of the procedures to report crimes on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notifications. Copies of the report may also be obtained at the Department of Campus Security located in Broyhill Hall or by calling (919) 761-2206. All prospective employees may obtain a copy from Human Resources located on the third floor of Stealey Hall or by calling (919) 761-2209.

### ***How To Report a Criminal Offense***

Contact the Department of Campus Security at (919) 291-1903 (non-emergencies), the Wake Forest Police Department at (919) 556-9111, or dial 9-1-1- (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residential Halls should be reported to Campus Security. In addition, you may report a crime to the following areas:

Student Life – Ledford Center – (919) 761-2305  
Women’s Life Office – Ledford Center – (919) 761-2340  
Dean of Students Office – Ledford Center – (919) 761-2306  
Financial Aid/Student Resources – Ledford Center – (919) 761-2317  
Discipleship and Spiritual Formation – Ledford Center – (919) 761-2410  
Human Resources – Stealey Hall – (919) 761-2209  
Residence Life Office – Ledford Center – (919) 761-2305

### ***Voluntary Confidential Reporting***

If you are the victim of a crime and do not want to pursue action within SEBTS or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Campus Security or a designee 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 ensure the future safety of yourself and others. With such information, SEBTS can keep an accurate record of the number of incidents involving students, 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 crimes statistics for the institution.

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. Definitions:

***Pastoral Counselor:*** An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

***Professional Counselor:*** An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

### ***Disclosures to Alleged Victims***

SEBTS will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by SEBTS against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, SEBTS will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

### ***Campus Security Authority***

Officers of SEBTS’ Department of Campus Security have the authority to ask persons for identification and to determine whether individuals have lawful business at SEBTS. SEBTS Security Officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Security Officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Department of Campus Security maintains a highly professional working relationship with the Wake Forest Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Department of Campus Security and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

The Department of Campus Security maintains a close working relationship with the Wake Forest Police Department (WFPD). Meetings are held between the leaders of these agencies on both a formal and informal basis. The Security Officers of SEBTS and the WFPD communicate regularly on the scene of incidents that occur in and around the campus area. SEBTS works closely with the investigative staff of the WFPD when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding or memorandum of agreement between SEBTS and WFPD.

## Southeastern Baptist Theological Seminary Crime Statistics Report

	<b>2016</b>			
<b>Activity or Category</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing Facilities</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
<b>Murder/Non-Negligent Manslaughter</b>	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0
<b>Rape</b>	0	0	0	0
<b>Fondling</b>	0	0	0	0
<b>Incest</b>	0	0	0	0
<b>Statutory Rape</b>	0	0	0	0
<b>Robbery</b>	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0
<b>Burglary</b>	1	1	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0
<b>Arson</b>	0	0	0	0
<b>Dating Violence</b>	0	0	0	0
<b>Domestic Violence</b>	3	3	0	0
<b>Stalking</b>	0	0	0	0
<b>Arrests</b>				
<b>Arrest: Weapons: Carrying, Possessing, Etc.</b>	0	0	0	0
<b>Arrests: Drug Abuse Violations</b>	1	1	0	0
<b>Arrests: Liquor Law Violations</b>	0	0	0	0
<b>Referrals for Campus Discipline</b>				
<b>Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.</b>	1	1	0	0
<b>Disciplinary Referrals: Drug Abuse Violations</b>	0	0	0	0
<b>Disciplinary Referrals: Liquor Law Violations</b>	0	0	0	0
<b>Hate Crimes:</b>				
<b>Race</b>	0			
<b>Religion</b>	0			
<b>Sexual Orientation</b>	0			
<b>Gender</b>	0			
<b>Gender Identity</b>	0			
<b>Disability</b>	0			
<b>Ethnicity/National Origin</b>	0			

## Southeastern Baptist Theological Seminary Crime Statistics Report

	<b>2015</b>			
<b>Activity or Category</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing Facilities</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Rape	0	0	0	0
Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	1	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Dating Violence	0	0	0	0
Domestic Violence	0	0	0	0
Stalking	0	0	0	0
<b>Arrests</b>				
Arrest: Weapons: Carrying, Possessing, Etc.	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0
<b>Referrals for Campus Discipline</b>				
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0
<b>Hate Crimes:</b>				
Race	0			
Religion	0			
Sexual Orientation	0			
Gender	0			
Gender Identity	0			
Disability	0			
Ethnicity/National Origin	0			

## Southeastern Baptist Theological Seminary Crime Statistics Report

	<b>2014</b>			
<b>Activity or Category</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing Facilities</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Rape	0	0	0	0
Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	1	0
Motor Vehicle Theft	0	0	1	0
Arson	0	0	0	0
Dating Violence	0	0	0	0
Domestic Violence	0	0	0	1
Stalking	1	0	1	0
<b>Arrests</b>				
Arrest: Weapons: Carrying, Possessing, Etc.	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	1
<b>Referrals for Campus Discipline</b>				
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	1
Disciplinary Referrals: Liquor Law Violations	0	0	1	1
<b>Hate Crimes:</b>				
Race	0			
Religion	0			
Sexual Orientation	0			
Gender	0			
Disability	0			
Ethnicity/National Origin	0			

## ***Definitions***

**Non-Campus:** Any off-campus building or property owned or controlled by a student organization that is officially recognized by the University. Any off-campus building or property owned or controlled by the University that is used in direct support of, or in relation to, the University's educational purpose and is frequently used by students.

NOTE: For SEBTS purposes, Fletcher Village, West Oak, and Flaherty Farms fall under this category.

**Public Property:** Any public property within the campus, immediately adjacent to and accessible from the campus.

**Residential Facilities:** Any University owned building on campus that serves as a residence for students.

NOTE: For SEBTS purposes, this includes Bostwick, Goldston Hall, Lolley Hall, the duplexes, and McDowell since those are all on contiguous property of the SEBTS campus.

**Local Police:** Police agencies that have authority in the areas surrounding the campus or on campus when necessary. These agencies include, but are not limited to: Wake Forest Police Department; Wake County Sheriff's Office; North Carolina Highway Patrol.

NOTE: All SEBTS property is within the Town of Wake Forest City limits, so all criminal cases originating on SEBTS property are investigated by the WFPD.

**Arrests:** The physical arrest or issuing of a citation to a person accused of violating the law.

**Referred for Disciplinary Action:** The referral of a student who has violated the law to the Dean of Students for disciplinary action.

**Unfounded:** A complaint that is determined through police investigation to be false or baseless. In other words, no crime has occurred.

**Number of Unfounded Crimes in 2014: 0**

## ***Hate Crimes***

Hate crimes are those crimes that manifest evidence that the victim of said crime was intentionally targeted because of bias against race, gender / gender identity, religion, sexual orientation, ethnicity, disability, or national origin. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Sex Offenses, Non-Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Destruction/Damage/vandalism of property, and any other crime involving bodily injury.

**No hate crimes were reported to Campus Security or the WFPD in 2015 or 2014.**

## **Annual Fire Safety Report**

The Higher Education Opportunity Act (Public Law 110-315) was implemented in August 2008. It requires all academic institutions in the United States to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics related to student housing. The following public disclosure report details all information required by this law as it relates to SEBTS.

All residence halls are protected by fire detection and alarm systems which are centrally monitored 24 hours per day, 7 days per week and 365 days per calendar year. All fire safety systems and equipment are strictly maintained and tested in accordance with applicable national standards.

All on-campus residents in the undergraduate dorms, including those with special needs, receive fire safety training at the beginning of each semester. Training on fire and life safety is also provided to all residential advisors. In addition, a quality control program that covers emergency and evacuation procedures is reviewed regularly. Fire drills are conducted each semester in all of the occupied undergraduate residence halls.

The Department of Campus Security monitors the status of all fire detection and fire suppression systems in residence halls. If a fire has occurred, it should be reported to Campus Security by calling (919) 291-1903.

Campus Security, along with the assistance of the local Wake Forest Fire Marshal and inspections done by an outside contractor, maintains all fire systems in accordance with local fire regulations. Any shortcomings are repaired immediately upon discovery and systems are upgraded, as needed or required.

### ***Rules on Portable Electric Appliances, Smoking, and Open Flames in a Student Housing Facility***

The Housing Department performs inspections of the dorms four times a year and inspections of other single housing twice a year. All inspections are announced. The inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with all Housing Agreements, which include the inspections and all other rules and regulations for residential buildings. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room will be examined for the presence of 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.). This inspection will also include

a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately disabled with a locking device or confiscated and donated/discarded if found, without reimbursement.

### ***Procedures for Student Housing Evacuation***

In the event of a fire, SEBTS expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Department of Campus Security. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event a fire alarm sounds, SEBTS policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

### ***Fire Safety Education***

Fire safety education for all students living in on-campus student housing and all employees that have any association with on-campus student housing is conducted at the beginning of each semester during the orientation process. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the college's fire safety policies. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them.

Fire safety education and training programs are taught by the Department of Campus Security. If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location before calling 911 for help. They are to remain in that location so that the director of Student Life or someone from the Residence Life Office has documented that the student has left the building. RAs are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety.

### ***Where to Report a Fire***

Per federal law, SEBTS is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the nonemergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether SEBTS may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

- Department of Campus Security: (919) 291-1903
- Student Life: (919) 761-2305
- Housing Department: (919) 761-2400

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

At this time, there are no plans for improvements to the fire safety systems.

## **Fire Protection Systems**

<b>Building Name</b>	<b>Fire Alarm Monitoring</b>	<b>Full Sprinkler System</b>	<b>Smoke Detection</b>	<b>Fire Extinguishing Devices</b>	<b>Exit Signs and Evacuation Plans</b>	<b>Number of Fire Drills Each Calendar Year</b>
Stealey Hall	X		X	X	X	1
Binkley Chapel				X	X	1
Ledford Student Center	X		X	X	X	1
Stephens-Mackie Hall	X		X	X	X	1
Adams Hall	X		X	X	X	1
Appleby Hall				X	X	1
Denny Library	X		X	X	X	1
Lolley Hall	X		X	X	X	2
Jacumin-Simpson	X	X	X	X	X	1
Patterson Hall	X	X	X	X	X	1
Bostwick Hall	X		X	X	X	1
Goldston Hall	X		X	X	X	2
Simmons Hall (Vacant)						
Broyhill Hall				X	X	1
Prince Building				X	X	1
Physical Plant				X	X	
Health Center				X	X	
Manor House				X		
Magnolia Hill	X		X	X		
Duplex Apartments (Judson, Rice, West Pine)			X			
McDowell Apartments			X			
West Oak Apartments			X			

<b>Fletcher Village Apartments</b>			X			
<b>Flaherty Farms Apartments</b>		X	X	X		

## Fire Statistics

**2016**

<b>Building Name</b>	<b>Total Fires</b>	<b>Date/Time</b>	<b>Location</b>	<b>Cause of Fire</b>	<b>Number of Injuries That Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to Fire</b>	<b>Value of Property Damage Caused by Fire</b>
<b>Stealey Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Binkley Chapel</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Ledford Student Center</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Stephens-Mackie Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Adams Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Appleby Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Denny Library</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Lolley Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Jacumin-Simpson</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Patterson Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Bostwick Hall</b>	1	1/20/2016 @ 14:45	Oven	Element Burned Out	0	0	\$100
<b>Goldston Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Simmons Hall (Vacant)</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Broyhill Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Prince Building</b>	1	8/14/2016 @ 16:22	Dumpster	Cleaning Rags Ignited	0	0	0
<b>Physical Plant</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Health Center</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Manor House</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Magnolia Hill</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A

<b>Duplex Apartments (Judson, Rice, West Pine)</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>McDowell Apartments</b>	1	4/21/2016 @ 10:00	Oven	Plastic Tray Caught Fire	0	0	\$1,000
<b>West Oak Apartments</b>	1	7/25/2016 @ 09:30	HVAC Area	Timbers Around HVAC	0	0	\$200
<b>Fletcher Village Apartments</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Flaherty Farms Apartments</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## Fire Statistics

**2015**

<b>Building Name</b>	<b>Total Fires</b>	<b>Date/Time</b>	<b>Location</b>	<b>Cause of Fire</b>	<b>Number of Injuries That Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to Fire</b>	<b>Value of Property Damage Caused by Fire</b>
<b>Stealey Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Binkley Chapel</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Ledford Student Center</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Stephens-Mackie Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Adams Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Appleby Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Denny Library</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Lolley Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Jacumin-Simpson</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Patterson Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Bostwick Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Goldston Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Simmons Hall (Vacant)</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A

<b>Broyhill Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Prince Building</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Physical Plant</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Health Center</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Manor House</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Magnolia Hill</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Duplex Apartments (Judson, Rice, West Pine)</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>McDowell Apartments</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>West Oak Apartments</b>	1	2/14/2015 from 2100-2300 hrs	Woods behind West Oak	Unknown	0	0	0
<b>Fletcher Village Apartments</b>	1	3/8/2015 at 1745 hrs	Water Heater	Electrical	0	0	\$400
<b>Flaherty Farms Apartments</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## Fire Statistics

**2014**

<b>Building Name</b>	<b>Total Fires</b>	<b>Date/Time</b>	<b>Location</b>	<b>Cause of Fire</b>	<b>Number of Injuries That Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to Fire</b>	<b>Value of Property Damage Caused by Fire</b>
<b>Stealey Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Binkley Chapel</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Ledford Student Center</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Stephens-Mackie Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Adams Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Appleby Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A

<b>Denny Library</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Lolley Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Jacumin-Simpson</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Patterson Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Bostwick Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Goldston Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Simmons Hall (Vacant)</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Broyhill Hall</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Prince Building</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Physical Plant</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Health Center</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Manor House</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Magnolia Hill</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Duplex Apartments (Judson, Rice, West Pine)</b>	1	Jan. 30 @ 15:30	Kitchen	Water Heater Shorted Out	0	0	\$400
<b>McDowell Apartments</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>West Oak Apartments</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Fletcher Village Apartments</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Flaherty Farms Apartments</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## **Missing Students**

If a member of the SEBTS community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify the Department of Campus Security at (919) 291-1903. Campus Security will contact the Wake Forest Police Department within 24 hours if they have not been contacted already to investigate and generate a missing person report.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by SEBTS in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, SEBTS will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so each semester through the registration process. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating the report of a missing person, should the WFPD determine that the student has been missing for 24 hours, SEBTS will notify the student's emergency contact as soon as it is determined the student is missing. If the missing student is under the age of 18 and not emancipated, SEBTS will notify the student's parent or legal guardian immediately after SEBTS has determined that the student is missing.

SEBTS shall follow all reporting and investigatory laws when dealing with missing persons.

## **Sexual Assault Policies**

### ***Education Programs***

SEBTS offers training during orientation on Sex Offense Awareness and Prevention. Training is also offered to incoming students and new employees on Sexual Harassment Awareness and Prevention. These training programs are also available on SEBTS' website under Department of Campus Security located under Campus Life. The direct link to this site is: <http://www.sebts.edu/community-life/CampusSecurity.aspx>.

### ***Sexual Harassment, Discrimination, and Assault***

SEBTS is committed to providing students and employees with an environment free from all forms of sex-based discrimination, which can include acts of sexual violence, sexual misconduct and disrespect for one another. Non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, dating violence, domestic violence, and

stalking are all prohibited at SEBTS. All members of the SEBTS community are expected to treat everyone with a spirit of Christian love, mutual respect, and individual dignity.

SEBTS provides educational and spiritual programming to promote our commitment to biblical principles of abstinence and purity.

SEBTS prohibits all of the following crimes as defined by the *Clery Act*:

Sex-Based Misconduct Offense categories include, but are not limited to,

- Sexual Harassment; Sexual Exploitation; Sexual Assault
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)

Other Misconduct Offenses when based on sex or gender include, but are not limited to,

- Bullying
- Domestic Violence
- Dating Violence
- Stalking

*Policy (from SEBTS Employee Handbook)*

## **SEXUAL AND OTHER FORMS OF HARASSMENT**

SEBTS is committed to providing a work environment that is free of discrimination, harassment or hostile work environments. In keeping with this commitment, SEBTS maintains a strict policy prohibiting unlawful harassment, including sexual harassment. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexual oriented behavior or comments that create a hostile or offensive work environment. It is important for every employee to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be considered offensive to others. In no way should the above listed examples be considered all inclusive, but they are intended to provide guidance as to what may constitute a form of harassment. Sexual harassment of employees by supervisors, coworkers, or others who visit the institution (i.e. vendors) is prohibited.

If an employee believes he/she is being, or has been, harassed in any way, or has observed harassment in any way, he/she must report the facts of the incident or incidents to his/her supervisor immediately, without fear of reprisal. If the supervisor is the person engaging in harassment, the employee should report to the next higher supervisor in the reporting chain. Every complaint will be taken seriously, investigated promptly and held highly confidential. SEBTS will take affirmative steps to ensure that such behavior is not allowed or tolerated. Offenders may be disciplined up to and including termination and the loss of any accrued benefits.

## ***Risk Reduction Tips***

SEBTS believes that consistent with the principles of SEBTS, it is wisest to abstain from behavior that could potentially lead to harm to oneself as well as others (i.e. sexual immorality, consumption of alcohol). Additionally, it is more beneficial to prevent crimes than to react after the fact. Below you will find some general safety tips to reduce the risk of experiencing a non-consensual sexual act and avoid committing a non-consensual sexual act:

- Watch out for your friends and have your friends watch out for you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.
- Trust your instincts.
- Be aware of your surroundings.
- Avoid isolated areas and walk or jog with a friend.
- Make sure your cell phone is charged and accessible.
- If you suspect you or a friend has been drugged, contact law enforcement immediately.
- Tell a friend where you are going and when you will return.
- Make your limits known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Do not share intimate content, pictures, images and videos with others, even those you may trust. If you do share, clarify your expectations as to how or if those images may be used, shared, or disseminated.
- Always clearly communicate your intentions and give others a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexuality, about whether they are attracted to you; about how far is appropriate to go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
- Mixed messages are a clear indication that you should stop.
- Never take advantage of someone's altered state due to substance, or otherwise.
- Realize that someone could feel intimidated by you. You may have a power advantage simply because of your gender or physical presence.
- Understand that consent to some form of behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence, passivity, or non-responsiveness cannot be interpreted as an indication of consent. Pay attention to verbal and non-verbal communication and body language.

## ***Sexual Misconduct Definitions***

**Consent** - informed, mutually understandable words or actions (freely and actively given), which indicate a willingness to participate in mutually agreed upon act or purpose. It is voluntary and active, not passive. Effective consent may never be given by: minors, mentally

disabled persons, and persons who are incapacitated as a result of alcohol or other drugs or who are unconscious or otherwise physically helpless. Use of alcohol or other drugs will never function to excuse behavior that violates this policy. Silence, by itself, cannot constitute consent. Consent to one sexual act does not constitute or imply consent to future acts. Consent is required regardless of the parties' relationship or history together.

**Hostile Environment (harassment)** – occurs when unwelcome conduct of a sexual nature is sufficiently serious that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational environment. A hostile environment can be created by a school employee, another student, or even someone visiting the school, such as a student or employee from another school.

**Quid Pro Quo (harassment)** - occurs when a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity. It can also occur when an employee causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct. For example, when a teacher threatens to fail a student unless the student agrees to date the teacher, it is quid pro quo harassment.

**Incapacitation** - 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.

**Retaliation** - action taken by an accused individual or an action taken by a third party or a group of people against any person because that person has opposed any practices prohibited under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, discouraging or in any way discriminating against an individual because of the individual's complaint or participation in the complaint process. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

**Reporting Party** – any person who brings forth information to the institution regarding a potential violation of this policy, whether or not they are the alleged victim, is considered a reporting party for purposes of this policy.

**Sexual Assault** - any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

### ***Sex-Based Misconduct Offenses***

## 1. Sexual Harassment; Sexual Exploitation

*Sexual harassment* is unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it either:

- Unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational program and/or activities, and/or
- Based on power differentials (*quid pro quo*), the creation of a hostile environment or retaliation.

The following factors will be considered in determining harassment:

- Perspective of the individual being harassed;
- Perspective of a reasonable person in a similar situation;
- The degree to which the conduct affected one or more students' education or individual employment;
- Nature, scope, frequency, duration and location of the incident or incidents;
- Identity, number and relationships of the persons involved; and
- Nature of higher education.

*Sexual exploitation* occurs when someone takes non-consensual 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 sex-based misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video, audio-taping, or cyber or social media exposure of genitalia or sexual activity;
- Engaging in voyeurism;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually based stalking and/or bullying.

## 2. Non-Consensual Sexual Contact (or attempts to commit same)

*Non-consensual sexual contact* is:

- Any intentional sexual touching,
- However slight,
- With any object,
- By a man or woman upon a man or a woman,
- That is without consent and/or by force.

Sexual contact includes intentional contact with the breasts, buttocks, groin, genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts. It also includes any intentional bodily

contact in a sexual manner, though not involving contact with aforementioned body parts. This category can also include, but is not limited to, pervasive verbal sexual harassment or egregious sexual exploitation.

### 3. Non-Consensual Sexual Intercourse (or attempts to commit same)

*Non-consensual sexual intercourse is:*

- Any sexual intercourse;
- However slight,
- With any object,
- By a man or woman upon a man or a woman,
- That is without consent.

Intercourse includes vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation, no matter how slight the penetration or contact. This includes sexual assault in consideration of the following areas:

a. Non-violent

- No evidence of the use of force;
- Significant discrepancy or dispute of consent.

b. Mitigating factors

- Alleged mutual incapacitation;
- No previous offenses or conduct history;
- Uncooperative victim;
- Previous consenting sexual relationship.

c. Aggravating factors • Previous record of sex-based misconduct;

- Evidence of the use of force;
- Egregious contact or assault;
- Multiple victims

### ***Other Misconduct Offenses When Based on Sex or Gender***

- Bullying  
Repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.
- Domestic Violence  
Crime of violence committed against a current or former spouse, someone similarly situated, a co-parent, or an adult or youth protected under state domestic or family violence laws.
- Dating Violence  
Violence by a person who is or has been in a social relationship of a romantic or intimate nature.

- Stalking

A course of conduct directed at a specific person that would cause a reasonable person to fear for their safety, the safety of others or suffer substantial emotional stress.

## **Sex Offender Registry**

On October 28, 2002 the Campus Sex Crimes Prevention Act went into effect. This law requires institutions of higher education to issue a statement advising the campus community where information on the identity and location of registered sex offenders may be obtained. This law also requires registered sex offenders to provide notice to each institution of higher education of their status as a registered sex offender if that person is employed, carries on a vocation, volunteers' services or is a student. Information about the sex offender registry can be found at: <http://sexoffender.ncsbi.gov/>.

## **Preventing and Responding to Sex Offenses**

SEBTS educates the student community about sexual assaults and date rape through mandatory orientations each fall and spring. The Department of Campus Security offers sexual assault education and information programs to students and employees upon request.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Department of Campus Security strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Campus Security officer and/or to a Housing and Residential Education representative. Filing a report with a Campus Security officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Department of Campus Security, the Wake Forest Police Department will be notified as well. A representative from the Housing Department and Student Life will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and SEBTS, or only the latter. A SEBTS representative will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from SEBTS through the Student Life Office. Counseling and support services outside SEBTS can also be obtained.

SEBTS disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Handbook. The Handbook provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating SEBTS' sexual misconduct policy could be criminally prosecuted and may be suspended or expelled from SEBTS for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

## **Violence Against Women Act (VAWA)**

SEBTS does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited, whether sexually based or not, and include dating violence, domestic violence, and stalking. As a result, SEBTS issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a SEBTS official. In this context, SEBTS prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the SEBTS community.

### ***Sexual Harassment, Discrimination, and Assault***

SEBTS is committed to providing students and employees with an environment free from all forms of sex based discrimination which can include acts of sexual violence, sexual misconduct and disrespect for one another. Non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, dating violence, domestic violence, and stalking are all prohibited at SEBTS. All members of the SEBTS community are expected to treat everyone with a spirit of Christian love, mutual respect, and individual dignity.

Victims of offenses are strongly encouraged to report the incident to Campus Security and local law enforcement. This action does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made at a later date. The earlier an incident is reported, the easier it is to collect valuable evidence. Any person wishing to report a possible violation may contact Campus Security or the Wake Forest Police Department. Statistics from these groups are included in the Crime Statistics in this document. Options available to victims of sexual assault include SEBTS disciplinary action, criminal prosecution, or civil suit.

SEBTS is committed to fostering a campus environment that both promotes and expedites prompt reporting of sexual discrimination or assault and timely, fair and impartial adjudication of reported cases. Individuals will not be discouraged by any employee of SEBTS from reporting incidents of assault or discrimination, and it is a violation of SEBTS policy to retaliate against any person making a complaint or against any person participating in the investigation of any allegation of assault or discrimination.

If a sexual assault should occur, the victim should take the following precautions:

- Go to a safe place.
- Call Campus Security or the Wake Forest Police Department if the incident occurred on campus.
- Call local law enforcement if it occurred off campus. Campus Security can assist you if desired.

- Contact a friend or family member.
- Do not bathe or douche.
- Do not urinate, if possible.
- Do not eat, drink liquids, smoke or brush teeth if oral contact took place.
- Keep the clothes worn during the offense. If clothes are changed, place clothes in a paper bag (evidence deteriorates in plastic).
- Get prompt medical attention.
- Do not destroy the physical evidence that may be found in the vicinity of the crime. If the crime occurred in the victim's home, do not clean or straighten until the police have had an opportunity to collect evidence.
- Tell someone all details remembered about the assault.
- Write down all details remembered as soon as possible.

## **RESOURCES FOLLOWING EXPERIENCES OF SEXUAL VIOLENCE**

This may be a time in which an individual will have to make many decisions and may feel a variety of emotions that might make it difficult to cope alone. SEBTS and our local community are both well-equipped to assist individuals who have experienced sexual violence, dating/domestic violence, or stalking, whether through having individuals to talk to and support them, obtaining medical attention, planning for their physical and emotional safety, making adjustments to their housing or class schedule, visiting a counselor or seeking support, and/or engaging with legal authorities.

*If an individual has experienced sexual assault, dating or domestic violence, or stalking:*

**It is not their fault. They are not alone. Resources are available to help.**

- **For emergency needs, call 911.** This notification activates resources to provide emergency medical or safety care.
- **Seek medical care.** It is crucial that individuals seek medical attention as soon as possible. Health Services staff and emergency room personnel are trained to respond sensitively to individuals who have experienced violence.
  - It is important to preserve all physical evidence to maintain all of the available legal options. For incidents of sexual, dating, or domestic violence, having an evidence collection kit completed at a local hospital within 96 hours will assist an investigation, should an individual decide now (or later) that they want to pursue prosecution. For individuals impacted by stalking, keep a log of all dates, times, witnesses, and incidents that have occurred.
  - A medical professional can also determine the possibilities and any required treatment for physical injury, sexually transmitted infections/diseases or pregnancy.
- **Report the incident(s) to Law Enforcement.**

- *Law Enforcement:* Individuals are encouraged to contact local law enforcement by calling 911 from any phone.
- Timely reports increase the likelihood that critical evidence will be obtained. If an individual decides to file legal charges, SEBTS can advise them on how to proceed.
- **Seek support.** There are many professional resources on campus or within the community that are available to support individuals through the healing process. Individuals may also choose to seek support in family or friends.

SEBTS has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. When one of these crimes is reported, when possible, SEBTS will protect the confidentiality of victims and other necessary parties. The institution will also complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)).

### ***What to do immediately***

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible. The hospital obtains the victim's name at check-in. If the victim wishes, the evidence kit collected at the hospital will be transferred to the appropriate law enforcement agency's evidence room. The kit will be listed under the name of John Doe or Jane Doe with the time and date of the incident. 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 in order to preserve evidence which may assist in proving that the alleged criminal offense occurred/or is occurring, or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, as such evidence may be useful to investigators and law enforcement. Although SEBTS 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 SEBTS office receiving the report will assist any victim with notifying local law enforcement if they so desire.

### ***VAWA Sexual Assault Definitions***

**Sexual assault** - 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** - the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling** - the touching of the private 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** - the non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

### ***Definitions (VAWA) Continued***

**Domestic Violence** – includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws 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 Virginia.

**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; and where the existence of such a relationship shall be determined based on a consideration of the following factors: 1) the length of the relationship, 2) the type of relationship, and 3) the frequency of interaction between the persons involved in the relationship.

**Stalking** – engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others, or 2) suffer substantial emotional distress. For the purposes of this definition—

(i) 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.

(ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

*All proceedings regarding investigation and disciplinary action will be conducted in a manner consistent with SEBTS's policies. Timely notice will be given for meetings at which the complainant or respondent, or both, may be present. The complainant, the respondent and appropriate SEBTS representatives will have timely and equal access to any information that will be used during informal and formal disciplinary meetings.*

If a report of domestic violence, dating violence, sexual assault or stalking by a student is reported to SEBTS, the procedures that SEBTS 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 are listed below:

Incident Being Reported:	Procedure SEBTS Will Follow:	Evidentiary Standard:
Sexual Assault, Domestic Violence, Dating Violence, or Stalking	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs. delayed report), SEBTS will assist the complainant with access to medical care</li> <li>2. SEBTS will assess immediate safety needs of complainant</li> <li>3. SEBTS will assist complainant with contacting local law enforcement if complainant requests AND complainant provided with contact information for local law enforcement</li> <li>4. SEBTS will provide complainant with referrals to on and off campus counselors</li> <li>5. SEBTS will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" agreement between both parties</li> <li>6. SEBTS will provide a Campus Ban or Trespass to the accused party if deemed appropriate</li> <li>7. SEBTS will direct individuals to a copy of the Sexual Misconduct Policy and inform the complainant regarding time frames for inquiry, investigation, and resolution</li> <li>8. SEBTS will conduct an investigation into the incident and gather all pertinent information. The relevant information will be reviewed and measured in a manner that is consistent with SEBTS policies and transparent to both the reporting parties, as well as the accused. A decision of the outcome of the case as it pertains to responsibility and sanctions will be made within 60 days</li> <li>9. SEBTS will inform the complainant and the accused of the outcome of the investigation, whether or not</li> </ol>	Preponderance of the Evidence

	<p>the accused will be administratively charged, the outcome of any disciplinary proceeding, SEBTS procedures for the accused or complainant to appeal the result of the proceeding, if the result is changed, and when the result becomes final</p> <p>10. SEBTS 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</p>	
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