



CAROLINA COLLEGE *of* BIBLICAL STUDIES

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 Carolina College of Biblical Studies’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, Carolina College of Biblical Studies will be referred to as CCBS.

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Introduction

Campus Security has been designated as the entity responsible for compiling and publishing the CCBS Annual Security Report. This report provides vital information about security on or about the CCBS campus and is kept where it can be easily located for reference in the Provost's Office. This report is also available online at <https://www.ccbs.edu/student-life/student-consumer-information/security/>. Unless otherwise noted, updates are annual and are posted prior to October 1 each year. All required materials contained in this report are also submitted to the Department of Education via the web-based data collection tool.

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

CCBS 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 CCBS community.

Campus Overview

Located within Fayetteville, North Carolina, Carolina College of Biblical Studies (CCBS) was founded in 1973 and since then our student body has grown to approximately 200 students.

Men and women can be equipped through our various associate, bachelor, and master's degree programs. Classes are offered on our Fayetteville campus and online. We also offer extension site classes at various locations, such as West Cabarrus Church in Concord, NC.

Campus Security Overview

Campus Security is facilitated through the Provost's Office and the Campus Safety Officer. CCBS does not currently operate a full-service security department. As a result, the awareness and cooperation of the entire campus community is important to the safety and security of CCBS.

Clery Act Requirements

The Clery Act requires colleges and universities to:

Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.

- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities.”
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing threat to students and employees.
- Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.”
- Prohibit the institution, or an officer, employee, or agent of the institution, participating in any program under this title from retaliating, intimidating, threatening, coercing, or otherwise discriminating against any individual with respect to the implementation of any provision of the Clery Act.

The Department of Campus Security is responsible for preparing and distributing this report. We work with many other divisions and agencies to compile the information including Student Services and local law enforcement agencies. We encourage members of the CCBS Community to use this report as a guide for safe practices on and off campus. It is available on the CCBS website at:

<https://www.ccbs.edu/student-life/student-consumer-information/security/>.

Reporting Procedures

When reporting criminal actions or other emergencies, dial 911 from any CCBS telephone and you will be connected directly to the Cumberland County 911 Center. You may also call (910) 433-1529 to connect to the Fayetteville Police Department directly. After making contact with emergency services, call the college on its main line at (910) 323-5614. It is highly recommended that every member of the CCBS 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 Fayetteville 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. Fayetteville Police, Emergency Medical Services, Fire Department Services, Personnel from other CCBS 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:

CCBS Campus Security: (910) 323-5614
Emergency: 911
Non-Emergency: (910) 433-1529
campussecurity@ccbs.edu

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

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

Dean of Students
(910) 323-5614
or
Title IX Coordinator
(910) 323-5614

Once contact is made with one of these offices, they will add the statistical data to their records thereby accurately counting the statistic in the annual disclosure report. If the situation is such that a “Timely Warning Notice” may be necessary (see below), then the Title IX Office or Student Services will contact Campus Security and convey the facts required to issue a Timely Warning Notice.

Campus Security encourages everyone that has become the victim or witness of a crime to come forward and report it to 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 Campus Security or with the Fayetteville 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 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.

Campus Security Authority

While it is strongly encouraged to report all criminal and emergency incidents directly to Campus Security, Campus Security Authorities are designated to assist in reporting these incidents. “Campus Security Authority” (CSA) is a Clery Act-specific term that encompasses four groups of individuals and/or departments associated with CCBS. These groups are:

- All Campus Security personnel.

- Any individual who has responsibility for campus security but is not part of Campus Security.
- Any individual who, by way of directive, is required to report criminal incidents to anyone or any other department or organization, in addition to police or security-related personnel.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, Resident Life personnel, Community Life personnel and Student Counseling personnel. 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. Such officials include:
 - Dean of Students, Student Counseling Services and counselors not bound by law
 - Director Student Activities
 - Title IX Coordinator
 - Local outside law enforcement with jurisdiction over campus

Examples of individuals who are not CSAs include:

- Faculty members who do not have any responsibility for student and campus activity beyond the classroom; and
- Clerical, maintenance, or cafeteria staff.

CSAs must follow all mandatory reporting procedures, as indicated in Reporting Procedures section of this report.

Campus Security collects and reviews all crime reports from CSAs. All policy, documentation, and records are kept by and under the responsibility of Campus Security and/or designated office.

Emergency Evacuation Procedures and Policies

When any serious incident occurs that constitutes an immediate threat to the health or safety of the CCBS Community, Campus Security, the Fayetteville Police Department (FPD), and the Fayetteville Fire Department (FFD) as well as other CCBS 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 CCBS 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 CCBS community, procedures as described in the Timely Warning Notices section of this report shall be implemented immediately.

CCBS 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, CCBS 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 and Telephone Text Messages. In addition to these mediums of notification, CCBS will utilize the CCBS website to flash messages and the CCBS voice mail to record messages.

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 persons are responsible for determining, initiating, and communicating any emergency notifications:

1. Campus Security
2. Provost
3. Office Manager

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

CCBS will notify the college community of its emergency notification, emergency response and evacuation procedures via email. CCBS 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.

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 CCBS, a Timely Warning Notice shall be issued. The Campus Safety Officer 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 Safety Officer or the Provost. Timely Warning Notices shall typically be distributed to the CCBS Community via email and text message systems.

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 Campus Security. The distinguishing factor in these cases is the presence of an ongoing threat to the CCBS community.

Timely Warning Notices will be sent out by Campus Security or the Provost's Office in conjunction with the President's Office, Informational Technology Office, and local emergency services to include, but not limited to, the Fayetteville Police Department, the Fayetteville 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 the south parking lot near the shed and dumpster corner. 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 or other college employees, or other local authorities. CCBS 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:

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.

1. 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.
2. Close and lock all windows (tighter seal when locked).
3. Close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able.
6. Make a list of the people with you and ask someone to call the list in to Campus Security.
7. Turn on a radio or television and listen for further instructions.
8. Make yourself comfortable.

Local Police Departments

CCBS Campus Security maintains a close working relationship with local emergency response agencies. Should one of these agencies encounter a CCBS 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 CCBS 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 CCBS. Campus Security 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 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 CCBS. 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.

Education Programs

Campus Security is committed to educating the CCBS 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 CCBS community to read our annual reports as they provide all of our security measures and policies in one convenient location.

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 CCBS 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 to 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.

Active Shooter Training is available, including the Run, Hide, Fight video:

<https://www.fbi.gov/about/partnerships/office-of-partner-engagement/active-shooter-resources/responding-to-an-active-shooter-crisis-situation>

Remember that help is on the way. Campus Security and Fayetteville 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.

Drug Policies

CCBS 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 CCBS 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 CCBS that alcohol is not permitted upon any property owned or controlled by CCBS.

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 college and/or criminal prosecution.

Policy from CCBS Employee Handbook

16.0 Drug Policy

All CCBS employees are prohibited from engaging in the use or possession of illegal drugs, whether on or off duty. Employees who engage in the prohibited conduct identified above will receive discipline, up to and including discharge.

CCBS 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 CCBS vehicle or machinery.

In order to effectuate this Drug Policy, CCBS may, in its sole discretion, require employees to submit to substance abuse testing upon request. Specifically, employees may be required to submit to some or all of the following: drug screening prior to employment, random testing, post-accident testing, and reasonable suspicion 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. All substance abuse testing will be conducted in accordance with the North Carolina Controlled Substance Examination Regulation Act.

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 Policy should report such observations to their supervisor or the Provost.

Compliance with this policy is a condition of employment. Violations may result in disciplinary action, up to and including termination.

Policy from Student Handbook

Tobacco & Controlled Substances

The possession and use of alcoholic beverages of any description, non-prescribed narcotics or hallucinogenic drugs, including marijuana, is completely and strictly prohibited on the campus. Tobacco use in all forms is prohibited on the campus.

Crime Statistics

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 <https://www.ccbs.edu/student-life/student-consumer-information/security/>. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus along with various departments on the CCBS campus.

Campus crime, arrest, and referral statistics include those reported to the Fayetteville Police Department and designated campus officials (including but not limited to administrators, managerial staff, department heads).

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 from the Provost Office or by emailing provost@ccbs.edu.

How to Report a Criminal Offense

Contact Campus Security at (910) 323-5614 (non-emergencies), the Fayetteville Police Department at (910) 433-1529, or dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, or inside buildings should be reported to Campus Security.

In addition, you may report a crime to the following areas:

- Student Services
- Dean of Students Office
- Financial Aid/Student Resources
- Business Office
- Provost Office

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within CCBS or the criminal justice system, you may still want to consider making a confidential report. With your permission, the School Safety Officer 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, CCBS 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

CCBS 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 CCBS 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, CCBS will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Campus Security Authority

Administrators, Staff, Faculty, and Campus Security have the authority to ask persons for identification and to determine whether individuals have lawful business at CCBS. Campus Security does not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. Campus Security maintains a highly professional working relationship with the Fayetteville Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to 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 Fayetteville Police Department (FPD). Campus Security of CCBS and the FPD communicate regularly on the scene of incidents that occur in and around the campus area. CCBS works closely with the investigative staff of the FPD 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 CCBS and FPD.

Annual Statistics

	2018			
Activity or Category	On- Campus Property	On- Campus Student Housing Facilities	Non-Campus Property	Public Property
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	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Dating Violence	0	0	0	0
Domestic Violence	0	0	1	0
Stalking	0	0	0	0
Arrests				
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
Referrals for Campus Discipline				
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
Hate Crimes:				
Race	0			
Religion	0			
Sexual Orientation	0			
Gender	0			
Gender Identity	0			
Disability	0			
Ethnicity/National Origin	0			

	2017			
Activity or Category	On- Campus Property	On- Campus Student Housing Facilities	Non-Campus Property	Public Property
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	0	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
Arrests				
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
Referrals for Campus Discipline				
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
Hate Crimes:				
Race	0			
Religion	0			
Sexual Orientation	0			
Gender	0			
Gender Identity	0			
Disability	0			
Ethnicity/National Origin	0			

	2016			
Activity or Category	On- Campus Property	On- Campus Student Housing Facilities	Non- Campus Property	Public Property
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	0	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
Arrests				
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
Referrals for Campus Discipline				
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
Hate Crimes:				
Race	0			
Religion	0			
Sexual Orientation	0			
Gender	0			
Gender Identity	0			
Disability	0			
Ethnicity/National Origin	0			

Definitions

When not in conflict with the Clery Act, the standards and definitions of the FBI's Uniform Crime Reporting program are used.

Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

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

Sex Offenses: Any sexual 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 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 or physical incapacity.

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

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

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

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: Unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

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

Illegal Weapons Possession: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Drug Law Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

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

Bias: A preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, ethnicity, gender or gender identity.

Larceny-theft: The unlawful taking, carrying, leading or riding away of property from the possession constructive possession of another person.

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

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

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Sexual Assault: Sexually abusing a person under any one of the following circumstances:

- Against their will by force, threat, intimidation, or trick;
- Within a two-year period more than one victim or with one victim on more than one occasion without consent;
- If the victim is an inmate and the offender is in a position of authority over the victim;
- If the victim is a probationer, parolee, or pretrial defendant and the offender is in a position of authority over the victim.

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 College that is used in direct support of, or in relation to, the institution's educational purpose and is frequently used by students.

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

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

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: Fayetteville Police Department; Cumberland County Sheriff's Office; North Carolina Highway Patrol.

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 2018: 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 FPD in 2018, 2017, or 2016.

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 CCBS.

Campus Security monitors the status of all fire detection and any fire suppression systems on campus. If a fire has occurred, it should be reported to Campus Security by calling (910) 323-5614.

Campus Security, along with the assistance of the local Fayetteville 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.

Fire Protection Systems

	Fire Alarm Monitoring	Full Sprinkler System	Smoke Detection	Fire Extinguishing Devices	Exit Signs and Evacuation Plans	Number of Fire Drills Each Calendar Year
Main Campus	X		X	X	X	1

Fire Statistics

2018

	Total Fires	Date/Time	Location	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Main Campus	0	N/A	N/A	N/A	N/A	N/A	N/A

2017

	Total Fires	Date/Time	Location	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Main Campus	0	N/A	N/A	N/A	N/A	N/A	N/A

2016

	Total Fires	Date/Time	Location	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Main Campus	0	N/A	N/A	N/A	N/A	N/A	N/A

Missing Students

If a member of the CCBS community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Campus Security at (910) 323-5614. Campus Security will contact the Fayetteville Police Department within 24 hours if they have not been contacted already to investigate and generate a missing person report.

After investigating the report of a missing person, should the FPD determine that the student has been missing for 24 hours, CCBS 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, CCBS will notify the student's parent or legal guardian immediately after CCBS has determined that the student is missing.

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

Sexual Assault Policies

Sexual Harassment Policy from Employee Handbook

Section 14.0 Sexual and Other Unlawful Forms of Harassment

CCBS prohibits any form of sexual and other unlawful harassment involving any of its employees in the employment relationship. Harassment, retaliation, coercion, interference, or intimidation of an employee due to his or her legally protected status or characteristic, or that of an employee's relatives, friends, or associates, is strictly forbidden. This policy is part of CCBS' efforts to maintain a workplace free of harassment for its employees.

14.1 Sexual Harassment

Sexual harassment does not require physical contact, but can be any type of unwelcome conduct. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to the conduct is made a term or condition of an individual's employment (either explicitly or implicitly), when submission to or rejection of the conduct is used as the basis for employment decisions affecting the individual, or when the conduct is sufficiently severe, persistent, or pervasive to interfere with an individual's work performance or to create an intimidating, hostile, or offensive working environment.

14.2 Other Unlawful Harassment

Other unlawful harassment may consist of verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her legally protected status or characteristic, or that of his or her relatives, friends, or associates, and has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of interfering unreasonably with an individual's work; or otherwise adversely affects an individual's employment opportunities.

14.3 Prohibitions

Any act, comment, or behavior that constitutes sexual or other unlawful harassment is strictly prohibited and will not be tolerated of any employee, either on or off CCBS' premises. For purposes of this policy, this includes but is not limited to: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's legally protected status or characteristic. This prohibition covers not only the relationships between employees of CCBS, but also each employee's relationship with the employees of other companies encountered in the course of performing the duties of his or her job.

14.4 Reports and Investigations

Employees, without any fear of reprisal, should bring any form of sexual or other unlawful harassment (whether by a co-worker or someone else encountered while performing their job duties) to the attention of their supervisor. All supervisors

who receive a complaint of sexual or other unlawful harassment should immediately contact the President or the Provost. If for some reason an employee does not feel comfortable reporting harassment to his or her supervisor, the employee should feel free to report the harassment to the next higher supervisor in the reporting chain, another member of management, or the Provost. Upon receipt of an allegation of harassment, CCBS will promptly begin an investigation into the circumstances of the incident and the alleged harassment. Any person who becomes aware of an incident of sexual or other unlawful harassment, whether by witnessing the incident or being told of it, should report it immediately to the Provost.

CCBS will keep all information relating to harassment allegations and investigations as confidential as possible under the circumstances.

14.5 Corrective and/or Disciplinary Action

Following CCBS' investigation, a review of the results of the investigation with the person(s) involved will be conducted and appropriate corrective and/or disciplinary action will be taken, which may result in immediate termination of employment for employees who are determined to have engaged in sexual or other unlawful harassment, conduct approaching sexual or other unlawful harassment, or other conduct that violates CCBS' policy.

14.6 Protection Against Retaliation

CCBS will not in any way retaliate against an individual who makes a report of harassment in good faith or who assists in an investigation. Retaliation is a serious violation of this harassment policy and should be reported immediately. Any employee found to have retaliated against another employee in violation of this policy will be subject to disciplinary action, up to and including termination.

Sexual Harassment, Discrimination, and Assault

CCBS 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 CCBS. All members of the CCBS community are expected to treat everyone with a spirit of Christian love, mutual respect, and individual dignity.

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

CCBS 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

Risk Reduction Tips

CCBS believes that consistent with the principles of CCBS, it is wisest to abstain from behavior that could potentially lead to harm to oneself as well as others (i.e. sexual immorality, excessive 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:

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

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

- 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

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. 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 the Dean of Students's Office. 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 Campus Security, the Fayetteville Police Department will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and CCBS, or only the latter. A CCBS representative will guide the victim through the available options and support the victim in his or her decision. CCBS disciplinary proceedings are detailed in the Student Handbook.

Violence Against Women Act (VAWA)

CCBS 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, CCBS 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 CCBS official. In this context, CCBS 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 CCBS community.

Sexual Harassment, Discrimination, and Assault

CCBS 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 CCBS. All members of the CCBS 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 Fayetteville Police Department. Statistics from these groups are included in the Crime Statistics in this document. Options available to victims of sexual assault include CCBS disciplinary action, criminal prosecution, or civil suit.

CCBS 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 CCBS from reporting incidents of assault or discrimination, and it is a violation of CCBS 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 Fayetteville 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. CCBS 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. 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, CCBS 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.

CCBS 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, CCBS 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 CCBS 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 CCBS 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.

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—

- 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.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- 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 CCBS’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 CCBS representatives will have timely and equal access to any information that will be used during informal and formal disciplinary meetings.

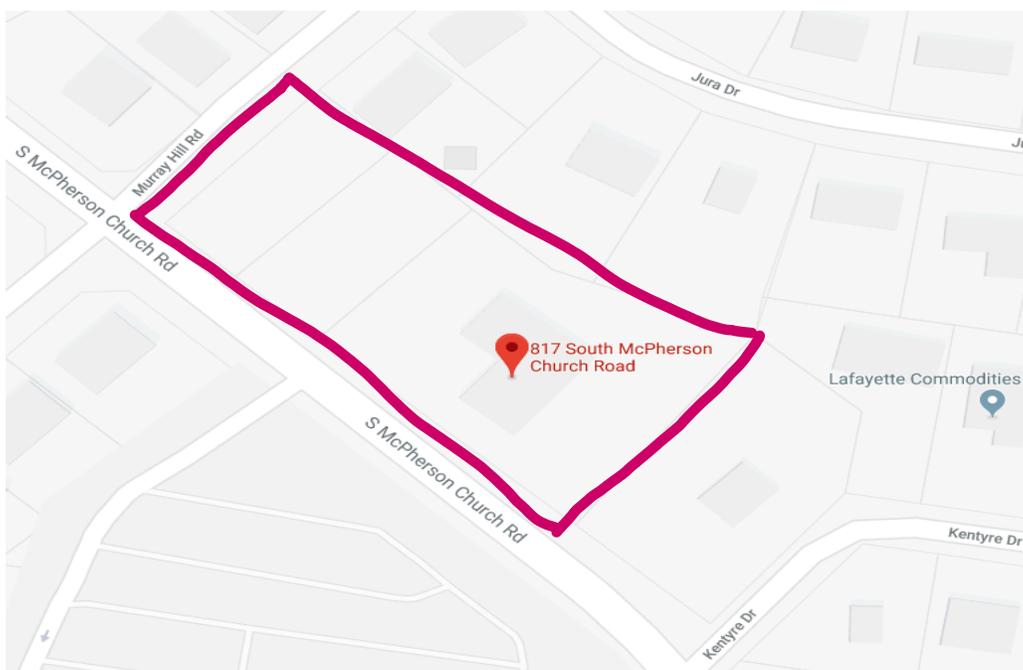
If a report of domestic violence, dating violence, sexual assault or stalking by a student is reported to CCBS, the procedures that CCBS will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report are listed below:

Incident Being Reported:	Procedure CCBS Will Follow:	Evidentiary Standard:
Sexual Assault, Domestic Violence, Dating Violence, or Stalking	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs. delayed report), CCBS will assist the complainant with access to medical care 2. CCBS will assess immediate safety needs of complainant 3. CCBS will assist complainant with contacting local law enforcement if complainant requests AND complainant provided with contact information for local law enforcement 4. CCBS will provide complainant with referrals to on and off campus counselors 5. CCBS 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 6. CCBS will provide a Campus Ban or Trespass to the accused party if deemed appropriate 7. CCBS will direct individuals to a copy of the Sexual Misconduct Policy and inform the complainant regarding time frames for inquiry, investigation, and resolution 8. CCBS 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 CCBS 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 9. CCBS will inform the complainant and the accused of the outcome of the investigation, whether or not the accused will be administratively charged, the outcome of any disciplinary proceeding, CCBS procedures for the accused or complainant to appeal the result of the proceeding, if the result is changed, and when the result becomes final 10. CCBS will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation 	Preponderance of the Evidence

Clery Geography Definitions and Corresponding CCBS Property

On-Campus

Any building or property owned or controlled by the college within the same reasonably contiguous geographic area and used by the college in direct support of, or in any manner related to, the institution’s educational purposes. Additionally, any building or property reasonably contiguous that is owned by the college, but controlled by another, is frequently used by students, and supports institutional purposes.



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 college that is used in direct support of, or in relation to, the university’s educational purpose and is frequently used by students.

At this time, there are **no** non-campus buildings.

Public Property

Any public property within the campus, immediately adjacent to and accessible from the campus.

Residential Facilities

Any college owned building on campus that serves as a residence for students.

At time, there are **no** residential facilities.