



## **Annual Security Report**

October 1, 2015

Urshan Graduate School of Theology (UGST) participates in the Title IV Federal Direct Loan program. As a part of the Program Participation Agreement with the U.S. Department of Education, UGST must comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, typically called the *Clery Act*, as well as the changes made to the Clery Act by the Higher Education Opportunity Act of 2008.

This Annual Security Report will present UGST's security policies, procedures, and programs. The purpose of the report is to disclose UGST's security-related policies and reported crimes. UGST will prepare this report by October 1 of each year, will publish it in PDF format, and will distribute it to all enrolled students, faculty, and staff. At their request, UGST will distribute a copy to prospective students and employees. Anyone who wishes to receive a paper copy of the Annual Security Report should request one from the Admissions Office.

### ***Geography for Crime Reporting***

In compliance with the *Clery Act*, Urshan Graduate School of Theology reports crime statistics that occur on campus and on public property within or immediately adjacent to the campus. At this time, UGST has no noncampus property or buildings under its ownership or control.

UGST's on campus property includes the entire first floor of the Urshan College dormitory wing, access areas, the library, and the parking lot. UGST's public property is the sidewalk adjacent to the parking lot that runs parallel with Howdershell Road.

Any crimes that occur in these areas should be reported according to the procedures described in the Reporting and Collecting Crime Statistics section.

### ***Reporting and Collecting Crime Statistics***

The *Clery Act* requires the disclosure of certain types of reported crimes and that certain characteristics about the crimes be reported. UGST collects reported data only; the institution does not investigate reported crimes. Local law enforcement is engaged for the investigation of alleged crimes. Currently UGST has no official agreements with local police agencies.

Crimes that should be reported are classified into three categories, which are 1) criminal offenses, 2) hate crimes, and 3) arrests and referrals for disciplinary action.

Criminal offenses to be reported are as follows: murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson.

Hate crimes to be reported are any of the criminal offenses (listed above) plus larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property that were motivated by bias. A crime is considered to be motivated by bias if the motivation arose from a bias against race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

Arrests and referrals for disciplinary action to be reported are those that result from the unlawful carrying, possession, or use of weapons; drug abuse violation; and liquor law violation.

When reporting a Clery crime, the following is recorded and disclosed:

- Where the crime occurred
- What type of crime occurred
- Who the crime was reported to
- When the crime occurred

### **How to Report Criminal Offenses**

Whether you are student, faculty, staff, or guest, crimes should be reported promptly and accurately to the Dean of Students and local law enforcement. In the event of a life threatening emergency, dial 911 from a landline or \*55 from a cell phone. To report a non life threatening crime, call the Dean of Students at 502-649-5843 and call the Hazelwood Police Department at 314-838-5000.

Dean of Students, UGST	502-649-5843
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### **Voluntary Confidential Reporting**

If you are the victim of or witness to a crime and do not want to pursue action within the institution or the criminal justice system, you may still want to consider making a confidential report. With your permission, a report can be filed without revealing your identity. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. If a report is filed with a police agency, the report becomes public record.

### **Disclosure of Crime Statistics**

Crime statistics are compiled and reported annually to the U.S. Department of Education via the Campus Safety and Security Survey. The data is then published by the Office of Postsecondary Education and is accessible at <http://nces.ed.gov/collegenavigator>. This link is also posted to UGST's website for prospective students and employees. At the end of this report are crime statistics reported by year and geographic location for the past three years.

### **Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

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

### **Daily Crime Log**

At this time, UGST does not maintain campus police or a security department, so the institution does not maintain a daily crime log.

### **Emergency Notification and Timely Warnings**

During orientation of new students and faculty/staff, emergency evacuation procedures will be reviewed. Periodic emergency evacuation drills will be conducted using the procedures described below.

### **Emergency Response**

The Dean of Students will confirm when a situation is an emergency and will initiate the notification system. If necessary, he/she will also notify the Hazelwood Police Department. In the event of a confirmed emergency, faculty, staff, and students are alerted by the sounding of an alarm and a verbal announcement.

The emergency signal for each emergency situation is as follows:

- In case of an earthquake the schedule bell will ring 3 one-second bursts. This will continue at a 15-second interval for 3 minutes.
- In case of a tornado the schedule bell will ring one solid, unwavering burst for three minutes.
- In case of a fire the fire alarm will be activated.

The verbal announcement for each emergency situation is as follows:

- In case of an earthquake faculty members will alert the individuals on their floor to move only a few steps to a nearby safe place, take cover under and hold onto a piece of heavy furniture or stand against an inside wall.
- In case of a tornado faculty members will alert the individuals on their floor to move in a quick and orderly fashion to the basement of their respective buildings.
- In case of fire faculty members will alert the individuals on their floor to evacuate in a quick and orderly fashion.

### **Emergency Evacuation Procedures**

In the event of fire or other emergency, all faculty, staff, and students shall evacuate immediately.

- In the event of an emergency, faculty, staff, and students shall evacuate by means of the marked exit closest to your classroom. There is an emergency exit in Classroom B, an

exit to the north and west of Classroom A and the Board Room, and an emergency exit to the west of the Library facility.

- In the event of a fire, faculty and staff are authorized to use portable fire extinguishers to attempt to extinguish fires before evacuating.

Critical operations shutdown procedures are not required; therefore, no faculty, staff, or students are authorized to delay evacuation for this purpose.

No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

After an emergency evacuation, faculty, staff, and students are to gather in the following location(s):

- Faculty and staff: South/East corner of the boiler room
- Students: Field

Please wait outside until the “all clear” sign is given to return to the building.

After an emergency evacuation, the procedure for accounting for all employees is:

- Faculty and staff: Report to Dean of Students
- Students: Roll call by Student Body President

## **Timely Warning**

A timely warning is not the same as an emergency notification. Timely warnings are issued to students, faculty and staff when deemed necessary after a report of criminal activity if the activity is considered serious or poses a continuing threat. The timely warning is designed to prevent further occurrence of similar crimes. The Dean of Students will determine when a timely warning is necessary, and when necessary, will send a timely warning notification email to all enrolled students, faculty and staff. The Hazelwood Police Department will communicate to UGST when a crime occurs that warrants a timely warning to the UGST community.

## ***Policy Statements***

### **Security and Building Access**

Campus security is provided through Urshan College. Emergency numbers will be posted and distributed at the beginning of each school year.

The UGST office hours are from 8:00a to 5:00p, Monday through Friday, during the school year. The building will be open during these times everyday unless otherwise notified. During evening class times, the building will be open until the end of the class period at 9:00p. Students will have access to the facilities after hours only if arrangements are made through the Dean of Students.

UGST students have access to the Library after hours with permission of the Director of Library Services. The following is the Library policy for after hours use:

- If three or more students desire to work together in the library after regular hours special arrangements must be made with the Academic Dean prior to 5:00p of the requested study day.
- A library key will be made available and must be returned with all three signatures and actual time of departure from the library. NOTE: all three people must remain in the library together and they may not admit other people.
- Materials may not be borrowed, checked out, or taken from the library premises during these special sessions. Any violation will result in a withdrawal of library privileges.

The normal Library hours are as follows:

Monday-Tuesday: 8:00 A.M.-12:00 A.M.

Wednesday: 8:00 A.M.-6:00 P.M. & 9:00 PM - 12:00 A.M.

Thursday: 8:00 A.M.- 12:00 A.M.

Friday: 8:00 A.M.-6:00 P.M.

Saturday: 9:00 A.M.-5:00 P.M.

Sunday: 9:00 P.M. - 12:00 AM

## **Sexual Conduct Policy**

During orientation of new students and faculty/staff, the sexual conduct policy will be reviewed.

UGST affirms that all persons, male and female, are created in the image of God, and are therefore entitled to be treated with honor, respect and love. Jesus Christ provides the supreme model for Christian relationships, requiring treatment of others with love and purity. Sexuality is a good gift of God that enhances the whole of life, yet scripture expressly limits expression of sexual intimacy to heterosexual, monogamous marriage. Violation of marriage vows through unfaithfulness or unbiblical divorce displeases God and damages others. Sexual intimacy outside marriage also violates God's standards, as may even words, attitudes, and thoughts (e.g., pornography). Sexual harassment is therefore also a sin, and one that is viewed in our society as a form of discrimination prohibited by federal law.

Faculty and staff members are expected to guide students in their department, and should address any breach in this code of conduct. If the matter is not resolved, the faculty or staff member should inform the Academic Dean. The Academic Dean will consult with the student, seeking positive resolution to the problem. If the problem cannot be resolved or is of such a nature that prompt dismissal is required, then the issue will be immediately forwarded to the administrative committee.

Allegations of sexual misconduct or harassment will be treated as any other allegation of serious misconduct. Complaints will be immediately and thoroughly investigated. If it is determined that sexual misconduct or harassment has occurred, prompt and appropriate disciplinary action will be taken, up to and including termination (of an employee) and/or expulsion (of a student). UGST will not retaliate or permit retaliation (including termination of employment) for bringing an allegation of sexual harassment or misconduct in good faith (i.e., not frivolously, maliciously or with vengeful intent).

## **Definitions**

Sexual misconduct includes any violation of scriptural standards for sexual conduct and for violation of faithfulness to one's spouse (if married). Examples include, but are not limited to:

- Intimate sexual activity with and/or deep emotional attachment to a person other than one's legitimate spouse
- Intimate sexual activity by unmarried persons
- Sexual abuse of children
- Unbiblical separation or divorce and/or remarriage
- Collection, viewing, or use of pornography
- Homosexual sexual activity
- Sexual harassment

Sexual harassment includes any form of unwelcome or nonconsensual sexual advance, request for sexual favors, or other verbal or physical contact of a sexual nature or when any of the following is occurring:

1. submission to such conduct is made explicitly or implicitly a condition of employment or academic standing
2. submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades or advancement
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or learning environment. It may include, but is not limited to:
  - Jokes, comments, verbal "kidding" or abuse that is sexually oriented
  - Suggestive, inappropriate or graphic comments about a person's body, appearance or actions
  - Sexually suggestive gestures or actions, including physical actions such as patting, pinching, constant brushing against another's body, or blocking another's movement
  - Subtle pressure for sexual activity or demands for sexual favors, whether or not accompanied by promise of reward or threat of punishment
  - Sexual assault and/or rape
  - Condoning any of the above

## **Procedures for Complaints of Sexual Harassment**

Complaints of sexual harassment by or between members of the faculty or student body should be made to the dean of administration. If the complaint involves the dean of administration, then the complaint should be made to the president. Immediately upon receipt of a complaint, the dean of administration or president will investigate, report, and dispose of the complaint in accordance with the adopted policy of UGST, federal and state law.

Alleged victims or offenders who feel that they have not been satisfactorily dealt with during this process may appeal to the president, whose decision shall be final. If the president has been involved already as accuser, accused or investigator, appeal may be made instead to a committee set up by the chairman of the board of trustees, in which case the decision of the committee will be final.

### **Sex Offender Registration**

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Urshan Graduate School of Theology is providing a link to the Missouri Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Missouri, convicted sex offenders must register with the Sex Offender Registry maintained by the Missouri State Highway Patrol. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

The Missouri State Highway Patrol is responsible for maintaining this registry. Follow the link below to access the Missouri State Highway Patrol website.

<http://www.msHP.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

### **Alcohol and Drug Abuse Policy**

The possession, use and sale of alcohol and illegal drugs are governed by UGST Alcohol and Drug Abuse Policy and federal and state laws. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the Missouri Division of Alcohol & Tobacco Control (ATC). The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. Federal and state laws are enforced by UGST, and any violators are subject to institutional disciplinary action, criminal prosecution, fine and imprisonment.

UGST is an alcohol and drug free campus. Students must refrain from using tobacco in any form, drinking alcoholic beverages, using illegal drugs, or abusing legal drugs.

Students and employees are advised of the policy at orientation and asked to comply with it via their code of conduct. Violation of the code of conduct will result in the institution imposing sanctions up to and including expulsion, termination of employment, and referral for prosecution. Both students and employees may seek a referral for treatment from the Dean of Administration, or may call the Center for Substance Abuse Treatment and Referral Hotline at 800-662-HELP (800-662-4357).

### **Missing Student Notification**

At this time, UGST does not have on campus student housing facilities, so the institution has not adopted missing student notification procedures.

## **Fire Safety Reporting**

At this time, UGST does not have on campus student housing facilities, so the institution does not maintain a fire log, publish an annual fire safety report, or submit fire statistics to the Department of Education.

## **Crime Statistics**

<b>Arrests - On-Campus</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	1	0
Liquor law violations	0	0	0

<b>Criminal Offenses - On-Campus</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

<b>Hate Crimes - On-Campus</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Larceny-Theft	0	0	0
Simple assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of property	0	0	0

<b>Arrests - Public Property</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

<b>Criminal Offenses - Public Property</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0



Motor vehicle theft	0	0	0
Arson	0	0	0
<b>Hate Crimes - Public Property</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Larceny-Theft	0	0	0
Simple assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of property	0	0	0