



# 2017 Security and Fire Safety Report

## CAMPUS ACCESS

The university campus is open to general public access each day from 7 a.m. to 7 p.m. Drive-in entrances close at 7 p.m. and access to campus after that time is through the front entrance. Students and employees are admitted after 7 p.m. by displaying their current campus vehicle registration sticker and utilizing their electronic car tag to access the front entrance. Visitors coming to campus between 7 and 10:30 p.m. must stop at the front entrance, give their name and have a legitimate reason to be on campus. Pedestrian entrances are open from 6 a.m. to 8 p.m. (A campus map is included at the end of this document.)

## CAMPUS BUILDING ACCESS

Most university buildings are open from 8 a.m. to 5 p.m. Monday through Friday. After business hours, most buildings are accessible through the ID card access control system. Students or staff who need after-hours access to a locked building must contact the appropriate department head or building manager to obtain access. Requests may also be made through the ID card access form on the Public Safety intranet website. Opening and closing times for buildings with other hours, such as the Davis Field House, Mack Library, Dixon-McKenzie Dining Common and Student Center, are posted on the university website.

Residence halls are restricted to the residence hall students and any visitors the Welcome Center assigns to the residence halls. Day students and employees may access the residence halls through the front lobby doors from 5:30 a.m. through 10:30 p.m. All other residence hall doors are locked 24 hours a day, seven days a week and accessible only by student ID card.

Employees or students living on campus who expect a visitor after 11 p.m. should call the Public Safety dispatcher at ext. 5911 and give the visitor's name and the expected arrival date and time.

Graduate assistants who work in custodial open the buildings for custodial crews after hours and secure the buildings when the crews are finished. A Public Safety officer enters each building once or twice during the night to check that the building is secure.

## SAFETY AWARENESS

Student life regulations concerning safety issues, such as access to campus and buildings, student department and specific times when students can be in specific campus locations, are included in the Student Handbook and Graduate Student Handbook, which are updated and issued annually. In addition, the Office of Public Safety's website, [home.bju.edu/services/public\\_safety/safetytips](http://home.bju.edu/services/public_safety/safetytips), contains safety tips, covering topics such as how to report an emergency, how to describe a suspect and a vehicle, and how to challenge strangers, along with preventing auto theft and carjacking, and protecting yourself and your belongings.

## **CAMPUS LAW ENFORCEMENT**

Public Safety also employs full-time and part-time officers who are trained and registered through the South Carolina Law Enforcement Division (SLED). Each officer is registered as a private security officer and has the same authority and arrest powers as a deputy sheriff when they are on the property they are paid to protect.

BJU's Office of Public Safety also has several full-time employees who are trained through the South Carolina Criminal Justice Academy and are certified Class 1 law enforcement officers and commissioned as State Constables by the governor's office. These officers have the same authority and arrest powers as any other state, municipal or county law enforcement officer on the property owned by BJU and on all public roads contiguous to BJU's property. This authority comes from the South Carolina Code of Laws Title 59 Chapter 116. All campus police officers issue state traffic tickets and have scheduled court dates for traffic violations and misdemeanor crimes.

BJU's Office of Public Safety has established professional working relationships with the Greenville Police Department, the Greenville County's Sheriff's Office, the South Carolina Highway Patrol and other South Carolina agencies for cooperation with investigations, training and exchange of information. The chief alerts BJU Public Safety patrol officers of crimes occurring near campus as appropriate. In addition, Public Safety monitors county sheriff activity via scanner 24 hours a day, seven days a week and is immediately aware of criminal or potentially threatening incidents near the campus. The city police dispatcher also calls BJU's Office of Public Safety if an incident occurs near campus. Should Public Safety require additional information on a specific incident occurring off campus, the Public Safety supervisor on duty contacts the Greenville Police Department and requests information. If Public Safety requires supplemental capabilities, such as investigative capabilities like fingerprinting, they call for assistance from the Greenville Police Department as agreed upon by the memorandum of understanding signed by BJU and the Greenville Police Department.

BJU's Office of Public Safety does not respond to criminal activity that occurs on property not owned by the University. If a student is involved in criminal activity off campus, Public Safety gives full cooperation to local law enforcement as requested.

In addition, Office of Public Safety officers hold memberships in the National Association of Campus Safety Administrators to network with and participate in training with universities and colleges across the nation.

## **REPORTING CRIMES AND OTHER EMERGENCIES**

All employees, students and visitors are expected to report any type of criminal activity, traffic accidents, medical emergencies, fires or suspicious activity of any type to the Public Safety dispatcher by dialing ext. 1111. If using a cell phone, dial (864) 370-1800, and at the recording dial 1111. Anyone may also report any campus emergency in person to the Public Safety official on duty 24 hours a day, seven days a week at the front entrance to campus.

The Clery Act specifically mandates that "campus security authorities" are responsible for reporting Clery Act crimes reported to them. Campus security authorities are defined as the campus police department; those who monitor the campus entrance; anyone designated as an individual to whom crimes should be reported, including administrators and Student Life & Discipleship staff; and officials who have significant

responsibility for student and campus activities, including but not limited to, student housing, student discipline, student activities, residence hall advisors/assistants and students who monitor access to residence halls. During in-service training at the beginning of the fall semester, Public Safety, working with the provost, sends an email to faculty and staff considered to be campus security authorities reminding them of the types of crimes they are to report and that they are to report them in writing. Procedures for reporting crimes are also included in the annual training of residence hall staff at the beginning of the fall.

If a student, faculty or staff member is the victim of a crime and does not want to pursue action within the university system or the criminal justice system, he or she may make a confidential report by meeting with an executive vice president, or his designee, who will file a report on the details of the incident without revealing identity. A confidential report can give Public Safety the information it needs to take steps to ensure the future safety of the victim and others.

The University encourages a victim of a crime to seek counseling. The University makes a Human Resources' counselor available to faculty and staff, and a Student Life & Discipleship counselor available to students. These counselors provide advice on seeking additional counseling as appropriate.

## **DISCLOSURE OF CRIME STATISTICS**

Public Safety collects data and maintains statistics of all reported crimes occurring on campus, in or on a non-campus building or property (such as the Campus View Apartments) or on public property immediately adjacent to and accessible from campus. The chief of the Office of Public Safety makes a written request to the Greenville Police for data on the crimes that have occurred near campus. Each year Public Safety prepares and discloses on the BJU website statistics on crimes reported to Public Safety or the local police for the previous three years.

Statistics are disclosed for four general categories of crimes:

- **Criminal Offenses**—Criminal homicide, including murder and non-negligent manslaughter, and manslaughter by negligence; sexual assault, including rape, fondling, incest and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; and arson.
- **Hate Crimes**—Any of the above-mentioned offenses, and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/ vandalism of property that were motivated by bias.
- **VAWA Offenses**—Any incidents of domestic violence, dating violence and stalking.
- **Arrests and Referrals for Disciplinary Action** for weapons law violations, drug abuse violations and liquor law violations.

Crime statistics disclosed include the location of the crime, the type of crime, the name of the person or office to whom the crime was reported, when the crime was reported and the status of the complaint if known. Public Safety discloses a reported crime regardless of whether individuals involved in either the crime itself or in the reporting of the crime are associated with BJU.

Public Safety posts the statistics for the previous three years on the BJU website on or before Oct. 1 each year. When the new statistics are posted, Public Safety alerts Communications to email students, faculty and staff a link to the website where the statistics can be accessed. Admission provides the link to the

statistics or a hard copy of the statistics to prospective students who ask for it, and Human Resources makes the link or a hard copy available to prospective new employees.

Public Safety also maintains a daily crime log. The most recent 60-day period is open to public inspection. The log contains the list of crimes reported to Public Safety, date and time of occurrence, location and case number. The crime log is available at the Public Safety office, 8 a.m. to 5 p.m Monday through Friday. Requests for information older than 60 days may be filled within two business days.

## **TIMELY WARNINGS**

If a situation arises, on or off campus, that in the judgment of the president, the executive vice president for operations, the executive vice president for academic affairs, the chief of Public Safety and/or the chief communications officer, constitutes an ongoing or continuing threat to the health and/or safety of the university community, Public Safety will issue the appropriate “timely warning,” using the emergency notification system for large groups, or email or posted notices for smaller groups or areas.

Prior to issuing the warning to the entire campus community, when possible, Communications and/or Public Safety will inform the following that an emergency message will be sent: provost, dean of students, dean of women, dean of men, public relations director, chief information technology officer, and as necessary, the pre-college principals.

The emergency notification system issues warnings in multiple ways to each student, faculty and staff person:

- Cell phone
- If no cell phone response, message is sent to campus email.
- Faculty and staff who do not respond to the first two media, will receive the message on their home phone and then their home email.

Caller ID will identify the message as BJU Alert. In class, faculty are to switch their phones to an inaudible signal and leave it where they can check incoming texts and calls. If an emergency text or call comes, faculty are to receive the message and relay it to the students. All phones are to be switched off in chapel and cultural events. If an emergency occurs at one of these times, the warning will be publicly announced.

Depending on the particular circumstances of an incident, Communications and/or Public Safety may send an email and post a notice on the university intranet to provide the university community more detailed information and on the internet for the general public.

As part of the StudentCentral registration tasks, students update their cell phone numbers for the emergency notification system. Students, faculty and staff may also update their emergency contact information on the intranet anytime during a semester.

Anyone with information warranting a timely warning should report the circumstances to Public Safety at ext. 1111 or in person at the Welcome Center.

## **DRUG POLICY**

Bob Jones University does not condone the possession, use, manufacture or distribution of illegal substances or drug paraphernalia of any kind or in any amount. Students who engage in drug activity—

including the illegal use of prescription drugs—forfeit their privilege of enrollment as students of BJU. Students who take drugs or otherwise participate in drug activity may face criminal penalties as well as disciplinary action by BJU.

## ALCOHOL POLICY

Students who drink any alcoholic beverages forfeit their privilege of enrollment as students of BJU. BJU's policy on alcohol use by students complies with the laws of South Carolina which prohibit the possession, consumption and serving of alcoholic beverages by and to persons less than 21 years of age. Underage students who consume alcoholic beverages in violation of South Carolina laws may face criminal penalties as well as disciplinary action by BJU.

## DRUG/ALCOHOL ABUSE EDUCATION

Residence hall supervisors meet with individual students who reveal prior drug or alcohol use on their applications for admission to ascertain how recently drugs or alcohol have been used. Individual students with prior drug use are counseled on a case-by-case basis depending on the circumstances of prior use and the student's needs. Students may also be denied admission based on the circumstances of drug and alcohol use, and others may need to wait for a period of time following drug or alcohol use before they are admitted. Use of drugs or alcohol after admission to BJU results in expulsion.

## SEXUAL MISCONDUCT, SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING

Bob Jones University is committed to creating and maintaining a safe environment for living, studying and working on campus. BJU maintains separate residence halls for male and female students on opposite sides of the campus. BJU policies limit campus and building access during off hours, and Public Safety officials patrol the campus 24 hours a day, seven days a week. Residence hall students also are expected to inform the University when they leave and return to campus.

## I. POLICY

Bob Jones University does not tolerate sexual assault, sexual misconduct, dating violence, domestic violence, stalking or sexual violence of any kind, whether occurring on or off campus, on the part of students, faculty or staff. Offenders are subject to immediate dismissal.

BJU identifies sexual assault and misconduct to include the following:

- **Sexual Misconduct:** Any conduct or act of a sexual nature perpetrated against an individual without consent and specifically includes sexual assault, sexual exploitation, and dating or domestic violence. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex. BJU encourages reporting of all sexual misconduct.
- **Sexual Assault:** Any actual, attempted, or threatened sexual act with another person without that person's consent. Sexual assault includes, but is not limited to:
  1. Rape and attempted rape
  2. Intentional and unwelcome sexual touching (including disrobing or exposure), however slight, with any body part or any object, by a man or a woman upon a man or a woman, without effective consent or coercing, forcing or attempting to coerce or force another to touch you,

themselves or a third party with any of these body parts or areas when such touching would be reasonably and objectively offensive

3. Any sexual act in which there is force, violence or use of duress or deception upon the victim
  4. Any sexual act perpetrated when the victim is unable to give consent
  5. Sexual intimidation, which includes but is not limited to:
    - a. Threatening, expressly or impliedly, to commit a sexual act upon another person without his or her consent
    - b. Stalking or cyber-stalking
    - c. Engaging in indecent exposure
- **Sexual Exploitation:** Means any act of taking non-consensual, unjust or abusive sexual advantage of another person for one's own advantage or benefit, or to benefit or advantage anyone other than the person being exploited. Sexual exploitation includes, but is not limited to:
    1. Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such person
    2. Prostituting another person (i.e., personally gaining money, privilege or power from the sexual activities of another)
    3. Non-Consensual videotaping, photographing, or audio-recording of sexual activity and/or distribution of these materials via media such as, but not limited to, the internet
    4. Exceeding the boundaries of consent (e.g., allowing another person to observe consensual sex without the knowledge of or consent from all participants)
    5. Voyeurism
    6. Knowingly or recklessly transmitting a sexually transmitted disease (including HIV) to another individual
  - **Dating Violence:** Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type and frequency of interaction.
  - **Domestic Violence:** Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
  - **Stalking:** A course of conduct or pattern of words, whether verbal, written or electronic, directed at a specific person that would cause a reasonable person to fear for her, his or others safety, or to suffer substantial emotional distress. A course of conduct means two or more acts including, but not limited to acts in which the alleged stalker directly or indirectly or through third parties by any action or means, follows, monitors, surveils, threatens or communicates to or about a person or interferes with a person's property.

In addition, BJU considers violations of the following South Carolina laws as evidence of sexual assault and misconduct:

- **Sexual Battery:** Per South Carolina Code of Laws section 16-3-651, "sexual battery" is defined as "sexual intercourse, cunnilingus, fellatio, anal intercourse or any intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body, except when such intrusion is accomplished for medically recognized treatment or diagnostic purposes."

- **Criminal Sexual Conduct in the First Degree:** South Carolina Code of Laws section 16-3-652 defines Criminal Sexual Conduct in the First Degree as “the individual engages in sexual battery with the victim and if any one or more of the following circumstances are proven:
  1. The individual uses aggravated force.
  2. The victim submits to sexual battery under circumstances involving forcible confinement, kidnapping, robbery, blackmail, burglary, or any other similar offense.”
- **Criminal Sexual Conduct in the Second Degree:** South Carolina Code of Laws section 16-3-653 defines Criminal Sexual Conduct in the Second Degree as “the individual uses aggravated coercion to accomplish sexual battery.”
- **Criminal Sexual Conduct in the Third Degree:** South Carolina Code of Laws section 16-3-654 defines Criminal Sexual Conduct in the Third Degree as “A person is guilty of criminal sexual conduct in the third degree if the person engages in sexual battery with the victim and any one or more of the following circumstances are proven:
  1. The individual uses force or coercion in the absence of aggravating circumstances.
  2. The individual knows or has reason to know that the victim is mentally defective, mentally incapacitated, or physically helpless and aggravated force/coercion was not used to accomplish sexual battery.
- **Aggravated Force:** Severe physical force or violence used to overcome the victim or includes the threat of the use of deadly weapon.
- **Aggravated Coercion:** The person threatens to use force or violence of a high and aggravated nature to overcome the victim or another individual, if the victim reasonably believes that the person has the present ability to carry out the threat, or threatens to retaliate in the future by the infliction of physical harm, kidnapping or extortion, under circumstances of aggravation, against the victim or any other person.
- **Stalking:** Per South Carolina Code of Laws 16-3-700, stalking is a pattern of words, whether verbal, written or electronic, or a pattern of conduct that serves no legitimate purpose and is intended to cause and does cause a targeted or reasonable person in the targeted person’s position to fear:
  1. Death of the person or a member of his or her family
  2. Assault upon the person or a member of his or her family
  3. Bodily injury to the person or a member of his or her family
  4. Criminal sexual contact on the person or a member of his or her family
  5. Kidnapping of the person or a member of his or her family
  6. Damage to the property of the person or a member of his or her family
- **Consent** requires speech or conduct indicating a freely given agreement to have intercourse or participate in sexual activities. Previous sexual relationships, current relationships with the perpetrator or the use of alcohol and/or drugs may not be taken as an indication of consent. Moreover, consent cannot be given if a person’s ability to resist or consent is substantially impaired because of a mental or physical condition or if there is a significant age or perceived power differential, or the individual is under the legal age of consent. The use of alcohol and/or drugs by the perpetrator is not an excuse for violation of the BJU Sexual Assault and Misconduct Policy.

## II. Reporting and Assistance

BJU strongly encourages persons who have been sexually assaulted or subject to sexual misconduct, stalking, dating violence or domestic violence, whether on or off campus, to seek assistance and report the incident.

- A. Assistance:** The first priority of a victim of any form of sexual assault or misconduct involving violence or the threat of violence, whether the incident occurs on or off campus, should be to seek assistance as soon as possible under the circumstances.

Immediate assistance can be obtained from resources on and off campus, including:

Office of Public Safety:	(864) 242-5100, ext. 5900
Greenville Police Department:	911
Dean of Students:	(864) 242-5100, ext. 2100
Dean of Women:	(864) 242-5100, ext. 2500
Dean of Men:	(864) 242-5100, ext. 2401

Greenville Memorial Hospital  
701 Grove Road  
Greenville, SC 29605  
(864) 455-7000

St. Francis Hospital Downtown  
1 St. Francis Drive  
Greenville, SC 29601  
(864) 255-1000

St. Francis Hospital Eastside  
125 Commonwealth Drive  
Greenville, SC 29615  
(864) 675-4000

Greenville Rape Crisis and Child Abuse Center  
Julie Valentine Center  
2905 White Horse Road  
Greenville, SC 29611  
(864) 331-0560

National Sexual Assault Hotline  
(800) 656-4673

Student victims who are participating in a program or activity that is taking place outside of South Carolina may contact local law enforcement authorities; the program director for the particular program or activity; or the dean of men or the dean of women; or the Title IX coordinator; or the Office of Public Safety.

**Sexual Assault Crisis Intervention:** It is important to seek immediate and follow-up medical attention for several reasons. These include assessing and treating any physical injuries and determining the risk



of sexually transmitted diseases or pregnancy. In addition, it is particularly important that during this time of crisis that evidence of the criminal sexual assault be preserved (a victim of sexual assault should not wash, douche, use the toilet or change clothing prior to a medical exam). The collection of evidence is most professionally done by going to the hospital and having a team of trained professionals attend to the needs of the individual while simultaneously collecting necessary evidence. To preserve evidence, a victim of sexual assault should not wash, douche, use the toilet or change clothing prior to receiving medical attention. Even if the victim has not been physically hurt, the medical examination is strongly recommended to maintain all legal options. After the evidence is collected, it can be stored in case criminal charges are pressed at some later date.

**Counseling:** In addition to sexual assault crisis intervention counseling available off campus, the BJU Student Care Office is available to provide or arrange for pastoral counseling as appropriate for an alleged victim who is a student or faculty/staff member.

- B. Reporting:** BJU will accept reports of sexual assault or misconduct from any member of the BJU community or from any other person who believes that a violation of this policy may have occurred on BJU property, or during the conduct of a BJU program or activity regardless of the location, or on other than BJU property if there is any allegation that the off-campus misconduct has resulted in a hostile environment on BJU property.

Although there is no specific time limit for reporting a suspected violation of this policy, individuals who believe they have been subjected to conduct that violates this policy are encouraged to report the incident as soon as possible after the alleged act to discuss the available options for proceeding. Delay in reporting an incident may negatively impact BJU's ability to take any action. Individuals will be advised that BJU is obligated to act on any report of sexual assault or misconduct.

Within 24 hours of the receipt of a report, all university employees are obligated to forward the information immediately to the Title IX coordinator. The Title IX coordinator will address the complaint in a confidential manner to the extent possible. See the BJU Discrimination and Harassment Policy for additional information. BJU will treat all information submitted in connection with such a grievance as confidential. Subject to FERPA and other applicable privacy laws, however, the BJU official investigating the grievance will inform individuals with a legitimate need to know of the grievance and may provide them related information as necessary to allow the BJU official to conduct a meaningful and thorough investigation. The BJU official investigating the grievance will inform all involved parties of the need to maintain the confidentiality of such information.

**Confidential Reporting:** A victim may make a request for anonymity. In these situations, BJU will make all reasonable attempts to comply with this request; however, BJU's ability to investigate and respond may be limited and the victim will be so informed. Moreover, because of laws relating to reporting and other state and federal laws, BJU cannot guarantee confidentiality to those who report incidents of sexual assault or misconduct, except where those reports are privileged communications with those in legally protected roles. The professional being consulted will, if possible, make these limits clear before any disclosure of facts. See the BJU Discrimination and Harassment Policy for additional information.

**Privileged Reporting:** A victim can speak confidentially with certain individuals in legally protected roles. They include counseling service professionals and the chaplain. Exceptions to maintaining confidentiality are set by law; for example, physicians and nurses who treat any physical injury sustained during a sexual violence incident are required to report it to law enforcement. In addition,

physicians, nurses, psychologists, psychiatrists, teachers and social workers must report a sexual assault committed against a person under age 18. Considerations with respect to a complainant's request for confidentiality include factors such as BJU's ability to respond effectively, to prevent further harassment or to ensure the safety of the BJU community.

**Protection Against Retaliation:** BJU will not tolerate retaliation against an individual for reporting an allegation of sexual assault or misconduct; or for assisting in providing information relevant to a claim of sexual assault or misconduct. Moreover, BJU will not itself retaliate against an individual who makes a report or provides information concerning an act sexual assault, misconduct or retaliation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from reporting or providing information.. See the BJU Discrimination and Harassment Policy for additional information.

**Reporting to Law Enforcement:** Filing a police report will:

- a. Ensure that a victim of sexual assault or misconduct receives the necessary medical treatment and tests, at no expense to the victim.
- b. 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).
- c. Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

**Anonymous Reporting to Law Enforcement:** A victim may also decide to report the alleged incident anonymously to law enforcement. Law enforcement will record the date and time of the alleged assault, the mode of operation of the assailant, and any description of the assailant given. If the assailant's name is reported, it will be recorded. Also, law enforcement stores the information in the event a pattern of crimes by the assailant is detected. The purpose of an anonymous confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. Anonymous reports filed are counted and disclosed in the annual crime statistics for BJU.

**C. Obligation to Report:** All university employees must, within 24 hours of receiving the information, report information they have about alleged or possible sexual assault or sexual misconduct to the Title IX coordinator.

*Note:* This obligation does not apply to an individual who is required by his or her profession and BJU responsibilities to keep certain communications confidential (e.g., a professional counselor or chaplain) except as may be required by state law. Further, the director, the counselors and front desk staff at the Student Care Office are not required to report incidents in a way that identifies the student without consent.

### III. Responsibilities

- A. BJU Responsibilities:** Once BJU has credible notice—either direct or indirect—of a possible incident of sexual assault or misconduct against a member of its community, it will take immediate and appropriate steps to investigate and evaluate what occurred and determine if further action is required. It will also take affirmative steps to prevent any further recurrence. This includes notification of the victim by the Title IX coordinator, who will make every effort to meet with the victim to discuss options and resources at BJU and in the community. BJU will conduct such an investigation regardless of whether there is a concurrent criminal investigation being conducted by the local authorities or the complainant does not wish to pursue the reporting or investigatory process. See the BJU Discrimination and Harassment Policy and corresponding grievance procedures for additional information.
- B. Law Enforcement Responsibilities:** Law enforcement has the responsibility to uphold and enforce the law even if the victim does not want to participate in the process and/or make a complaint. As a result, once a report is made to law enforcement and/or it learns of possible criminal activity, it has a duty to investigate and a duty to forward any information to the appropriate prosecutor's office for possible criminal prosecution.
- C. Campus Notification:** Victims of sexual assault and misconduct should be aware that BJU must issue timely warnings for incidents reported to them that continue to pose a substantial threat of bodily harm or danger to members of the university community. BJU will ensure that an individual's name and other identifying information is not disclosed, while still providing enough information for members of the BJU community to make safety decisions in light of the danger.
- D. Campus Crime Reporting:** As required by law, all disclosures to any BJU employee\* of an incident of sexual assault or misconduct must be reported to the Office of Public Safety for crime statistics recordkeeping. In making such a report, all personally identifiable information is kept confidential, but statistical information must be passed along to Public Safety regarding the type of incident and its general location (on or off campus, in the surrounding area, but no addresses are given), for publication in the annual Safety and Security report (i.e., Clery Report). This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Local law enforcement agencies and campus security authorities are federally mandated to report crime statistics.

\*This does not apply to counseling service professionals and pastoral counselors who receive a report of sexual assault or misconduct from a victim in their role as a counselor. See the BJU Reporting Campus Crime Policy for additional information.

### IV. Investigation and Disciplinary Proceedings

**Role of Title IX coordinator:** The Title IX coordinator is a neutral administrator in any investigatory and disciplinary proceedings involving discrimination and harassment, including incidents of sexual assault or misconduct. The Title IX coordinator is responsible for coordinating discrimination and harassment investigations and proceedings and working with all involved parties. The Title IX coordinator does not, however, determine if a policy violation has occurred. In addition, the Title IX coordinator serves as the overall campus coordinator for purposes of Title IX compliance and identifies and addresses any patterns or systemic problems that arise during the review of sexual harassment complaints. The Title IX coordinator also oversees BJU's harassment and discrimination education and training programs.

**Immediate Action and Interim Measures:** The University may take interim measures to assist or protect the parties and others during the grievance process, as necessary. Such measures for a student complainant may include arranging for changes in class schedules or living arrangements, issuing a no-contact order, obtaining counseling, and modifying test schedules or other class requirements temporarily. For an employee complainant, the University may temporarily reassign or place on administrative leave an employee alleged to have violated the BJU Discrimination and Harassment Policy.

Additionally, the University may enact any other measure which can be tailored to the involved individuals to achieve the goals of this Policy. Such interim measures may be implemented regardless of whether the victim chooses to report a crime to campus Public Safety or local law enforcement.

**Receipt of a Complaint:** If a complainant chooses to file a complaint, the Title IX coordinator, within five days of receiving a complaint, will meet with the complainant to discuss the matter and inform the complainant about:

1. Available counseling, medical, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other support services available both within the institution and in the community, if applicable to the situation
2. The option to avoid contact with the respondent during the pendency of the investigation
3. The importance of preserving evidence
4. The fact that completing a forensic examination would not require the Complainant to file a police report
5. Rights under the BJU Harassment and Discrimination Policy, including the right to seek informal or formal resolution of the matter as applicable
6. The right to:
  - a. Notify proper law enforcement authorities, including on-campus and local police,
  - b. Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses
  - c. Decline to notify such authorities

Within five days after meeting with the complainant, the Title IX coordinator will meet separately with the respondent to discuss the matter and explain rights under Title IX rights (if applicable) and the BJU Harassment and Discrimination Policy. The Title IX coordinator will also provide the accused with a copy of the BJU Harassment and Discrimination Policy and the grievance procedures. If the respondent chooses not to participate or refuses to answer a complaint, such nonparticipation will not prevent the matter from proceeding.

Additionally, following these meetings, the Title IX coordinator will make a preliminary, non-binding, assessment of the information provided by the complainant to determine whether that information, if true, would pose an imminent threat of immediate harm to the complainant or others. If there is an imminent threat of immediate harm then, consistent with the investigation procedures identified below, interim measures to assist or protect the parties during the grievance process will be implemented. The need for such temporary measures shall be reevaluated on a regular basis during the pendency of the investigation and any subsequent proceedings to ensure the need for such interim measures remain present.

**Informal Resolution:** Informal resolution is not an option in cases involving allegations of sexual assault. In cases involving other forms of discrimination or harassment, the Title IX coordinator (or a trained designee) will determine whether informal resolution is an appropriate mechanism of resolution based on information provided about the incident.

In cases where informal resolution is deemed to be an option, parties wishing to pursue this form of resolution will confirm such request in writing. The parties should not contact each other to discuss informal resolution. While BJU encourages early resolution of a conflict, it does not require that parties participate in the informal resolution process. Moreover, the parties have the right to end the informal resolution process at any time and begin the formal investigation stage of the complaint process. If the matter is resolved during the process, the case will be closed. If, however, the matter cannot be resolved, or an individual chooses to end the informal resolution process, then the matter will proceed to the formal resolution stage.

**Formal Resolution:** When a matter is referred for formal resolution, the Title IX coordinator will assign a trained investigator to conduct a formal investigation. At the discretion of BJU, a consultant or other appropriately trained designee may be engaged to assist in the formal investigation process. Investigators receive, at a minimum, annual training on the issues relating to dating violence, domestic violence, sexual assault and stalking, and how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability. Any investigator assigned to the case will be impartial.

Note: Even if an external criminal complaint is being conducted by law enforcement, BJU will proceed with its own internal investigation and will not unduly delay such investigation.

**Formal Investigation Timeframe:** BJU will strive to complete the formal investigation, including the issuance of a final report of findings in as timely and efficient a manner as possible within 20 days of receipt of a complaint. However, this timeframe may be extended based on factors such as, but not limited to, schedule and availability of witnesses, holidays or semester breaks, and complexity of the complaint. If an investigation cannot be completed within 20 days of receipt of the complaint, then the Title IX coordinator will notify the complainant and accused of that fact and provide a timeframe for completing the investigation.

**Investigation Procedures:** In conducting the investigation, the investigator may interview the parties (if available) and any other persons believed to have relevant factual knowledge, as well as review relevant documents as appropriate. The parties will have an equal opportunity to present relevant witnesses and other evidence. However, neither party will have the right to cross-examine the other.

Both parties will receive timely notice of any meetings scheduled with the Title IX coordinator or investigators. Both parties will likewise have equal access to any information that will be used during informal or formal resolution processes, including appeals.

The investigation will result in a written report detailing findings of the investigation and determining whether there is a preponderance of the evidence to believe that the respondent engaged in a policy violation. Preponderance of evidence means that the investigator must be convinced based on the information provided that a policy violation was more likely to have occurred than to not have occurred in order to find the accused responsible for violating the policy.

In making the determination of whether harassment has created a hostile environment, the investigator will consider not only whether the conduct was unwelcome to the complainant, but also whether a reasonable person in the complainant's situation would have perceived the conduct as objectively offensive. The investigator's findings will be in writing and will be provided to the Title IX coordinator.

**Option 1:** If the investigator finds a preponderance of the evidence of a policy violation does not exist, the Title IX coordinator will simultaneously provide the investigator's written findings to both the complainant and accused, and the matter is closed. Either party may appeal the finding to the appropriate Administrative Hearing Committee as set forth below.

**Option 2:** If investigator finds that a preponderance of the evidence of a policy violation does exist, the investigator's written report will include a rationale for the result, recommendations for steps to take to prevent recurrence of any such violation, and as appropriate, remedies for the complainant. The written finding will be immediately provided by the Title IX coordinator to one of the following discipline authorities for a determination of appropriate sanctions as follows:

- a. If the respondent is a student, the matter will be forwarded to the dean of students for imposition of sanctions. Sanctions may include eviction from campus housing, suspension, expulsion, probation, a warning or any other sanction set forth in the Student Handbook or this policy;
- b. If the respondent is an administrator or staff member, the matter will be forwarded to the chief human resources officer for imposition of sanctions;
- c. If the respondent is a faculty member, the matter will be forwarded to the provost for imposition of sanctions;
- d. If the accused is the president, the matter will be referred to the chair of the Board of Trustees for imposition of sanctions;
- e. If the accused is a third party, the executive vice president for academic affairs will enact appropriate responsive action as appropriate, which may include removal from the campus(es) and termination of any applicable contractual or other arrangements.

Written notification of the sanctions, including the rationale thereof, will be provided to the Title IX coordinator by the respective discipline authority within ten days of receiving the investigator's report. The Title IX coordinator will provide the investigator's written report and written notification of the sanction to the parties simultaneously within five business days of the receiving the authority's decision.

Both parties will be afforded an opportunity to file an appeal of the resolution as set forth below.

**Formal Resolution Timeframe:** BJU will strive to complete all aspects of the formal resolution, including the issuance of a final report of findings and, if applicable, a summary of sanctions, to the complainant and accused, in as timely and efficient a manner as possible within sixty days of receipt of a written complaint (or within 60 days after it is determined that a written complaint will not be provided). However, this timeframe may be extended based on factors such as, but not limited to, schedule and availability of witnesses, holidays or semester breaks, and complexity of the complaint. If formal resolution cannot be completed within sixty days of receipt of the complaint, then the Title IX coordinator will notify the complainant and accused of that fact and provide a timeframe for completion.

**Appeals:** A request for a hearing before the appropriate Administrative Hearing Committee must be filed within five working days, of the receipt of the investigator's decision, unless good cause can be shown for

an extension of time. The request for a hearing must be filed with the Title IX coordinator. The request for a hearing must be in writing and must describe the appellant's desired outcome, as well as describe how the appellant believes the investigator:

1. Exhibited unfair bias which influenced the result of the investigation
2. Failed to conduct a thorough investigation
3. Issued arbitrary findings and recommendations
4. Had a conflict of interest
5. Issued findings and recommendations that if adopted would result in substantial injustice

As soon as practicable, the Title IX coordinator will provide the non-appealing party and the chair of the Administrative Hearing Committee with a copy of the written appeal.

**Standard of Review:** The committee reviews the findings and recommendations of the investigator. The committee may approve, overturn or modify the findings and recommendations of the investigator if it finds that the investigator more likely than not:

1. Exhibited unfair bias which influenced the result of the investigation
2. Failed to conduct a thorough investigation
3. Issued arbitrary findings and recommendations
4. Had a conflict of interest
5. Issued findings and recommendations that if adopted would result in substantial injustice

**Notice of Hearing:** Within five working days of receipt of the written request for a hearing, the Title IX coordinator will notify the complainant and the respondent of the time and place of the formal hearing before the Administrative Hearing Committee. This process might be extended during periods between academic semesters when a quorum of the committee cannot be convened. The hearing will normally be scheduled within 20 days of receipt of the written appeal. If such an appeal causes a significant delay, the Title IX coordinator will consider interim measures, as described above, to continue to protect the parties during the process.

**The Hearing:** The chair of the Administrative Hearing Committee will conduct the hearing. The hearing will be a non-adversarial proceeding and strict rules of evidence will not be applied. However, the chair of the committee may limit or refuse to allow evidence or testimony that is not reasonably related to a determination of whether a violation of the policy occurred.

The hearing will be conducted to assure fairness and accuracy in fact finding. The parties and witnesses will address the members of the Committee rather than each other. The chair will be the final arbiter of all matters of procedure. All hearings are closed to the public.

**The Decision:** Within five working days of the conclusion of the formal hearing, the Administrative Hearing Committee will submit a decision in writing to the parties and the Title IX coordinator. The written decision will determine whether the investigator:

1. Exhibited unfair bias which influenced the result of the investigation
2. Failed to conduct a thorough investigation
3. Issued arbitrary findings and recommendations
4. Had a conflict of interest
5. Issued findings and recommendations that if adopted would result in substantial injustice, and recommendations, if any, regarding redress of the complaint as well as any other recommendations, as applicable, for precluding further policy violations

**Sanctions:** Consequences for violating this policy will depend upon the facts and circumstances of each particular situation. If an investigation reveals that misconduct constituting discrimination, harassment, sexual misconduct, stalking and/or retaliation has occurred, appropriate responsive action will be implemented.

**Staff, Administrators and Faculty:** Responsive action for employees found to have more likely than not violated this policy may include, for example, a requirement not to repeat or continue the discriminatory, harassing or retaliatory conduct; training; referral to counseling; no-contact orders; and disciplinary actions such as warnings, reprimands, withholding of a promotion or pay increase, reassignment, loss of oversight or supervisory responsibility, temporary suspension without pay, compensation adjustments or termination. In addition to or in place of the above responsive actions, the University may assign any other sanctions as deemed appropriate.

**Students:** Responsive action for students found to have more likely than not violated this policy may include, for example, a requirement not to repeat or continue the discriminatory, harassing or retaliatory conduct; training; referral to counseling; no-contact orders; removal from residential housing; removal from leadership positions; loss of privileges; and disciplinary actions such as warnings, reprimands, general disciplinary probation, restrictive disciplinary probation, suspension or dismissal. In addition to or in place of the above responsive actions, the University may assign any other sanctions as deemed appropriate.

In instances where BJU is unable to take responsive action in response to a violation of this policy because a complainant insists on confidentiality or for some other reason, BJU will nonetheless pursue other responsive steps to limit the effects of the conduct at issue and prevent its recurrence.

In addition to the above, the University may also take appropriate action if it does not find discrimination or harassment that creates a hostile environment or results in a tangible employment or educational action, but

1. The University found that the respondent engaged in disruptive behavior or
2. To prevent the creation of a hostile environment.



## V. Filing with External Agencies

In addition to, or in lieu of, the procedures outlined above:

***Students (either undergraduate or graduate) may file formal complaints with the following agency:***

United States Department of Education, Office for Civil Rights

400 Maryland Ave. SW

Washington DC 20202-1475

Telephone: (202) 453-6020; Fax: (202) 453-6021

(Must file within 180 calendar days from date of discrimination.)

### PREVENTION AND AWARENESS PROGRAMS

BJU is committed to preventing and eliminating impermissible discrimination and harassment of students, faculty and staff. To that end, BJU provides awareness and prevention programs to students when they first enroll and on an ongoing basis throughout their enrollment.

These programs include (1) a statement that the University prohibits dating violence, domestic violence, sexual assault and stalking as defined in university policy and South Carolina law; (2) the definitions of dating violence, domestic violence, sexual assault and stalking under South Carolina law; (3) the definitions of consent for purposes of sexual activity; (4) safe and positive options for bystander intervention; (5) information on risk reduction; and (6) information about the procedures victims should follow after an incident of dating violence, domestic violence, sexual assault or stalking has occurred; and (7) the procedures the University will follow upon receipt of a report of dating violence, domestic violence, stalking or sexual assault.

The University's awareness and prevention programs reflect intentional strategies to end dating violence, domestic violence, sexual assault and stalking. These programs are culturally relevant to BJU and include prevention and awareness programs as well as ongoing prevention and awareness campaigns that include bystander intervention, primary prevention and risk reduction.

#### *Prevention and Awareness Programs*

Prevention and awareness programs are provided to all new students, transfer students and new faculty/staff in an online course covering issues of sexual assault, domestic violence, dating violence and stalking. This program includes student options if they are victims of these crimes, as well as prevention, bystander intervention and risk reduction information. The program is designed to help prevent sexual violence from occurring and help students who have experienced sexual violence.

#### *Ongoing Prevention and Awareness Campaigns*

Ongoing prevention and awareness campaigns for all students and employees are scheduled during the year. Additional community services are available to assist victims of sexual misconduct. Information on campus and community services are available from the Student Care Office and Student Life & Discipleship. In addition, Student Life & Discipleship offers year-round training and counsel on healthy relationships. Peer leaders and staff in Student Life & Discipleship receive additional training annually on the response to incidents of sexual assault, dating violence, domestic violence and stalking.

A Title IX brochure is a written notification presented to students, faculty and staff who have experienced an incident of sexual assault, domestic violence, dating violence or stalking. The brochure includes

information on the procedure to follow as well as contact information for on-campus and off-campus resources, police, hospitals and victim advocacy.

## SAFE AND POSITIVE OPTIONS FOR BYSTANDER INTERVENTION

The only person responsible for committing a sexual assault is the perpetrator, but all of us have the ability and biblical responsibility to look out for each other's safety. Whether it's giving a potential victim a safe ride or directly confronting a person who is engaging in threatening behavior, anyone can help prevent sexual violence.

### *What is a bystander?*

A bystander is a person who is present when an event takes place but isn't directly involved. Bystanders do not have to be present when sexual assault occurs—they could merely witness the circumstances that lead up to these crimes.

### *What can I do to prevent sexual assault?*

Your actions can have a big impact. In many situations, bystanders have the opportunity to prevent crimes like sexual assault from happening. Intervening may give the person at risk a chance to leave the situation or get to a safe place. You don't have to be a hero or even stand out from the crowd to make a big difference in someone's life.

Whether you're using the buddy system, explaining that a rape joke isn't funny, or getting Public Safety or law enforcement involved when someone is behaving aggressively, choosing to intervene can impact the way those around you think about and respond to sexual violence.

The key to keeping your friends safe is learning how to intervene in a way that fits the situation and your comfort level. Knowing the following information can give you the confidence to intervene when something isn't right.

- **Keep yourself safe.** Intervening can make all the difference, but it should never put your own safety at risk. If you do not feel safe, call Public Safety or someone for help.
- **Create a distraction.** Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.
- **Ask directly.** Talk directly to the person who might be in trouble. Ask questions like "Can I help you?" or "Would you like me to stay with you or take you somewhere?"
- **Refer the situation to an authority.** Sometimes the safest way to intervene is to refer the situation to a neutral party with the authority to change the situation, like a resident assistant or Public Safety officer. Don't hesitate to call 911 if you are concerned for someone's safety.
- **Enlist others.** It can be intimidating to approach a situation alone. Enlist another person to support you.
  - **Ask someone to come with you to approach the person at risk.** When it comes to expressing concern, sometimes there is power in numbers.
  - **Ask someone to intervene in your place.** For example, you could ask someone who knows the person at risk to escort them to a safe place. Or enlist the help of a friend of the person you're concerned about. "Your friend looks like she can use some help. Can you check on her?"

Adapted from [www.rainn.org](http://www.rainn.org).

## RISK REDUCTION

Risk reduction advice can easily and unintentionally appear to be victim-blaming. We offer these suggestions with no intention to blame victims and recognizing that the perpetrator of sexual violence is solely responsible for those actions. Nevertheless, there are some things you can do to help reduce the risk of being assaulted. Information, awareness and consistent reporting may be the strongest defenses you have against victimization. By familiarizing yourself with this information, you can contribute to a safe and healthy campus at BJU, and you can help to keep yourself safe off campus.

- Communicate your expectations clearly and assertively.
- Use your friends as accountability partners as you begin or continue to date.
- Educate yourself. Learn about sexual violence and be proactive in speaking out against it.
- Consider walking with an escort. Use the buddy system and watch out for each other.
- If you feel uneasy about a situation, trust your instincts and attempt to create a distraction and involve others.
- Avoid isolated, secluded places where you could be vulnerable.
- Don't allow yourself to be isolated with someone you don't know. If someone you don't know or trust asks you to go somewhere alone, let him or her know you want to stay with the group.
- Be aware of your surroundings.
- Make sure your cell phone is with you and charged.
- If someone is pressuring you:
  - Be true to your personal convictions and to biblical principles.
  - Have a code word with your friends or support network that means "I need help" so you can let them know you are in an uncomfortable or dangerous situation without letting the person you are with know.
  - Look for an escape route.
  - Remind yourself that isn't your fault. It is the person who is pressuring you who is responsible.
  - Think of a reason to create an opportunity to remove yourself from the situation, like needing to get home, not feeling well or needing to be somewhere by a certain time. Even excusing yourself to go to the restroom can create an opportunity to get away and get help.
- Know your resources. Who should you contact if you need help? Where should you go? Program Public Safety's number into your phone. Speak to your RA (resident assistant), resident mentor or resident hall supervisor.
- Stay alert. When you're out and about on campus or in town, be aware of your surroundings. Use the buddy system; try not to walk alone after dark. Consider asking Public Safety for an escort when walking across campus late at night.

Adapted from [www.rainn.org](http://www.rainn.org).

## WRITTEN NOTIFICATION TO STUDENT AND EMPLOYEE VICTIMS

If a student or employee reports to be a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, by means of one of the methods described in Reporting and Assistance found above, they will be provided written information about their rights, options and any available resources. This will include information on the following:

- Procedures a victim can follow
- The importance of preserving evidence
- How to report an offense
- Options about involvement of law enforcement
- Rights of victims and the University's responsibilities for orders of protection
- Information about how the University will protect confidentiality of victims and other necessary parties
- Existing counseling, health, mental health, victim advocacy, legal assistance and other services, both within the University and in the local community
- Options for, and available assistance in changing academic, living, transportation and working situations, and
- University disciplinary action

## WHAT TO DO IF YOU'VE BEEN A VICTIM OF SEXUAL VIOLENCE

- ***Get to a safe place.***
- ***Talk to someone you trust.*** A friend, family member or pastor are good resources.
- ***Preserve physical evidence.*** Physical evidence may be necessary to prosecute the offender and be helpful in obtaining a protection order. A forensic evidence collection kit can generally be performed within 72 hours after an assault. If at all possible, do not bathe, wash your hands, change clothing, use the restroom or brush your teeth following an assault. Collection of evidence is conducted at local hospitals (see off-campus resources). Even if a victim has not decided to report the incident to law enforcement, he or she can obtain medical attention and have evidence collected confidentially with an anonymous kit. The kit will only be used if the victim chooses to report.
- ***Seek medical attention.*** Local hospitals can provide medical services and evidence collection. FOR SEVERE INJURIES call 911 immediately.

Greenville Memorial Hospital  
701 Grove Road, Greenville, SC 29605  
(864) 455-7000

St. Francis Hospital Eastside  
125 Commonwealth Drive, Greenville, SC 29615  
(864) 675-4000

- ***Seek counseling.*** Confidential counseling is available to all students through the Student Care Office.

- **Report the incident.** Students are encouraged to report incidents to Public Safety and law enforcement. BJU will help you make such a report if desired. This is NOT a requirement; students have the option to decline to report to law enforcement.

BJU Public Safety  
(864) 370-1800, ext. 1111

Greenville Police Department  
911 or (864) 467-5325

Greenville County Sheriff's Office  
(864) 271-5201

- **Institutional options:** Complaints and reports should be made as soon as possible after an incident to the Title IX coordinator. There are several avenues available for submitting a complaint or report:

1. File a complaint or report on the form contained on the BJU intranet and [www.bju.edu](http://www.bju.edu).
2. Leave a private voice message for the Title IX coordinator at (864) 242-5100, ext. 1374.
3. Send an email to the Title IX coordinator.
4. Mail a letter to the Title IX coordinator.
5. Visit the Title IX coordinator's office.
6. Report to another trusted university official (e.g., resident assistant, professor, coach, advisor) who will provide information to the Title IX coordinator.

- **Other Resources:**

Julie Valentine Center  
(Greenville County rape crisis center)  
2905 White Horse Road  
Greenville, SC 29611  
864-467-3633 (24-hour hotline)

Legal Aid  
(888) 346-5592

National Sexual Assault hotline  
(800) 656-4673

South Carolina Coalition Against Domestic Violence and Sexual Assault—Safe Harbor  
(864) 467-1177

South Carolina State Office of Victim Assistance  
(800) 220-5370

## **NO CONTACT ORDERS**

Victims of discrimination, harassment, sexual misconduct, domestic violence, dating violence and stalking may wish to prevent the perpetrator from contacting them. There are three different types of no contact orders: orders of protection, restraining orders and university-based no contact orders. All three are issued through different processes and can be active concurrently. Violations of restraining orders and orders of protection could result in criminal charges, while violations of a BJU no contact order may result in disciplinary action by the University. If the perpetrator is arrested, the victim can request a no contact order as a condition of release.

### ***Restraining Order***

A restraining order is a civil Magistrate's Court order for people who are being harassed or stalked. No specific relationship with the harasser or stalker is necessary. The restraining order can order the defendant to not abuse, threaten or molest the plaintiff or family members; enter or attempt to enter the plaintiff's home, workplace, school or other location; and/or communicate or attempt to communicate with plaintiff.

### ***Order of Protection***

An order of protection is a paper signed by a judge that tells your abuser to stop the abuse or face serious legal consequences. South Carolina law defines abuse as when a "family or household member" physically harms you or threatens to do so, physically injures you, assaults you, or rapes you or commits another sexual criminal offense against you. A family or household member is defined as a spouse or ex-spouse, someone who you have a child in common with, or someone of the opposite sex who you live(d) with.

### ***University-based No Contact Order***

BJU may impose a no contact order when appropriate. This order prohibits the perpetrator from having contact with you directly or indirectly, by any means. To request a no contact order, please contact the Title IX coordinator at (864) 242-5100, ext. 1011 or by email at [titleIX@bju.edu](mailto:titleIX@bju.edu). Additionally, the Student Care Office is a confidential resource available to assist victims in explaining the different options available to them. They can be reached at (864) 242-5100, ext. 2130.

## **SEXUAL OFFENDER REGISTRATION**

BJU conducts background checks on applicants for employment using the Employment Screening Services that employs Multi-state Court Search which accesses criminal conviction, arrest, sexual offender registry, Department of Corrections, Traffic and Administrative Court records from across the United States and provides information on any matches to an applicant. A sexual offender background disqualifies an applicant from employment at BJU. If an applicant will work with minors under the age of 18, the applicant must also answer a separate list of questions regarding prior work with minors, prior mistreatment or abuse of a minor and any prior arrest of drug addiction; and sign a statement indicating he or she will comply with BJU's child abuse policies and procedures.

In addition, BJU students, faculty and staff can go to [services.sled.sc.gov/sor](http://services.sled.sc.gov/sor) to find the names of any registered sex offenders living on or near the BJU campus.

## MISSING PERSON STATEMENT AND POLICY

*Definition of missing person:* An individual whose location is unknown by family, friends and university officials for 24 hours or more.

*Identification of missing persons:* An individual shall be determined missing when that person is unaccounted for by friends, family and university checks (class absences, failing to check in on a pass, missing from normal evening check procedures, etc). One of the following is to be notified if a person is missing for more than 24 hours—dean of men, dean of women, residence hall supervisor and residence hall assistant.

*Procedure for notification:* All students will be given the option to identify and provide contact information for a contact person if that student is deemed missing by the University. Each student will also have the option to provide additional, confidential contact information for use only in the event the student is deemed missing.

At the time an individual is determined missing, campus security/police will be notified and university authorities will contact the individual specified by the student, parents or guardian (if the student is under 18 years of age), and the appropriate law enforcement agency.

*Public or handbook statement of policy:* In order to ensure your safety as a student, you have the option to appoint specific individuals for emergency contact and also provide the University with additional, confidential contact information should a situation arise that would require immediate notification. In the unfortunate event that any student should be determined missing by the University, university officials will notify the appropriate, specified individuals. The University will directly contact parents and guardians of those students 18 years of age and under.

## EMERGENCY NOTIFICATION POLICY AND PROCEDURES

### *Immediate Notification*

If a situation arises on or off campus that in the judgment of the administration and the chief of Public Safety constitutes an immediate or ongoing threat to the health and safety of the university community, Public Safety or the chief communications officer will issue a warning message using the emergency notification system. The emergency notification system will deliver the message to the university community via multiple channels in sequence: cell phone, campus email, faculty and staff home phones, and faculty/staff home email addresses.

In 30 words or less, the message will describe the emergency and give basic instructions of what students, faculty and staff are to do or where they are to go in response to the emergency. In some instances, individuals may be asked to report their location or status by pressing specific cell phone keys.

Caller ID will identify the message as an emergency message. Faculty members are to leave their phones turned on during class and to answer emergency calls. Students' phones are to be switched off during class, chapel and cultural events. If an emergency occurs during one of these times, the warning will be publicly announced from the platform or by a faculty member.

Depending on the specific circumstances of an incident, the Communications Office and/or Public Safety may send an email and post a notice on the university intranet to provide the university community more detailed information and/or on the internet for the general public.

As part of the Student Central registration tasks, students are expected to update their cell phone numbers for the emergency notification system. Contact information may be updated on the intranet anytime during a semester.

### ***Notification of Emergency Procedures***

A complete Emergency Response Plan is available to all students, faculty and staff on the intranet homepage. This plan describes in detail the complete emergency notification procedures as well as procedures for responding to specific emergencies such as bomb threats, demonstrations, earthquake, explosions, fire, hazardous material spill, psychological crisis, tornado, utility failure, violent or criminal behavior, and winter storm or ice. At the beginning of each academic year, the Communications Office sends students, faculty and staff an email reminding them to review the emergency response plan, reviewing how the emergency notification systems works and alerting them that the system will be tested unannounced within two weeks of their receipt of the email.

### ***System/Procedure Testing***

Within the first month of each academic year, an unannounced emergency notification test message is sent to all faculty, staff and students. Public Safety, the Communications Office and IT work together to document a description of the test, date and time and whether the test was announced or unannounced. They also analyze the results of the test to ensure adequate system operation and adequate response by the university community. An evacuation drill is conducted annually in the main campus auditorium used for daily chapel and multiple times during the year in each residence hall.

## **FIRE SAFETY REPORT POLICES/PROCEDURES**

1. Extension cords may not be used for items that are left permanently plugged in, such as clocks, fans and lamps; those items must be plugged directly into an outlet or a power strip that is plugged directly into an outlet. Extension cords may be temporarily plugged in, but they must be unplugged immediately after use. Dispose of any cord with a break in the insulation.
2. Power strips must be equipped with an on/off switch. Do not let them contact bedding; they should rest on a headboard, desk or shelf.
3. Outlet adapters (converts two wall outlets into four or six) may be used only if they have an on/off power switch or a surge protector. A power strip may be plugged into an outlet adapter if the adapter has an on/off switch or a reset button.
4. Orange outlets are for computer use only.
5. Because of space limitations, electric refrigerators/thermoelectric coolers may not exceed 1.7 cubic feet.
6. Coffee makers and hot pots are the only food-preparation appliances permitted in the residence hall rooms. Other appliances, such as toasters and sandwich makers, may be used in the snack rooms.
7. Candles, incense or any other source of open flame may not be used in the residence halls.



8. If your smoke alarm detects smoke, pull the fire alarm in the hall and call Public Safety at (864) 370-1800, ext. 1111 from a safe location. If your smoke alarm beeps to advise of a low battery, put in a requisition by calling (864) 370-1800, ext. 4000 and tell your residence hall assistant so he or she can pull the battery (please allow him or her to do so rather than doing it yourself).
9. Fire Drills: Fire drills will be conducted in the residence halls each quarter at different times of the day. The first set of drills will occur within the first 10 days of the beginning of the fall semester. Residence hall students should follow the Emergency Evacuation Plan. This plan can be found posted in the residence halls, Student Handbook and the Annual Fire Safety Report. At the steady sound of the fire alarm, evacuate the building immediately and quietly; do not run, talk or yell in the halls.
10. Fireworks are never allowed on campus.
11. No items that store flammable materials (e.g., gas cans, propane tanks, etc.), items that utilize flammable gases or liquids (e.g., gas grills, lawnmowers, chainsaws, etc.) or tools that are used for yard work should be stored in or around the residence halls.

## **RESIDENCE HALL EMERGENCY EVACUATION PLAN**

In the event of fire, stay calm. Notify Public Safety immediately at (864) 370-1800, ext. 1111, and/or pull the fire alarm. Follow the directions of Public Safety or fire department personnel. If you must take immediate action, use your judgment as to the safest course of action, guided by the following information:

1. If in doubt, get out! Do not fight the fire. As you exit the area, close all doors in the immediate vicinity to help confine the fire in the origin area if possible.
2. Sound the alarm. Locate the fire alarm pull station nearest the location of the fire and pull down the handle. Pull stations and fire extinguishers are located at the center and ends of each hallway.
3. Notify as many persons in the area as possible of the emergency as you exit the building.
4. Call (864) 370-1800, ext. 1111, to report the fire to BJU Public Safety as soon as it is safe to do so. Do not assume the fire has been reported unless emergency personnel are on scene.
5. Exit stairways are located at either end of the residence hall and in the center of the building. Please review the floor plan and be familiar with your means of escape.
6. If you become trapped in your room, hang something outside the window such as a sheet, curtain, etc., to warn firefighters you are still in the building. Place wet towels around the bottom of the door of your room to help keep smoke out.
7. Once outside, remain outside and at a safe and clear distance of at least 100 feet from the building. All students are to report to their designated assembly area. If all cannot be accounted for, do not re-enter the building. Immediately notify firefighting personnel on the scene.
8. If you have any questions about this emergency guide, contact Public Safety campus fire marshal at (864) 370-1800, ext. 5968.

## FIRE SAFETY TRAINING

1. Training in fire safety and in the use of fire extinguishers is provided by the Public Safety campus fire marshal. Training is provided for all residence hall assistants, as well as employees and lab monitors that have the potential of fire hazard in their areas. For further information, contact the campus fire marshal's office at (864) 370-1800, ext. 5968.
2. Fire extinguisher training is provided using the BullEx live-fire Intelligent Training System. The trainee will learn how to use an extinguisher using compressed air and water with a computerized system that detects whether the user is properly extinguishing the fire.

## IN CASE OF FIRE

All fires, whether extinguished or active should be reported immediately to the Public Safety dispatcher at (864) 370-1800, ext. 1111. In addition the following authorities should be notified:

- In the residence halls—contact the residence hall assistant on duty and the residence hall supervisor.
- Workplace—notify the appropriate work supervisor, building manager or department head.
- Lab—immediately notify the lab monitor and the faculty member or staff employee responsible for the lab.

## BOB JONES UNIVERSITY CLERY CRIME STATISTICS

Offense	On Campus			Residential Facilities			Non Campus			Public Property		
	'14	'15	'16	'14	'15	'16	'14	'15	'16	'14	'15	'16
<b>Murder/Non-negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	1	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	1	0	0	0	0	2	0	1	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	14	6	7	14	3	6	0	0	0	0	0	0
<b>Sex Offenses, Forcible Rape<sup>1</sup></b>	1	0	3	0	0	0	0	0	0	0	0	0
<b>Forcible Fondling</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Incest</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Liquor Law Arrests</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Liquor Law Referrals for Discipline</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Law Arrests</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug Law Referrals for Discipline</b>	0	0	1	0	0	0	0	0	0	0	0	0
<b>Illegal Weapons Possession Arrests</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Illegal Weapons Possession Referrals</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes	On Campus			Residential Facilities			Non Campus			Public Property		
	'14	'15	'16	'14	'15	'16	'14	'15	'16	'14	'15	'16
<b>Murder/Non-negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses, Forcible</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Forcible Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Forcible Fondling</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Incest</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Larceny-theft</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Vandalism/Destruction/ Damage of Property</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Simple Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0	0	0	0	0	0	0

<sup>1</sup> The institution received a report from a victim during calendar year 2016 of three forcible sex offenses that had occurred in a prior year.

#### Unfounded Crimes

There were no unfounded crimes in 2014 or 2015, and one unfounded crime in 2016.

## BOB JONES UNIVERSITY ON-CAMPUS HOUSING FIRE SAFETY SYSTEMS

Residential Facility	Fire Alarm Monitored 24/7 by Office of Public Safety	Sprinkler System (Full or Partial)	Smoke Detection 1	Smoke Detection 2	Fire Extinguisher Devices	Evacuation Plans/ Placards Posted in All Rooms	Number of evacuation (fire) drills performed SY 2016–2017	Number of evacuation (fire) drills planned SY 2017–2018
<b>Reveal</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Brokenshire</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Johnson</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Smith</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Ironside</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Georgia Creel</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Nell Sunday</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Margaret Mack</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Estelle Siddons</b>	YES	NO	YES	YES	YES	YES	Vacant	Vacant
<b>Mary Gaston</b>	YES	NO	YES	YES	YES	YES	4	4

1. Smoke Detection 1 is defined as smoke and heat detectors located in common areas and hallways tied directly into the fire alarm and monitored at all times by the Office of Public Safety.
2. Smoke Detection 2 is defined as battery-operated smoke detectors (local only alarm) and are not tied into the fire alarm.

## 2016 STUDENT HOUSING FIRE CALL STATISTICS

Residential Facility	Total Fires (2016)	Cause of Fire	Injuries Treated	Deaths	Property Damage Value
<b>Reveal</b>	0		0	0	\$0.00
<b>Brokenshire</b>	0		0	0	\$0.00
<b>Johnson</b>	0		0	0	\$0.00
<b>Smith</b>	0		0	0	\$0.00
<b>Ironside</b>	0		0	0	\$0.00
<b>Georgia Creel</b>	0		0	0	\$0.00
<b>Nell Sunday</b>	0		0	0	\$0.00
<b>Margaret Mack</b>	0		0	0	\$0.00
<b>Estelle Siddons</b>	0		0	0	\$0.00
<b>Mary Gaston</b>	0		0	0	\$0.00

## BOB JONES UNIVERSITY ON-CAMPUS HOUSING FIRE SAFETY SYSTEMS

Residential Facility	Fire Alarm Monitored 24/7 by Office of Public Safety	Sprinkler System (Full or Partial)	Smoke Detection 1	Smoke Detection 2	Fire Extinguisher Devices	Evacuation Plans/ Placards Posted in All Rooms	Number of evacuation (fire) drills performed SY 2015–2016	Number of evacuation (fire) drills planned SY 2016–2017
<b>Reveal</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Brokenshire</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Johnson</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Smith</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Ironside</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Georgia Creel</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Nell Sunday</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Margaret Mack</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Estelle Siddons</b>	YES	NO	YES	YES	YES	YES	Vacant	Vacant
<b>Mary Gaston</b>	YES	NO	YES	YES	YES	YES	4	4

1. Smoke Detection 1 is defined as smoke and heat detectors located in common areas and hallways tied directly into the fire alarm and monitored at all times by the Office of Public Safety.
2. Smoke Detection 2 is defined as battery-operated smoke detectors (local only alarm) and are not tied into the fire alarm.

## 2015 STUDENT HOUSING FIRE CALL STATISTICS

Residential Facility	Total Fires (2015)	Cause of Fire	Injuries Treated	Deaths	Property Damage Value
<b>Reveal</b>	0		0	0	\$0.00
<b>Brokenshire</b>	0		0	0	\$0.00
<b>Johnson</b>	0		0	0	\$0.00
<b>Smith</b>	0		0	0	\$0.00
<b>Ironside</b>	0		0	0	\$0.00
<b>Georgia Creel</b>	0		0	0	\$0.00
<b>Nell Sunday</b>	0		0	0	\$0.00
<b>Margaret Mack</b>	0		0	0	\$0.00
<b>Estelle Siddons</b>	0		0	0	\$0.00
<b>Mary Gaston</b>	0		0	0	\$0.00

## BOB JONES UNIVERSITY ON-CAMPUS HOUSING FIRE SAFETY SYSTEMS

Residential Facility	Fire Alarm Monitored 24/7 by Office of Public Safety	Sprinkler System (Full or Partial)	Smoke Detection 1	Smoke Detection 2	Fire Extinguisher Devices	Evacuation Plans/ Placards Posted in All Rooms	Number of evacuation (fire) drills performed SY 2014–2015	Number of evacuation (fire) drills planned SY 2014–2015
<b>Reveal</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Brokenshire</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Johnson</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Smith</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Ironside</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Georgia Creel</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Nell Sunday</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Margaret Mack</b>	YES	NO	YES	YES	YES	YES	4	4
<b>Estelle Siddons</b>	YES	NO	YES	YES	YES	YES	Vacant	Vacant
<b>Mary Gaston</b>	YES	NO	YES	YES	YES	YES	4	4

1. Smoke Detection 1 is defined as smoke and heat detectors located in common areas and hallways tied directly into the fire alarm and monitored at all times by the Office of Public Safety.
2. Smoke Detection 2 is defined as battery-operated smoke detectors (local only alarm) and are not tied into the fire alarm.

## 2014 STUDENT HOUSING FIRE CALL STATISTICS

Residential Facility	Total Fires (2014)	Cause of Fire	Injuries Treated	Deaths	Property Damage Value
<b>Reveal</b>	0		0	0	\$0.00
<b>Brokenshire</b>	0		0	0	\$0.00
<b>Johnson</b>	0		0	0	\$0.00
<b>Smith</b>	0		0	0	\$0.00
<b>Ironside</b>	0		0	0	\$0.00
<b>Georgia Creel</b>	0		0	0	\$0.00
<b>Nell Sunday</b>	0		0	0	\$0.00
<b>Margaret Mack</b>	0		0	0	\$0.00
<b>Estelle Siddons</b>	0		0	0	\$0.00
<b>Mary Gaston</b>	0		0	0	\$0.00

# CAMPUS MAP

