



Annual Security and Fire Safety Report 2025



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OVERVIEW OF FEDERAL LAW

The *Jeanne Clery Campus Safety Act* is a part of the *Higher Education Act of 1965* (HEA), most recently amended in 2024. It is generally referred to as the *Clery Act* and is in section 485(f) of the HEA.

The *Clery Act* requires that all postsecondary institutions participating in HEA's Title IV student financial assistance programs disclose campus crime statistics and other security information to students and the public, issue timely warnings of crimes and notifications of emergencies that represent a threat to the campus community, and develop and implement specific campus safety and crime prevention policies and procedures.

The *Campus Fire Safety Right-to-Know Act of 2008* amends the HEA to require Colleges and universities to publish annual fire safety reports, distribute the reports to students and employees, inform prospective students and employees about the reports, and publicly display fire safety information and statistics. Grace College publishes its *Annual Security and Fire Safety Report* to include specified information about its campus crime statistics and fire safety practices and standards.

On March 7, 2013, the *Violence Against Women Reauthorization Act of 2013* (VAWA) (Public Law 113-14) was signed into law and includes amendments to the Clery Act. Among other changes, these amendments require institutions to disclose statistics, policies, and programs related to dating violence, domestic violence, sexual assault, and stalking. On December 23, 2024, the *Stop Campus Hazing Act* (SCHA) (Public Law 118-173) was signed into law and includes new policy, process, and reporting requirements for hazing as defined in the law.

POLICY FOR PREPARING THE ANNUAL SECURITY REPORT

This report is prepared by the office of Campus Safety, which works with other offices across the College, including student conduct and Title IX, to review policies to ensure they are accurate and up to date, and to collect statistics. Statistics are requested from all Campus Security Authorities (CSAs) as well as relevant local law enforcement. The Annual Security Report is published on the Grace College website and a notification is sent to all current students and employees. The Annual Security report is made available to prospective students and employees on the admissions and employment pages of the Grace College website.

Hard copies of the report may be obtained at no cost by contacting Glenn Goldsmith, Director of Campus Safety, in Indiana Hall or by email at goldsmga@grace.edu or phone 574-269-5344.

CAMPUS SAFETY DEPARTMENT

PURPOSE

The Grace College and Seminary (Grace) Campus Safety Department provides a positive attitude and proactive safety services for students, employees, and visitors to protect all assets of the College.

The primary role of this department is to be a service for the Grace College campus. This is accomplished through observation, reports, documentation and, when necessary, taking such action as is deemed appropriate to promote the safety of the Grace community.

STAFF

The Campus Safety Department can be contacted 24 hours a day by calling **(574) 269-5344**.

Campus Safety employs a full-time Director of Campus Safety, a full-time Lead Campus Safety Officer, a full-time Campus Safety Officer, a part-time Liaison, part-time student campus safety officers, and a part-time administrative assistant. Campus safety officers are on duty or on-call 24 hours, seven days a week every day of the year. Part-time administrative staff supports the campus safety office during the academic year.

Campus Safety officers are not sworn law enforcement officers; however, Campus Safety does employ Winona Lake police officers on a part-time basis to provide an additional, periodic security presence during the week and to familiarize law enforcement with the campus in the event of an emergency.

AUTHORITY AND JURISDICTION

Policy: Campus safety (apart from its part-time sworn officers also working for Winona Lake Police Department [WLPD]) does not have the power to arrest, but does exercise its power to detain.

Campus safety officers regularly patrol campus property, facilities, and special events and are responsible for locking and unlocking campus buildings, documenting incidents, investigating suspicious or unusual activities, reporting maintenance or safety concerns, conducting regular safety drills and inspections, enforcing campus parking and traffic policies, issuing timely warnings and emergency notifications to the campus, and responding to crisis or emergency situations as they may occur.

Campus safety officers use the model of “observe, document, and report” when conducting their work. In doing so, they maintain a daily activity report of rounds. This report is later reviewed by the director of campus safety and other campus administrators and then stored electronically.

Additionally, the Campus Safety Department:

1. Develops and offers safety and emergency preparedness training.
2. Establishes contact with key campus personnel, community professionals, and first responders that would be involved in crises that may occur at the local, state, or national level so that (a) they are familiar with the Grace campus should a crisis occur on-site for which their assistance is needed and, (b) community-based emergency response activities include the Grace campus as appropriate.
3. Develops and communicates Grace’s crisis prevention, preparedness, and response plans to employees.

RELATIONSHIP WITH LAW ENFORCEMENT

Policy: Grace maintains cooperative working relationships and regular communication with law enforcement agencies in order to serve and protect the campus. Its primary contact is with the Winona Lake Police Department, but has occasion to work with the Warsaw Police Department and the Kosciusko County Sheriff’s Department.

Collaborating with local law enforcement has demonstrated a commitment by both Grace and the WLPD to provide a safe campus for those who live, learn, work, and visit the campus as well as for those in the surrounding community. It has created greater visibility of law enforcement personnel on campus; increased the familiarity between local law enforcement and Grace’s students, employees, and physical facilities; and enabled law enforcement to monitor the campus – both inside and outside buildings – for safety, security, or criminal activity.

Grace has an official *Memorandum of Understanding* with the Winona Lake Police Department outlining their working relationship, jurisdiction, and authority. In part, this MOU describes the cooperation between Grace and the Winona Lake Police Department for the investigation of crimes. Suspicious persons, activity, or other potential crimes may be reported by campus safety officers to the police for assistance; these reports are documented in the campus safety Activity Log, corresponding Incident Report, and Crime Log if applicable.

The Winona Lake Police Department is located on the edge of Grace's Clery geography. Its close proximity to the campus allows for timely responses and promotes a good and cooperative relationship with the Grace campus community.

IDENTIFICATION OF CAMPUS SAFETY STAFF

Campus safety officers patrol campus in a marked campus safety vehicle and on foot, wearing the uniform of the campus safety department.

Winona Lake police officers who patrol the Grace campus on a part-time basis do so in their marked law enforcement vehicles and on foot, wearing the uniform and equipment approved by their chief of police.



EMERGENCY CONTACTS AND COMMUNITY RESOURCES

Students and employees are provided the following guidance in the case of emotional, physical, environmental, or other safety emergencies.

Campus Safety recommends that all students and employees include campus safety and local law enforcement numbers in their cell phone and desk phone contacts.

EMERGENCY CONTACTS

For a police, fire, or medical emergency, call **911**.

When calling **911** or campus safety at **574-269-5344**, remember to:

- Speak clearly and slowly
- Identify yourself
- Identify the problem and/or request
- Identify the extension if calling from an on-campus phone
- Identify your location or address as specifically as you can

For urgent safety hazards such as downed wires or gas leaks:

Grace College Campus Safety (McClain)**574-269-5344**

Physical Plant on-call (cell phone)574-526-3922

Grace College RD on call (cell phone)574-635-5737

NON-EMERGENCY CONTACTS

Grace College Assistance

For mental health, physical, or safety emergencies.

Campus Safety (McClain)574-269-5344

Counseling Services (Indiana Hall)574-372-5100 x6472

Director of Counseling (GHWC)574-372-5100 x6069

Health Services (GHWC).....574-372-5100 x6472

Nurse (GHWC)574-372-5100 x6426

RD on call (cell phone)574-635-5737

Student Disabilities Services (library)574-372-5100 x6423

Physical Plant (maintenance – regular business hours)574-372-5100 ext. 6367

Physical Plant (maintenance – after 4:00 pm or weekends). 574-526-3922

Local Assistance – Law Enforcement

Winona Lake Police Department574-267-8622

1310 Park Ave, Winona Lake, IN 46590

Warsaw Police Department574-372-9511

2191 Ft Wayne St, Warsaw, IN 46580
Kosciusko County Sheriff's Department574-267-5667
221 West Main St, Warsaw, IN 46580

Local Assistance – Medical Treatment

Ft. Wayne Sexual Assault Treatment Center hotline.....260-423-2222
1420 Kerrway Ct, Fort Wayne, IN 46805

Patient Resources

Lutheran Kosciusko Hospital574-267-3200
2101 East DuBois Drive, Warsaw, IN 46580
Lutheran Health Network574-269-8338
1210 Provident Drive, Warsaw, IN 46580
Parkview Hospital – Warsaw574-372-0000
1355 Mariners Drive, Warsaw, IN 46582

Local Assistance – Mental Health Counseling

Bowen Center – 24-hour emergency service800-342-5653
Bowen Center – Warsaw574-385-3146
850 North Harrison, Warsaw, IN 46580

Area Assistance – Victim Services

Beaman Home – Warsaw574-267-7701
603 Parker St, Warsaw, IN 46581
Center for Nonviolence.....260-456-4112
235 W. Creighton Ave., Ft. Wayne, IN 46807
Ft. Wayne Sexual Assault Treatment Center hotline.....260-423-2222
2270 Lake Ave #201, Fort Wayne, IN 46805

Patient Resources

Rape Crisis Hotline, Ft. Wayne Women's Bureau888-311-7273
Victim Advocate – Winona Lake Police Department (desk) ..574-385-2323
1310 Park Avenue, Winona Lake, IN 46590
Victim Assistance Program (prosecutor's office).....574-372-2419
121 North Lake Street, Warsaw, IN 46580

Hotlines and Resources – National

Domestic Violence (TTY and Spanish also available) 1-800-799-SAFE (7233)
Sexual Assault (RAINN: Rape, Abuse & Incest Nat'l Network)1-800-656-HOPE (4673)
Substance Abuse (SAMHSA – English and Spanish)..... 1-800-662-HELP (4357)
Suicide Prevention (also available TTY and Spanish)1-800-273-TALK (8255)

SAFETY OF THE CAMPUS

ACCESS TO CAMPUS BUILDINGS

Policy: For the protection of its campus facilities, students, and employees, Grace College restricts access to its facilities depending on the hours of operation, function of the building, and nature of events on campus.

During business hours, Grace facilities (excluding residence halls) are open to students, parents, employees, contractors, and guests.

During non-business and non-event hours, access to all facilities is by authorized key, access card, or by admittance via campus safety. All academic and administrative buildings are locked by midnight during weekdays and typically remain locked during the weekend unless authorized faculty and staff request access for business or other functions. They are unlocked each morning at 7:00 a.m.



Grace, at its discretion, may limit access to the campus at any time to anyone when it is determined to be in the best interest of the campus community for public safety reasons. Limited access may also include no-contact and campus separation directives or a no trespass letter issued by Grace. No trespass and court-ordered protective orders will be enforced by campus safety with the assistance of local law enforcement as needed.

SECURITY OF RESIDENCE HALLS

Policy: Access to residence halls is restricted to resident directors, student residents, their approved guests, and other approved members of the campus community.

All of the traditional residence halls are accessed through an electronic access system (proximity scanners and student ID cards) for exterior doors and some hallways.

Residential housing, designated as either “traditional dormitory” or “apartment-style,” is intended for unmarried students and divided by gender on each floor. Lamp Post Manor, with 12 apartment units, is leased to married or graduate students on a monthly or annual term.

All residence halls housing male and female students have lobbies open at all times for residential students only.

During vacation/holiday periods, most residence halls are closed but remain monitored by campus safety.

Campus safety staff patrol the campus and its off-campus property within its Clery geography each shift. They do not patrol inside residence halls, but do enter those buildings as needed within the guidelines of the institution's *Room Entry Policy*. Residence hall staff, including resident advisors, assistant resident directors, and resident directors, enforce security policies inside the residence halls to promote a safe and respectful living community.

Students locked out of their rooms may be assisted by contacting their RA, RD, or a campus safety officer if the RA or RD is not available.

Authorized Staff Entering Student Rooms

Occasionally, Grace College Officials, typically residence life (RDs, ARDs, RAs) and physical plant staff, must enter student rooms for maintenance and repairs or to check rooms for safety and health reasons. College Officials, however, will typically only enter a room during day-time business hours (unless there is a maintenance or other emergency) and do so following the institution's *Room Entry Policy*.

All staff members, including campus safety staff, are to announce their presence by knocking before entering a resident's room. If there is no response, or in the case of an emergency, the staff member and/or campus safety may use the master key to enter a student's room. Typically, this is done with the assistance of residence life staff.

Physical plant and maintenance staff will enter a student's room to make repairs if the student has previously granted permission for the staff member to enter. Permission is granted when students inform their RA, RD, or physical plant staff of a maintenance request. Maintenance staff does not enter dorm rooms until after 10:00 during the academic year to service work orders.

Campus safety staff may also be present in the residence halls during fire drills and announce themselves.

Guests in the Residence Halls

Any guest in a residence hall (including lobbies) after curfew must be registered per the overnight guest registration policy. Guests are the responsibility of the student host and should remain with their student host at all times.

SAFETY OF CAMPUS FACILITIES

Security Cameras

Grace has installed security cameras in some areas on campus, such as high traffic areas or those with high levels of public access and/or financial transactions. Cameras are not monitored, but footage can be retrieved and viewed by authorized campus safety staff. Cameras are not installed in living spaces or private areas such as locker rooms or bathrooms. Signage is posted at building entrances and in parking lots where security cameras are in use.

The Town of Winona Lake owns the cameras that are posted along the trail from Beta Hall to Miller Field.

Building Security

Campus safety staff check and secure offices and campus facilities nightly and report any operating deficiencies to the physical plant. Academic and administrative buildings are locked every night by midnight Sunday through Thursday and by 1:00 am on Friday and Saturday. They are open each morning before 7:00 am. Parking lot facilities within Clery geography are actively patrolled by the campus safety staff and part-time police officers during their shifts.



Grace College does not recognize any non-campus locations of student organizations. Grace College is unaware of any efforts by local law enforcement to monitor any student organizations.

Facility and Equipment Maintenance

The physical plant is responsible for the upkeep and repair of campus facilities including custodial services, grounds, carpentry, painting, plumbing, electrical, snow removal, utility generation, transportation, event setup, key distribution and locksmithing, and preventative maintenance.

During regular business hours (8:00 a.m. to 4:00 p.m.), maintenance and safety-related issues associated with campus facilities are to be reported to the physical plant at **574-372-5100 x6787**. Maintenance and safety emergencies occurring after hours should be reported to campus safety at **574-269-5344**.

Safety concerns or hazards associated with the campus' grounds and physical facilities that are reported to or identified by any campus safety officer are reported to the physical plant and documented in the campus safety daily *Activity Log*. Prompt reporting of maintenance and facility needs promotes safety for the entire campus and security-related maintenance issues are given first priority. Campus safety officers complete a *Security Checklist* of facilities, grounds, parking

lots, and other physical spaces on a daily, weekly, monthly, or annual basis and notify the physical plant or maintenance, repair, safety, or other needs.

Employees and students are not to enter restricted areas on campus such as boiler rooms, mechanical rooms, machine shops, food prep areas, or hazardous work areas unless authorized to do so.

First aid kits are inspected and refilled monthly by the vendor. AEDs (Automated External Defibrillators) are inspected by campus safety. Fire extinguishers are inspected by a fire extinguisher services vendor and monitored by campus safety via its *Security Checklist*. Fire panels are monitored by the physical plant's electrician and campus safety as well as by Emergency 24, Grace's fire monitoring system.

There are carbon monoxide detectors in locations with a gas inlet such as mechanical rooms, restrooms, and areas in which there is a furnace or hot water tank, as well as in common residence hall lounges. They are supplied electrically with a battery back-up and checked quarterly by a member of the physical plant. All three chemical storage locations on campus are in federal and state compliance and safety data is displayed in those locations.

EMERGENCY PROCEDURES

Each year, campus safety updates the written emergency procedures posted on every floor in each building. Emergency procedures are also posted in every residence hall. Specific to each location, these procedures include contact information for emergencies and non-emergencies, the physical location of the building, the fire evacuation site, severe weather shelter, and brief instructions for medical emergencies, evacuation, fire, severe weather, power outages, campus crisis (shelter), suspicious person, bomb threat/suspicious package, and the Grace Alert system. The location of AEDs and first aid kits are also included in the emergency procedures.

PERSONAL SAFETY AND CRIME PREVENTION

Safety and security are the responsibility of all Grace's members, and the cooperation of the entire campus community is critical to the prevention of crime and protection of both individuals and property. It is essential that everyone, especially students living in residence halls, follows established procedures and takes simple precautions to avoid emergency, crime, or other safety situations.

Enrolled students and employees may access the campus safety page of the portal for safety-related information such as vehicle and parking information, fire safety and weather, law enforcement links, general safety information, campus safety personnel information. In addition,

this *Annual Security and Fire Safety Report* contains valuable and essential information about campus security practices.

The following suggestions will help keep students, employees, and guests safe as well as protect personal and campus property.



General Safety

- Include campus safety (**574-269-5344**) and local law enforcement in cell phone and desk phone contacts.
- Immediately report any persons looking or acting suspiciously to campus safety (**574-269-5344**) or call **911**.
- Be alert and aware. Pay attention to who is around you when you are in public. Avoid texting and talking on the phone while walking.
- Travel well-lighted, busy routes with your keys in your hand as you approach your door and car.
- There is safety in numbers. Don't make yourself a target. Go out at night with a friend or two.
- Campus safety will provide a safe escort throughout the campus or a safe ride to your place of residence during the evening hours.
- [Weapons](#) must be registered with the Campus Safety Department or not brought to campus.
- Advise campus safety if you have a protective order issued against an individual or that cites Grace College as a protected location.
- Be aware of email scams and solicitation for jobs, requests for money, or requests for photos that appear suspicious and report them to campus safety.
- Immediately report to the physical plant (or campus safety) any doors, locks, windows, equipment, or facilities in need of repair.
- Keep a reasonable and safe distance and take extra precautions if you see maintenance work or construction.
- Do not enter construction sites unless authorized. Hard hats may be required for entry.

Personal Property

- Record the serial numbers of your property and mark personal items with your name or other traceable identification.
- Keep your credit cards, debit cards, passports, and other important documents secure and out of sight.
- Carry limited amounts of cash. Only carry the credit cards you need.

- Do not leave valuables or cash unprotected. Keep valuables, such as money, wallets, backpacks, purses, and jewelry out of sight.
- Carry purses and wallets near your body and avoid looping handles and straps around you.
- Leave items of high value at home.
- Obtain renters insurance or private property insurance for protection.
- Report all suspected cases of theft immediately to campus safety **574-269-5344**.

Residence Halls and Apartments

- Always keep your room locked and keep your keys with you.
- Do not prop any door open.
- Do not attach your name and address to your room keys.
- Never lend your room keys or your student ID card to anyone.
- Do not leave your door unlocked because your roommate has lost his/her key.
- Report lost or stolen room keys immediately.
- Do not give unidentified persons or strangers access to a residence hall or your room.
- Do not give out your personal information or a friend's personal information to strangers.
- Do not leave messages on your door about your whereabouts.

Pedestrian Safety

- Use the crosswalks and follow the posted road signs when crossing the streets.
- Safety in parking lots should be observed by bicycle riding, skateboarding, and foot crossing in designated areas.
- Follow the direction of campus safety or law enforcement personnel who manage traffic and assist with pedestrian crossing.

Vehicles and Bicycles

- Check under, around, and in your car before you get in.
- Register your vehicles with campus safety.
- Keep your keys with you at all times.
- Put valuables in the trunk of a car rather than in full view.
- Follow posted signage related to parking and safe driving. Grace College is a “walking campus” so all drivers should anticipate and yield to pedestrians.
- Park cars, motorcycles, and bicycles in the designated areas. Keep them locked at all times.

- Do not park in isolated areas.
- Do not block fire lanes, fire hydrants, or handicap-designated parking.
- Do not park, house, or store motor-driven vehicles inside any residence hall.

No Contact Orders

Grace does not issue protective orders; however, it does issue no-contact and campus separation directives and no-trespass letters, all of which may be initiated by student affairs, campus safety, or the Title IX Office. No-trespass letters can be issued by Grace.

Complainants may seek an order of protection, restraining order, or other similar lawful court order, but are not required to do so. Grace or the local victim's service center can assist parties in understanding their legal options. Information can be requested from Grace's campus safety or Title IX offices. Grace will comply with and enforce lawful protective orders issued by an Indiana court or, pursuant to federal law, issued by any state or federally recognized Tribal court.

SAFETY POLICIES AND PROCEDURES

EMERGENCY MANAGEMENT MANUAL

Grace has an institutional *Integrated Emergency Response and Compliance Manual* that addresses a variety of emergency, safety, and crisis-related topics to articulate the policies and procedures that guide its responses to student, employee, guest, or community needs. For example, guidelines are provided related to criminal activity, hazards, weather-related, medical, operational, and mechanical, utility, and telecommunication failures.

REPORTING A CRIME

Policy: Members of the Grace community should promptly and accurately report crimes or emergencies happening on campus to campus safety staff, campus security authorities, or to law enforcement.

Any member of the Grace College and Seminary community has the right to notify local law enforcement of a crime at any time. Student affairs, campus safety, Title IX, or other campus staff will gladly assist with contacting local law enforcement when requested. It is important that crimes are reported in a timely, accurate way.

While any of the resources listed below can assist with response to crimes and violations, individuals may wish not to have a response, but to have the crime included in statistics for Clery Act purposes. For the purposes of making a [timely warning](#) report and the annual disclosure of crime statistics, students or employees who are victims of or witnesses to a crime can report a crime in the following ways:

1. Calling local law enforcement at **911** in an emergency
2. Calling Campus Safety at **574-269-5344** and making the report to:
 - a. Director of Campus Safety
 - b. Lead Campus Safety Officer
 - c. Campus Safety Officers
 - d. Campus Safety Liaison
3. Reporting in person at the campus safety office in McClain Hall staff named above
4. Notifying a Grace [Campus Security Authority](#) (CSA)
5. Using the anonymous Complaint Notification Form on the institution's [web site](#)
6. Contacting the Title IX Coordinator:
Carrie Yocum
McClain 102
yocumca@grace.edu
574-372-5100 x6491
7. Confidential Reporting

Reporting a Crime to a Confidential Source

Policy: If and when appropriate, Grace's chaplain or one of its mental health counselors will inform individuals they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the institution's annual disclosure of crime statistics.

Individuals, including the victim and witnesses, who report a crime to Campus Safety but want to remain anonymous can discuss this request with the director of campus safety or the director's designee who will make the determination of whether confidentiality can be maintained in consultation with other campus administrators, if needed. Individuals requesting confidentiality are advised that anonymity and confidentiality may limit the campus safety office's and other Grace offices' ability to thoroughly investigate the report.

Individuals making reports of crime to law enforcement and who wish these reports to remain confidential may request they be redacted and considered "sealed confidential" whereby law enforcement will not make them available to the media or other agencies. Some court cases and filings cannot be completely confidential. Individuals should make these requests for confidentiality directly to law enforcement.

In making a determination of confidentiality, the director of campus safety will consider factors such as, but not limited to, the following:

1. Risk of violence or threats of violence by the alleged perpetrator

2. History of violence from arrests/records from a previous school
3. Other complaints about the same individual
4. Whether the crime was perpetrated with a weapon
5. Whether the institution has other means to obtain evidence, such as security cameras or personnel, other students in a classroom, or physical evidence
6. Ability to provide a safe and nondiscriminatory environment for the campus community

The purpose of an anonymous report for crimes is to honor, when possible, the individual's request for confidentiality while taking steps to ensure the safety of that individual and others. It also permits the institution to keep an accurate record of crimes for inclusion in the annual security report; determine patterns of crime with regard to location, method, or assailant; and alert the campus to potential danger.

Regardless of the nature of the crime, staff assisting individuals who request anonymity should inform them of the procedures to report crimes on a voluntary, confidential basis for inclusion in the institution's annual disclosure of crime statistics. Reports of crimes, including those that are confidential, are counted and disclosed in the annual crime statistics reported by the institution.

Exception: In cases of reports to campus safety that may be a violation of the institution's sexual misconduct policies, however, campus safety staff are NOT confidential sources and are required to notify the Title IX Office. Confidential sources for reporting sexual misconduct or harassment at Grace are limited to the following:

1. Licensed counselors or interns supervised by Grace College Health and Counseling Services
2. Dean of the Chapel (campus chaplain)
3. Campus nurse
4. Athletic trainers

Individuals may make a confidential report as a "Doe" for a forensic nurse exam at the Ft. Wayne Sexual Assault Treatment Center for up to one year, giving them time to decide whether they want to make a police report.

Off-Campus Crime

If Winona Lake Police (WLPD) is contacted about criminal activity occurring off-campus involving Grace students, WLPD may notify campus safety. Although the WLPD is not required to provide such notification, because of its cooperative relationship with the College, it typically does.

Students and employees are required to abide by the laws of the local, state, and national governments both on- and off-campus and are subject to disciplinary action by the institution for violation of the law up to and including immediate suspension or termination.

Response to Reports of Crimes

Policy: The campus safety department responds to all reports of incidents and crimes in ways that protect the safety of students, employees, and guests of the campus as well as the surrounding community.

When a report is made to the campus safety department, an *Incident Report* and *Voluntary Statement* (if needed) are completed and logged to document the details of the complaint. An additional response may include investigation, follow-up, and referral to local law enforcement as appropriate as well as notification to campus administrators and the campus' safety committee for additional oversight as needed.

The institution cooperates with law enforcement investigations of crimes occurring on the Grace campus.

Whether on-campus or law enforcement investigations, timely warnings and/emergency notifications may be issued following the institution's established procedures.

MISSING STUDENT NOTIFICATION

Policy: If a member of the Grace College community has reason to believe that a residential student has been missing for 24 hours, he or she must immediately notify Grace College Campus Safety at 574-269-5344. Campus Safety will generate a missing person report and begin an investigation.

Students may designate a confidential contact person who will be contacted first if the student is deemed missing. This "missing person contact" may be designated through the student affairs department or on the campus portal. If a missing person contact is designated, then that person will be contacted instead of the parents/guardians or general emergency contact.

Students may register this confidential contact information. It will only be accessible to authorized campus officials and will only be disclosed to law enforcement personnel as related to a missing person investigation.

After investigating a missing person report, if Campus Safety determines the student has been missing for 24 hours, Campus Safety or Student Affairs will contact the student's confidential contact if registered. If no confidential contact is registered, they will contact the general

emergency contact and/or the student's parents or legal guardians. At this point the Winona Lake Police Department (WLPD) will also be notified about the missing person unless the report came from the WLPD.

In the event the residential student reported missing is under the age of 18 and is not an emancipated individual, the student's parent or legal guardian will be notified by campus officials no later than 24 hours after the student is determined to be missing in addition to notifying any additional contact person designated by the student.

WEAPONS

No weapons of any type are allowed on campus. This includes vehicles, rooms or storage areas and all other areas of Grace College property, both owned and rented. Any student in possession of a weapon must register and store the weapon at the campus safety office until other arrangements can be made. Violations of this policy will result in confiscation of the weapon(s), and the matter will be reported to the student affairs office and to the local law enforcement agency.

Weapons include, but are not limited to the following:

- Firearms - any device capable of, designed to, or that may readily be converted to expel a projectile.
- Knives - with a blade exceeding the legal length of 3 7/8 inches
- Martial arts - all forms of martial arts weapons including those used for training purposes
- Paintball guns, pellet guns, airsoft guns, potato guns

Grace's complete *Weapons Policy* is available from the campus safety department.



MAINTAINING AN ALCOHOL AND DRUG FREE CAMPUS

Grace College and Seminary is an alcohol, tobacco, and substance free campus. Grace College has both [student](#) and [employee](#) policies regarding alcohol, tobacco, and substance use.

In compliance with the *Drug-Free Schools and Communities Act of 1989*, Grace conducts and publishes a federally mandated biennial review of its alcohol and other drug (AOD) prevention program. A review committee, in consultation with other campus staff, assesses Grace's AOD-related initiatives, programs, and policies to determine whether any improvements are needed. This assessment considers all campus and community efforts that may serve to reduce employee and student alcohol and other drug use, even if they were not designed primarily for drug prevention purposes. The review committee validates Grace's enforcement procedures by evaluating institutional efforts to determine, prevent, and address violations of the institution's policies.

This biennial review is available to students, employees, and the public via the institution's [website](#). It is retained in the school's administration and compliance office for three years after the fiscal year in which it was created.

Those interested in more information about Grace's response to the substance use among students and employees may contact:

- Norm Bakhit, Chief Human Resources Officer, (574) 372- 5100 x6074
- Aaron Crabtree, VP and Dean of Students, (574) 372-5100 x6464
- Glenn Goldsmith, Director of Campus Safety, (574) 269-5344 or (574) 372-5100 x6483
- Becky Stowers, Associate Dean of Students, (574) 372-5100 x6473

Education and counseling related to alcohol or substance abuse are available from Grace's [Counseling Services](#) to students attending the Winona Lake campus. Any student needing additional or off-campus medical or other ancillary services, including support groups, will be assisted by staff in the counseling office.

Help for employees, including employee assistance benefits, is described in detail in the institution's policy.

DISCLOSURE OF CRIME STATISTICS

CLERY GEOGRAPHY

The campus safety department maintains records of the appropriate geographic categories to which its property and buildings belong, a current list of buildings and properties owned or controlled by Grace, and public property identified as within its campus or immediately adjacent to and accessible from the campus. Reportable statistics are for Grace College and Seminary's one campus location in Winona Lake, Indiana and also for its course delivery sites in Ohio.

Grace's Clery parameters are reviewed annually, at which time any additional campus properties identified within its geography. The specific campus boundaries are available from the campus safety office.

The Clery Act requires institutions to disclose statistics for reported crimes based on where the crimes occurred, to whom the crimes were reported, the types of crimes that were reported, and the year in which the crimes were reported. Specifically, this geography means the physical parameters of reporting of statistics for crimes that occur:

1. On campus

- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

2. On campus - residence halls

- Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

3. On public property within or immediately adjacent to the campus

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

4. In or on non-campus buildings or property that Grace owns or controls

- Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled

by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

- The following statistics, therefore, are reported according to where they occurred. Statistical information for certain off-campus locations or property owned or controlled by Grace, as well as public property within or immediately adjacent to campus, is requested by the campus safety department from local law enforcement agencies with jurisdiction over those properties and geography.

Reports also include statistics for buildings and properties that Grace owns or controls, are reasonably contiguous to one another, and support or relate to Grace's educational purposes.

Buildings owned or operated by Grace College and, therefore, part of its Clery geography are listed below and designated as residential or administrative.

GRACE COLLEGE CLERY ACT GEOGRAPHY: BUILDING ADDRESSES

Residence Halls	Street Address
Alpha Hall	725 Alpha Circle, Winona Lake
Beta Hall	800 Connection Circle, Winona Lake
Boyer Apartments	428 E. Pierceton Rd, Winona Lake
Encompass Apartments	710 Connection Circle, Winona Lake
Gamma C	103 Maple Street, Winona Lake
Indiana Hall ¹	1005 King's Highway, Winona Lake
Kauffman	1111 King's Highway, Winona Lake
Kent Hall	702 Connection Circle, Winona Lake
Lamp Post	1410 Wooster Road, Winona Lake
Lancer Lofts	302 7 th Street, Winona Lake
Oak Hill Apartments	400 and 402 Oak Hill, Winona Lake
Omega Hall	700 Connection Circle, Winona Lake
Raber residence	204 13th Street, Winona Lake
The Lodge	804 Connection Circle, Winona Lake
Westminster Hall ¹	105 9 th Street, Winona Lake

On Campus Buildings	Street Address
Alpha Dining	902 Presidential Dr, Winona Lake
Billy Sunday Home	1111 Sunday Lane, Winona Lake
Gordon Health and Wellness Center (GHAWC)	1001 College Avenue, Winona Lake
Indiana Hall ¹	1005 King's Highway, Winona Lake
King's Highway Offices	401 King's Highway, Winona Lake
Manahan Orthopedic Capital Center (MOCC)	610 Wooster Road, Winona Lake
Maintenance/Grounds (garage)	807 Pierceton Road, Winona Lake
McClain Hall	601 Connection Circle, Winona Lake
Morgan Library	921 Connection Circle, Winona Lake
Mount Memorial	1 Lancer Way, Winona Lake
Orchard House	1938 E Pierceton Road, Winona Lake
Philathea	905 Connection Circle, Winona Lake
Physical Plant (main office)	1301 King's Highway, Winona Lake
Rodeheaver Auditorium	901 Park Avenue, Winona Lake
Science Complex, Dane Miller Complex	806 Connection Circle, Winona Lake
Trail House	903 Robson Road, Winona Lake
Westminster Hall ¹	105 9 th Street, Winona Lake
Leased/Controlled Property ²	Street Address
Canal	1102 W. Canal St, Winona Lake
Dr. Grill House	103 7 th Street, Winona Lake
Lakeview House	200 Lakeview Drive, Warsaw
LaMasia	600 West Street, Winona Lake
West Apartments	503 West Street, Winona Lake
Wooster Apartments	411 Wooster A & B, Winona Lake
Non-Campus Property ³	Street Address
Grace Brethren Church of Norton - Barberton	3970 S. Cleveland-Massillon Road, Norton, OH 44203
Grace Brethren Church of Norton - Akron	211 N Cleveland-Massillon Rd, Akron, OH 44333

¹ Residence Hall/Administrative Building

² Grace leased and controlled buildings within Clery geography.

³ Grace non-campus property outside Clery geography.

ANNUAL DISCLOSURE OF CRIME STATISTICS

Policy: In compliance with federal law, Grace’s yearly crime statistics for its Clery geography are compiled on a calendar-year basis by a core team of staff.

The issue of campus safety, including academic, financial, and geographic considerations, is a vital concern. Members of the campus safety department, the director of residence life/conduct officer, and the vice president of administration and compliance serve as the core team to prepare the annual security report, but obtain information from other campus offices as they relate to disclosure of its crime statistics.

The crime statistics reported in this security report are in accordance with the definitions of crimes provided by the FBI for use in the *Uniform Crime Reporting* (UCR) system. This report includes statistics regarding crimes that occurred on campus and that were reported to campus safety or Grace’s [Campus Security Authorities](#). This report also includes statistics for arrests and referrals for campus disciplinary action for liquor, drug and weapon law violations as required under the Clery Act. The campus safety and residence life departments maintain the records associated with the institution’s statistics.

Many crimes are classified using the “hierarchy rule,” which is the requirement in the FBI’s UCR program for purposes of reporting crimes in that system when more than one criminal offense is committed during a single incident. In those cases, only the most serious offense is reported in the institution’s Clery Act statistics.

An exception to the rule would apply in cases where a sexual assault and a murder occur in the same incident. Additionally, the hierarchy rule does not apply to hate crimes, crimes required by the *Violence Against Women Act* (dating violence, domestic violence, and stalking), or to drug, liquor, and weapon law violations.

The crime statistics in this security report reflect disclosure of incidents that are reported to campus safety, campus security authorities, or local police agencies for the three calendar years preceding the year in which the report is published.

All members of the Grace community are encouraged to accurately and promptly report all crimes to campus safety and local law enforcement. Grace will report crimes to local law enforcement when the victim of the crime elects to or is unable to report.

Each victim of a crime of domestic violence, dating violence, sexual assault or stalking has the right to report the crime to campus safety and/or to local law enforcement, to be assisted by

Grace personnel in reporting to local law enforcement if the victim chooses to do so, or not to report.

Individuals reporting crimes to a confidential source on campus (e.g., chaplain, counselor, counseling intern, counseling staff, athletic trainer) are advised that they can make a police report and/or choose to have information that they limit provided confidentially to the campus safety office to include in the institution's Clery statistics, which Grace does without inclusion of personally identifiable information. Pastoral and professional counselors, defined below, are encouraged, if and when they deem it appropriate, to inform the person they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in this Annual Security Report.

CAMPUS SECURITY AUTHORITIES

There are several types of Campus Security Authorities. Campus Safety staff as well as any contracted safety official; those to whom Grace instructs that crimes should be reported; and Grace officials who have significant responsibility for student and campus activities.

Grace reports and collects accurate campus crime data, promotes crime awareness, and enhances campus safety. The intent of designating non-law enforcement personnel as CSAs is to recognize that students, employees, and others who are hesitant to report a crime to the police or campus safety may be willing to report incidents to other campus individuals. Grace, therefore, has designated certain students and employees as campus security authorities (CSAs) who have federally mandated responsibilities to report crimes that are reported to them.

CSAs are informed annually of this designation and trained in their obligations to collect and report data associated with crimes. The campus safety department maintains a master list of CSAs by title and updates this list with new and departing employees. A list of the institution's CSAs is available upon request from the campus safety department.

STATISTICS FROM LOCAL LAW ENFORCEMENT

In complying with the federal requirements to report crime statistics, the campus safety department sends letters of request for crime statistics to the Winona Lake, Indiana Police Department, and the Bath, Ohio Police Department as they are considered part of the institution's Clery geography with programs in operation. Grace received documentation from both Winona Lake but did not receive documentation from Bath, Ohio. Where applicable, those crimes statistics are included in the Annual Security Report.

DAILY CRIME LOG

Campus safety officers maintain a daily crime log of all alleged criminal incidents, including non-Clery Act crimes reported to campus safety regardless of how much time has passed. They are each assigned a case number, but only those incidents associated with criminal activity are listed on the *Daily Crime Log*. Crimes are recorded by the date they are reported and listed in chronological order, with the most recent crimes at the bottom of the log.

Campus safety may temporarily withhold some information if there is clear and convincing evidence that releasing it would jeopardize an ongoing criminal investigation or the safety of the individual, cause the suspect to flee or evade detection, or result in the destruction of evidence. It will disclose any withheld information once the adverse effect is no longer likely to occur.

The director of campus safety, the lead campus safety officer, and campus safety officers are trained to maintain the *Crime Log*. The *Crime Log* includes:

1. The nature of the crime
2. The date and time the crime occurred
3. The date the crime was reported to campus safety
4. The general location of the crime within Grace's Clery geography
5. The disposition of the complaint, if known

Campus Safety will make the *Crime Log* for the most recent 60-day period open to public inspection during regular business hours. Information in the log older than 60 days will be made available on request within two business days by campus safety during normal business hours by contacting the director of campus safety.

CRIME CATEGORIES AND DEFINITIONS

Under the Clery Act, for the purposes of counting and disclosing criminal offenses, hate crimes, arrest, and disciplinary referral statistics, the definitions provided by the Department of Education and based on the Federal Bureau of Investigation's (FBI's) *Uniform Crime Reporting Program* (UCR) are used.

The Clery Act specifies that definitions for the categories of domestic violence, dating violence, and stalking provided by the *Violence Against Women Act of 1994* and repeated in the Department's Clery Act regulations must be used.

Clery Crime Categories and Definitions

The following are the four general categories of crime statistics with definitions.

Primary Crimes

Murder and non-negligent manslaughter

The willful (non-negligent) killing of one human being by another.

Manslaughter by negligence

The killing of another person through gross negligence.

Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape

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

Fondling

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

Incest

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

Statutory Rape

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

Robbery

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

Aggravated assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a

weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary

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

Motor vehicle theft

The theft or attempted theft of a motor vehicle. Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.

Arson

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

Drug, Alcohol, and Weapons Violations

Liquor law violations

The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug abuse violations

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Weapon law violations

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

Offense Definitions Relating to Hate/Bias-Related Crime

A hate crime is a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, or ethnicity/national origin.

In addition to the Primary Crime offenses mentioned above, there are also four additional criminal offenses related to Hate Crimes, they are: larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. The following are definitions of Hate/Bias crimes that are reportable under the Clery Reporting Requirements:

Larceny-Theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple assault

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

Intimidation

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

Destruction/damage/vandalism of property

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

Domestic violence

A felony or misdemeanor crime of violence committed—

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

5. By any other person against whom an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
2. For the purposes of this definition—
 - a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b. Dating violence does not include acts covered under the definition of domestic violence.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

1. Fear for the person's safety or the safety of others; or
2. Suffer substantial emotional distress.

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts that the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- A reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Indiana State Definitions

The following definitions are for crimes that are comparable to the Violence Against Women Act crimes of the Clery Act.

Sexual Assault

Rape (Ind. Code § 35-42-4-1)

A person who knowingly or intentionally has sexual intercourse with another person or knowingly or intentionally causes another person to perform or submit to other sexual conduct through the use of force or the threat of force, mental deficiency, or inability to consent, commits rape. Rape is a felony, and aggravating factors include but are not limited to resulting injury, and use of a weapon.

Sexual Battery (Ind. Code § 35-42-4-8)

Under Indiana law, fondling, forcible touching and other sex crimes against the person are covered under Sexual Battery statutes.

A person who, with intent to satisfy the person's own sexual desires or those of another person:

- (1) touches another person when that person is compelled to submit through force or threat of force, mental deficiency, or inability to consent;
- (2) touches another person's genitals, pubic area, buttocks, or female breast and that person is unaware that the touching is occurring.

Sexual Battery is a felony. Aggravating factors include but are not limited to facilitation through the use of a drug without the victim's knowledge, use of a deadly weapon.

Child Molesting (Ind. Code § 35-42-4-3)

A person who knowingly or intentionally performs or submits to sexual conduct with a child under 14 years of age commits child molesting. Child molesting is a felony.

Aggravating factors include but are not limited to the offender being at least 21 years of age, use of a deadly weapon, and resulting in serious bodily injury.

Sexual Misconduct with a Minor (Ind. Code § 35-42-4-9)

A person at least 18 years of age who knowingly or intentionally performs or submits to sexual conduct with a child less than 16 years of age commits sexual misconduct with a minor. Sexual misconduct with a minor is a felony. Aggravating factors include but are not limited to the offender being at least 21 years of age, use of a deadly weapon, and resulting in serious bodily injury.

Consent

Indiana Code does not provide a definition of consent for sexual activity; however, it outlines circumstances under which consent cannot be legally given, such as through the use of force, or by someone with a mental impairment that prevents them from giving consent.

Dating Violence

Under Indiana law, dating violence does not have its own specific statute. Dating violence crimes would be covered under general assault and battery laws.

Battery (Ind. Code § 35-42-2-1)

To knowingly or intentionally touch another person in a rude, insolent or angry manner or place bodily fluid or waste on another person in a rude, insolent or angry manner. Battery is a misdemeanor though it may be charged as a felony depending on aggravating factors. Aggravating factors include but are not limited to resulting injury, age and mental capacity of the victim, use of a weapon, and previous conviction for battery or strangulation against the same victim.

Domestic Violence

Indiana law includes specific provisions of their battery statute that apply to offenses committed by a family or household member.

Domestic Battery (Ind. Code § 35-42-2-1.3)

To knowingly or intentionally touch a family member in a rude, insolent or angry manner or places bodily fluid or waste on a family member or household member in a rude, insolent or angry manner.

Domestic Battery is a misdemeanor or felony if the offender has a previous conviction, if it includes a strangulation offense, or if a person who is at least 18 years of age or commits the offense in the presence of a child less than 16 years of age. Aggravating factors include but are not limited to the use of a weapon, and resulting injury.

Stalking (Ind. Code § 35-45-10)

A knowing or an intentional course of conduct involving repeated or continuing harassment that would cause a reasonable person to feel terrorized, intimidated or threatened and actually causes the victim to feel terrorized, intimidated or threatened. Stalking is a felony. Aggravated factors include but are not limited to prior criminal conviction against the same victim, resulting injury, existence of a protective order, and the use of a weapon.

Incest (Ind. Code § 35-46-1-3)

A person 18 years of age or older who engages in sexual conduct with another person with knowledge that the other person is related to the person biologically as a parent, child, grandparent, grandchild, sibling, aunt, uncle, niece or nephew, commits incest. Incest is a felony.

Kidnapping**Kidnapping or Criminal Confinement (Ind. Code § 35-42-3)****Sec. (2) Kidnapping**

To knowingly or intentionally remove another person by fraud, enticement or force from one place to another. Kidnapping is a felony. Aggravating factors include but are not limited to age of the person removed, the use of a vehicle, use of a weapon, resulting injury, and intent to use the person removed as a hostage.

Sec (3) Criminal Confinement

To knowingly or intentionally confine another person without the other person's consent. Criminal Confinement is a felony. Aggravating factors include but are not limited to age of the person confined, use of a vehicle, use of a weapon, resulting injury, and intent to use person confined as a hostage.

Alcohol Offenses**False Statements of Age (Ind. Code § 7-1-5-7-1)**

It is a misdemeanor for a minor to knowingly or intentionally make a false statement of the minor's age or to present or offer false or fraudulent evidence of majority age or identity for the purpose of procuring an alcoholic beverage.

Illegal Possession (Ind. Code § 7-1-5-7-7)

It is a misdemeanor for a minor to knowingly possess or consume an alcoholic beverage or transport an alcoholic beverage on a public highway when not accompanied by one of the minor's guardians.

Sale to Minors Prohibited (Ind. Code § 7-1-5-7-8)

It is a misdemeanor to recklessly, knowingly or intentionally sell, exchange or provide an alcoholic beverage to a minor- It is a felony if the consumption of the alcoholic beverage is the proximate cause of serious bodily injury or death of any person.

Operating a Vehicle While Intoxicated (Ind. Code § 9-30-5-1)

It is unlawful for a person to operate a vehicle with an alcohol concentration equivalent to at least eight hundredths (0-08) gram of alcohol per one hundred (100) milliliters of blood or two hundred ten (210) liters of breath.

Drug Offenses**Possession of Cocaine or Narcotic Drug (Ind. Code § 35-48-4-6)**

It is unlawful to knowingly or intentionally possess cocaine or a narcotic drug classified in schedule I or II without a valid prescription- Possession is a felony.

Possession of Methamphetamine (Ind. Code § 35-48-4-6-1)

It is unlawful to knowingly or intentionally possess methamphetamine without a valid prescription- Possession is a felony.

Possession of Controlled Substance or Substance Analog (Ind. Code § 35-48-4-7)

It is unlawful to knowingly or intentionally possess a controlled substance classified in schedule I (with the exception of Marijuana, hashish or salvia), or a controlled substance or substance analog classified in schedule II, III or IV, without a valid prescription- Possession of a controlled substance can result in misdemeanor or felony charges.

Dealing in Cocaine or Narcotic Drug (Ind. Code § 35-48-4-1)

It is unlawful to knowingly or intentionally:
manufacture or finance the manufacture of; deliver or finance the delivery of; or possess with intent to manufacture, or finance the manufacture of; deliver or finance the delivery of cocaine or a narcotic drug in schedule I or II- Dealing in Cocaine or Narcotic Drug is a felony.

Dealing in Methamphetamine (Ind. Code § 35-48-4-1-1)

It is unlawful to knowingly or intentionally:
manufacture or finance the manufacture of; deliver or finance the delivery of; or possess with intent to manufacture, or finance the manufacture of; deliver or finance the delivery of methamphetamine- Dealing in Methamphetamine is a felony.

Dealing in Controlled Substances (Ind. Code §§ 35-48-4-2 through 35-48-4-4)

It is unlawful to knowingly or intentionally:
manufacture or finance the manufacture of; deliver or finance the delivery of; or possess with intent to manufacture, or finance the manufacture of; deliver or

finance the delivery of a controlled substance or controlled substance analog classified in schedule I (except marijuana, hash oil, hashish, or salvia), or a controlled substance, or controlled substance analog classified in schedule II, III, IV or V- Dealing in controlled substances is a felony.

Unfounded Crimes

Institutions include in their web-based crime statistics survey and their *Annual Security Report* the statistics for the total number of crimes reported that were “unfounded” and subsequently withheld from crime statistics during each of the three most recent calendar years.

A crime is considered “unfounded” for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. Crime reports can only be properly determined to be false if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner.

A reported crime cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation. As such, for Clery Act purposes, the determination to unfound a crime can be made only when the totality of available information specifically indicates that the report was false or baseless.

UNFOUNDED CRIMES – GRACE College		
Year	Number	Crime Classification
2024	0	N/A
2023	0	N/A
2022	0	N/A

CRIME STATISTICS AND STUDENT HOUSING

Under the Clery Act, an institution with on-campus student housing facilities must separately disclose two sets of on-campus statistics: (a) the total number of crimes that occurred on campus including crimes that occurred in student housing, and (b) the number of crimes that occurred on-campus.

We have course delivery sites at Bath, Ohio for undergraduates and Norton, Ohio for seminary. There are no dorms, staff officers, or support services at either of these locations.

CRIME STATISTICS

CLERY CRIME CLASSIFICATION	YEAR	GEOGRAPHIC LOCATION – 1 Lancer Way, Winona Lake, Indiana			
		On-campus	On-Campus Student Housing	Non-campus Property	Public Property
Murder/Non-Negligent Manslaughter	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Manslaughter by Negligence	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Rape	2024	1	0	0	1 ¹
	2023	1	0	0	1 ²
	2022	1	0	0	0
Fondling	2024	0	0	0	0
	2023	1	0	0	0
	2022	3	1	0	0
Incest	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Statutory Rape	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Robbery	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Aggravated Assault	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Arson	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Burglary	2024	0	0	0	0
	2023	0	0	0	0
	2022	1	0	0	0

1. The public property reported rape occurred in a house across the street from a campus building.
2. The public property reported rape occurred close to campus at an unknown location.

CLERY CRIME CLASSIFICATION	YEAR	GEOGRAPHIC LOCATION – 1 Lancer Way, Winona Lake			
		On-campus Property	On-Campus Student Housing	Non-campus Property	Public Property
Motor Vehicle Theft	2024	0	0	0	0
	2023	1	0	0	0
	2022	0	0	0	0
Domestic Violence	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Dating Violence	2024	1	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Stalking	2024	1	1	0	0
	2023	2	0	0	0
	2022	1	0	0	0
Liquor Law Violation/Arrests	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Drug Law Violation/Arrests	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Weapons Law Violation/Arrests	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Liquor Law Disciplinary Referrals	2024	1	0	0	0
	2023	3	3	0	0
	2022	10	5	0	0
Drug Law Disciplinary Referrals	2024	2	2	0	0
	2023	4	4	0	0
	2022	0	0	0	0
Weapons Law Disciplinary Referrals	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Hate Crimes	2024	0	0	0	0
	2023	0	0	0	1 ³
	2022	0	0	0	0

3. Hate crime - Intimidation occurred on a road that runs through the campus and is a public road.

EMERGENCY RESPONSE AND EVACUATION NOTIFICATIONS

It is important to become familiar with the institution's evacuation procedures before an emergency occurs. The following information is provided to promote and enhance the safety of those living, working, or visiting the campus, as well as the safety of all those responding to an emergency associated with the institution's property and buildings within its Clery geography.

TESTING PROCEDURES

Grace has emergency building procedures, posters, and signage to assist with evacuation and emergency procedures. Evacuation information is found on the Emergency Procedure form that is posted on room and apartment doors, in hallways, in classrooms, and in staff offices. It is also posted in hallways and meeting rooms in administrative and academic buildings.

Mass emails and Grace Alerts are tested at least once on an annual basis. The Campus Safety Department tests all elevator call buttons to ensure functionality on a monthly basis. Campus safety officers conduct announced and unannounced fire drills in the residence halls and administrative buildings twice annually to insure occupants will be able to evacuate quickly. The fire alarm drills are documented in an Incident Report that includes the date, time, and location of each drill, the evacuation time, and whether the drill was announced or unannounced.

The results are reported to the campus' Safety Committee, which includes student affairs, operations, human resources, campus safety, finance, and the administration and compliance offices. Individuals requesting more detail can contact the director of campus safety.

Campus safety staff, VP/Dean of Students, Associate Dean of Students, VP of Administration and Compliance, two officers, and the chief of WLPD participated in a tabletop discussion of the Grace College and first responder protocols for an active assailant on the Grace campus.

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

Policy: Grace College will immediately notify the Winona Lake campus community (or designated segments of the community) upon confirmation of a Clery crime or of a significant emergency or dangerous situation involving an immediate or ongoing threat to the health or safety of students or employees.

	Timely Warning	Emergency Notification
Scope	Clery crimes, reported to CSAs or local law enforcement	Significant emergency, dangerous situation
Triggered by	Crimes that occurred and represent an ongoing threat to students and employees	Event currently occurring on or imminently threatening campus
Where event occurs	Anywhere on Clery Geography	Only on campus
How soon to issue	In a timely manner	Immediately upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Timely Warnings

Timely warnings are issued for a Clery crime category that Grace's director of campus safety or other campus security authority considers a serious or continuing threat to students or employees and will aid in the prevention of similar crimes AND are reported or believed to have occurred on campus, in campus residence halls, non-campus buildings or property, or public property contiguous to the campus.

1. Timely warnings are issued when they have met the following four conditions, but Grace has the discretion to issue timely warnings in other situations as well:
 - a. Clery crime
 - b. On Clery geography
 - c. Reported to a campus security authority or local police agency
 - d. Considered by the institution to represent a serious or continuing threat to students and employees
2. Timely warnings are issued as soon as pertinent information is available, contain information about the type of criminal incident that has occurred, and are not limited to violent crimes or crimes against persons.
3. Timely warnings should be issued even when all the facts surrounding a criminal incident representing a serious and continuing threat to students and employees are not available. Timely warning should be issued if it cannot be determined with certainty that no further threat exists.
4. Each report is evaluated on a case-by-case basis, including factors such as the following:
 - a. The nature of the crime
 - b. The continuing danger to the campus community
 - c. The possible risk of compromising law enforcement efforts
5. Timely warnings should reach the entire campus.

Emergency Notifications

Emergency notifications are triggered by any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students or employees (e.g., natural disaster, environmental hazard).

1. Emergency notifications could overlap and include a Clery crime such as a shooting, but it also covers crimes not reportable under Clery as well as non-criminal incidents, such as an outbreak of a communicable illness, an impending weather emergency, or a gas leak.
2. Notifications are to be issued without delay upon confirmation of the emergency by responsible authorities pre-identified by the institution in their annual Clery Act reports.
3. Emergency notifications are usually more localized than timely warnings; therefore, notifications may target just the segment of the campus at risk (e.g., a chemical leak in a science lab may only threaten those on the floor of that particular building where the lab is located).
4. Emergency notifications have a wide focus on any emergency or dangerous situations (including Clery crimes) are apply to situations that are currently occurring on or imminently threatening the Grace campus.

Procedures for Issuing Warnings and Notifications:

1. Grace will, without delay, and considering the safety of the campus, determine the content of the notification and initiate the notification system (Grace Alert), unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.
2. The director of campus safety or designee will determine the need to issue a timely warning or emergency notification via Grace Alert in consultation with law enforcement, fire department other first responders, the VP/Dean of Students, Director of Operations, Chief Human Resources Officer, or other campus administrators depending on the nature of the threat.
3. In making the **determination** for a timely warning or emergency notification, the director of campus safety or his designee will do the following:
 - a. Confirm that there is a significant emergency or dangerous situation
 - b. Determine the content of the notification
 - c. Initiate the notification system
 - d. Determine notification needed to the surrounding Winona Lake and Warsaw communities.
 - e. Document the following threat analysis and rationale for sending or not sending a timely warning. The rationale will be maintained by the campus safety office.

This decision should be made on a case-by-case basis in light of all the facts surrounding the crime, including factors such as after a Clery crime is reported, whether the students

and employees are at risk of becoming victims of a similar crime. The intent is to alert the campus of continuing threats to allow the community to protect itself.

4. The Grace Alert system is used by the Campus Safety Department to issue campus-wide timely warnings and emergency notifications. The director of campus safety or the director's designated staff (typically the lead campus safety officer or campus safety liaison) will send the Grace Alert. Requests for timely warnings and emergency notifications may come from campus safety officers, local law enforcement, or identified Campus Security Authorities.
5. The decision to issue a timely warning includes, but is not limited to the following aspects of threat analysis:
 - a. The nature of the crime
 - i. Was the incident violent in nature?
 - ii. Were date rape drugs or other substances used to facilitate the crime?
 - iii. Was a weapon used during the commission of the crime?
 - b. The continuing danger to the campus community
 - i. Has the perpetrator been apprehended?
 - ii. How much time has passed between the incident and the report?
 - iii. Were there multiple perpetrators working together?
 - iv. Does the incident appear to be an isolated one with a specifically targeted victim?
 - v. Is there a pattern of similar incidents?
 - vi. Are there aggravating circumstances or predatory behaviors that suggest an ongoing danger exists?
 - vii. Are there enough details to determine whether an ongoing danger exists?
 - c. The possible risk of compromising law enforcement efforts
6. Warnings and notifications should be issued as soon as accurate information is gathered and in a way that protects the names of victims as confidential, with the goal of preventing similar occurrences. In emergency circumstances, Grace may include personally identifiable information in a timely warning according to FERPA regulations.
7. The director of campus safety will determine the segment of campus to send the Grace Alert to depending on the specific nature of the risk. Segments of campus may include the following that may be affected or are directly affected by the emergency:
 - a. Individual student or employee
 - b. Specified offices or classrooms
 - c. Occupants of a designated building(s)
 - d. The entire campus

8. *Exceptions* to the notifications:

- a. Crimes that are reported to a licensed mental health counselor or pastoral counselor — in the context of a privileged (confidential) communication — are not subject to the timely warning requirement.
 - b. Emergencies where issuing a notification would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or mitigate the emergency are not subject to the emergency notification requirement.
9. Grace has communicated with local law enforcement regarding cooperatively informing the institution other about situations reported to them that may warrant an emergency response by Grace. If the Winona Lake Police Department is contacted about criminal activity occurring off-campus and involving students, it may notify campus safety. All students are expected to abide by local, state, federal, and international laws and are subject to disciplinary action for violation of these laws up to and including immediate suspension. The institution cooperates with law enforcement as requested.

Disseminating Warnings

The Grace Alert is an electronic message service that Grace College and Theological Seminary uses as its primary notification system in emergency events.

Depending on the particular circumstances of the crime or emergency, especially in situations that could pose an immediate threat to the community and individuals, the campus safety department, student affairs, and/or the media relations team may also post a notice on the institution's [web site](#).

In determining if and how the local community should be warned or notified, the campus safety department will consult with Cabinet and/or public agencies such as the fire, police, or health departments; Red Cross; local office of emergency management; or other emergency responders in making this decision.

Predictable events, such as weather emergencies, are typically handled differently than other emergency situations and monitored primarily by the provost and student affairs.

Content for Notifications

1. The director of campus safety or designee will determine the content for notifications via Grace Alert in consultation with law enforcement, fire department other first responders, the VP/Dean of Students, Director of Operations, Chief Human Resources Officer, or other campus administrators depending on the nature of the threat.
2. The initial communication will give warning to the identified section of the campus – with pertinent, accurate information that is known, especially the location of the crisis.
3. The communication should include all necessary information for the campus to protect itself. A general timely warning will include:

- a. Type of reported crime
- b. Time and location of reported crime
- c. Specific advice for the campus to avoid becoming a victim

Unless it will make an immediate, material difference in public safety, notifications will avoid including:

- d. Descriptions of alleged suspects based on perceptions of ethnicity or race
 - e. Wording that could lead members of the community to feel stereotyped, marginalized, or profiled
4. Although personally identifiable information is generally excluded from disclosure, such information may be released in emergency situations per the Dear Colleague Letter on Campus Security (May 1996).
 5. Updates can be sent if further relevant information or warnings emerge.
 6. An “ALL CLEAR” should be sent only after approval from the police. Upon giving an all clear, a safe, large, location would be identified as the designated gathering place for all of campus. This would serve as a “check in” location to account for students and employees as well as concerned friends and relatives.

Although the content of a timely warning is not prescribed by Clery guidelines, it is generally expected to contain more guidance than may be possible in an immediate emergency situation. This, for example, may include information about how to avoid future victimization or contact points for reporting information or seeking assistance. There either may not be time to draft something specific for an emergency notification that goes into this additional level of detail, or it may not be easily transmitted through some of the channels used — such as text messages that may be immediate but limit content.

There could also be a sequence of events that do warrant *both* an emergency notification and a timely warning. A gun wielding individual on campus, for example, may warrant an emergency notification before anyone is actually shot. If that same individual subsequently shoots and wounds someone, then that Clery crime would warrant a timely warning if the suspect remains at-large.

SHELTER IN PLACE

“Shelter-in-place” means finding a safe location indoors and staying there until given an “all clear” by campus safety. It is intended to reduce the risk of a threat that is imminent or may be approaching at a slower rate. It refers to a designated area of safety when it is not safe to go outside for reasons such as severe weather, a pandemic, or major hazards.

Sheltering in place involves seeking cover from a storm or environmental threat, closing and locking doors and windows, staying at home and avoiding unnecessary trips out. An example of a shelter-in-place location is a small, interior room with no or few windows.

Timely Warnings or Emergency Notifications from Grace Alert or another authoritative source will include instructions about taking shelter. Different situations, such as severe weather, can require different locations.

Emergency relocation procedures are provided in all employee offices and classrooms.

LOCKDOWNS AND LIMITED ACCESS

A lockdown prohibits people from leaving an area during a crisis, with specifics varying depending on the situation. Lockdown is typically declared for an active assailant in a public place and may look very different from sheltering in place. A lockdown could include:

1. Locking all doors and windows to prevent an intruder
2. Turning off lights and silencing phones
3. Staying within a building unless told otherwise
4. Staying within the borders of a particular location until told otherwise.

Lockdown is intended to limit access to campus facilities and used to prevent an imminent threat or something that is currently happening or will happen very soon. It keeps people from coming in contact with an active assailant by going to places that can be secured. Ideally, such a space has phone and internet access, but the ability to secure the space is primary.

1. When possible, the campus' Grace Alert emergency notification system will be activated to alert people of the need for a Lockdown.
2. Grace educates its community in the Run, Hide, Fight model to respond to situations involving an active assailant.
3. It must be an individual decision whether it is best to try to flee the area or to shelter in place. There are risks and benefits to both decisions and the decision will need to be based on the individual situation.
4. Staff may initiate locking a door in their area when circumstances dictate.
5. Individuals should not set off the fire alarm in a lockdown. People may become targets by leaving the buildings and gathering outside.
6. If a fire alarm goes off during a shelter in place event, assess the situation before leaving the shelter. The alarm may have been set off by the assailant. If there is smoke or fire, individuals should exit.
7. In an active assailant situation, the first priority of police will be to neutralize the assailant. Consider carefully before doing anything that may cause law enforcement to confuse individuals with the suspects — such as showing a personal weapon or running toward police. The campus community should cooperate with all instructions from law enforcement.

Grace, at its discretion, may limit access to the campus at any time and to anyone when it is determined to be in the best interest of the campus community for public safety reasons. Limited access typically includes written no-contact, campus separation, and/or no trespass directives issued by the campus.

FIRE SAFETY

INTRODUCTION

Institutions that maintain on-campus housing and participate in federal student financial aid programs must make public an annual fire safety report outlining fire safety practices and standards as well as all fire-related on-campus statistics. It became a Clery Act requirement as well in 2010.

Grace complies with this regulation by submitting fire statistics from its fire safety report annually to the Department of Education and includes all fire-related incidents at on-campus student housing facilities as part of its *Annual Security and Fire Safety Report*. The following fire safety statistics include the number of fires, deaths, injuries, fire drills, and property damage; value of property damage caused by fire; cause of each fire; and type of fire detection systems by residence hall. It also includes information about fire prevention, fire drills, and general fire safety.

FIRE SAFETY SYSTEMS

Fire alarm systems are in all campus-owned residence halls and monitored 24-hours a day by Emergency 24, an alarm monitoring service, which operates 24 hours per day, seven days a week. In the event of a fire, the alarm monitoring service automatically dispatches the fire department and notifies the campus safety on-shift officer and the director of campus safety.

Smoke detectors and fire alarms are in every dorm room on campus. All housing rentals leased to students have smoke detectors. Kent and Lofts have individualized alarms per room, which are also connected to the building's alarm system. Alarm systems are equipped with strobe lights and audible devices and connected to Automated Logic, which is responsible for notifying the Winona Lake Fire Department and the Grace College Campus Safety officer on duty.

Members of the Grace community should never unplug, remove, cover, disable, or tamper with sprinklers, smoke detectors, and fire extinguishers. Tampering with smoke detectors is against the law and may result in discipline. Fire safety systems that are inoperable or have malfunctioned should be reported to the physical plant, campus safety, resident assistant, or resident director. A maintenance request can also be submitted to the physical plant.

FIRE SAFETY IMPROVEMENTS

New fire alarm systems with sprinklers and sounders will be added to Oakhill and Raber in 2025.

FIRE LOGS

Campus safety maintains a daily *Fire Log* that records the nature of every fire by date, time, and general location of each fire in on-campus student housing facilities. Fires are recorded in the log by date reported, cost of the fire damage, injuries due to the fire, and deaths due to fire.

To view the incidents for the most recent 60-day period, contact the Campus Safety Department at **574-269-5344** during regular business hours. Requests for any portion of the log older than 60 days should be directed to the director of campus safety. Information will be made available within two business days of a request for public inspection.

FIRE STATISTICS AND SAFETY AMENITIES PER RESIDENCE HALL

FIRE SAFETY AMENITIES PER RESIDENCE HALL					
Residence Hall	Fire Alarms monitored by Alarm Co.?	Equipped w/ Sprinkler System?	Smoke Detectors?	Fire Evacuation Plan posted?	# Fire Drills conducted per year
Alpha Hall	Yes	No	Yes	Yes	2
Beta Hall	Yes	Yes	Yes	Yes	2
Boyer	Yes	No	Yes	Yes	2
Encompass	Yes	Yes	Yes	Yes	2
Gamma C	Yes	Yes	Yes	Yes	2
Indiana Hall	Yes	Yes	Yes	Yes	2
Kauffman	Yes	Yes	Yes	Yes	2
Kent Hall	Yes	Yes	Yes	Yes	2
Lamp Post Apts.	Yes	No	Yes	Yes	2
The Lodge	Yes	Yes	Yes	Yes	2
Lancer Lofts	Yes	Yes	Yes	Yes	2
Oakhill	No	No	Yes	No	0 ¹
Omega Hall	Yes	Yes	Yes	Yes	2
Raber	No	No	Yes	Yes	0 ²
Westminster	Yes	Yes	Yes	Yes	2

1. Oakhill's fire system will be added in Fall 2025, because the building will have more than 5 residents.

2. Raber residence's fire system will be added in Fall 2025, because the building will have more than 5 residents.

FIRE STATISTICS						
Campus Housing	Year	# of Reported Fires	Fire-related injuries	Fire-related deaths	Fire-related Loss (\$ US)	Nature and Cause of Fire
Alpha Hall	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
	2022	0	0	0	0	N/A
Beta Hall	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
	2022	0	0	0	0	N/A
Boyer	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
	2022	0	0	0	0	N/A
Encompass	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
	2022	0	0	0	0	N/A
Gamma C	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
	2022	0	0	0	0	N/A
Indiana Hall	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
	2022	0	0	0	0	N/A
Kaufman	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
	2022	0	0	0	0	N/A
Kent Hall	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
	2022	0	0	0	0	N/A

Lancer Lofts	2024	1	0	0	\$700	Muffin fell to the bottom of the oven & caught fire. Fire extinguisher used.
	2023	0	0	0	0	N/A
	2022	0	0	0	0	N/A
Lamp Post	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
	2022	0	0	0	0	N/A
The Lodge	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
	2022	0	0	0	0	N/A
Oak Hill ¹	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
	2022	0	0	0	0	N/A
Omega Hall	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
	2022	0	0	0	0	N/A
Kent Hall	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
	2022	0	0	0	0	N/A
Westminster	2024	0	0	0	0	N/A
	2023	0	0	0	0	N/A
	2022	0	0	0	0	N/A

¹ No occupancy from Jan-Aug 2024. August 2024 State Fire Marshall approved 5 students living in the lower part of the house and 2 students living over the garage. Fire system to be installed for the 2025-2026 school year.

Administrative Building Fire

On February 16, 2023 at 9:46 pm, a small fire occurred in a wall socket in our Student Activity Center in a coach's office. The coach had a metal poster on the wall above the outlet and it fell between the outlet and the plug causing a fire in the electrical box. Damage cost was approximately \$15 and no one was killed or injured.

REDUCING THE RISK OF FIRE

1. Never disable or tamper with sprinklers, smoke detectors, or fire extinguishers.
2. Use surge protectors, but do not link surge protectors together.
3. Do not run electrical cords under carpet.
4. Empty trash cans regularly.
5. Do not overload electrical outlets.
6. Use only approved appliances as outlined in the *Student Handbook*.
7. Keep hallways clear of property.
8. Do not use candles, incense, or tobacco products.

FIRE IN A BUILDING OR A DORM ROOM

If a fire is located anywhere in the building:

1. Activate the building fire alarm system.
2. Evacuate the building immediately using the nearest exit and stairwells not elevators.
3. Move away from the building.
4. Avoid blocking emergency access.

If a fire starts in a dorm room:

1. Close windows and doors to isolate the smoke.
2. Lock room/apartment doors when leaving the building.
3. Evacuate the building immediately.
4. Avoid using the elevators.

If you are trapped in a building:

1. Remain in the room/apartment.
2. Call **911**.
3. Dampen clothes or towels and lay at the base of the door to create a seal.
4. Open a window and signal for help.

FIRE EVACUATION PROCEDURES

In the event of an emergency, students, employees, and visitors should cooperate fully with campus safety staff and first responders by evacuating in a safe and orderly manner using the nearest exit.

Those on the upper floors of a building should use the stairs and move as far away from the building as possible upon exiting then gather at the designated relocation site.

Failure to evacuate may result in disciplinary action by the institution according to the student employee handbooks.

Occupants are not permitted to return to the building until everyone has been accounted for and the all clear signal has been given by the fire department or Grace's campus safety staff.

If you see or smell a fire or smoke:

1. Activate the nearest fire pull alarm if there is a threat to safety and exit the building.
2. Follow the evacuation procedures provided in all residence halls.
3. Evacuate the building via the nearest exit, in a controlled yet rapid manner.
 - a. All persons are to utilize stairs, not elevators during a fire alert situation.
 - b. Walk calmly to the outside of the building at a distance of at least 100 feet, keeping the main building egress clear for incoming emergency vehicles.
 - c. If able to safely do so, warn other occupants by knocking on doors and shouting "fire" as you leave.
 - d. Confine the fire by closing all doors in the area and rescue anyone in immediate danger, only if you can do so safely.
 - e. Individuals should not attempt to fight the fire themselves. Evacuate immediately.
4. Call the Winona Lake Fire Department at **911** immediately. Give the exact location and nature of the situation.
5. Contact Campus Safety at **574-269-5344**. Give the exact location and nature of the situation.
6. Approval to return to the building is subject to authorization by the fire chief.

EVACUATION OF PERSONS WITH DISABILITIES

Student and Employee Responsibilities

1. Having a plan for evacuation assistance and practicing it may save your life. It is best to pre-plan for such a possibility. Arrangements can be made to reasonably assure that assistance is provided to students or employees who require it.
2. Students should work with the coordinator of disabilities services to ensure their emergency evacuation plan is discussed with each of their professors, campus safety, and residence life staff.
3. Employees who need assistance with emergency evacuation should pre-plan this with a co-worker, supervisor, or human resources.

4. Students and employees with physical disabilities should familiarize themselves with the fire evacuation routes and plans for every floor where they live, work, and attend class, including knowing where the available exits, pull stations, evacuation routes, and areas of refuge are.
5. Students and employees with physical disabilities are encouraged to carry a sounding device (like a small whistle), flashlight, and cell phone to alert emergency personnel of their location and to include **911** and campus safety in their telephone contacts (**574-269-5344**).

Procedures for Evacuation

1. Students or employees without assistance available should **call 911** and advise the dispatcher of their location.
2. If possible, during an emergency, all persons should proceed toward the nearest safe emergency exit using the stairs. Provide evacuation assistance to those with a physical disability if possible.
3. If able, individuals with a physical disability should exit the building along with other building occupants. Assistance should be provided using the following guidelines:
 - a. Visually impaired/blind
 - Tell the person the nature of the emergency and offer to guide the person to the nearest exit. Have the person take your elbow and escort them out of the building. As you walk, advise the person of any obstacles. When you reach safety, orient the person to where he/she is and ask if any further assistance is necessary.
 - b. Hearing impaired/deaf
 - Alert the person that there is an emergency by using hand gestures or by turning the light switch on and off. Verbalize or mouth instructions or provide the individual with a short note containing instructions. Use the notes app on your phone to quickly share information if paper is not available. Offer assistance as you leave the building.
 - c. Mobility impaired
 - Since elevators should not be used for evacuation during most emergencies, persons with mobility impairments (i.e., any impairment that renders an individual unable to exit the building on their own) will need assistance evacuating. Individuals who can walk may be able to evacuate by themselves. Walk with the person to provide assistance if necessary.

4. If individuals need more than minimal assistance to exit a building, then request help from a first responder on the scene. If, however, it is in the best judgment of the person providing assistance to carry the individual out of a building due to an emergency, then this should ideally be done with the permission of the individual needing assistance. In all situations, the safety of those needing assistance and those providing assistance should be maintained.
5. If the individual with a disability cannot be evacuated, then whenever possible remain with the person while another individual exits the building and notifies emergency personnel of the exact location of the person needing assistance. If you cannot accompany or remain with the individual, you should proceed directly out of the building and to emergency personnel to notify them of the exact location of the person needing assistance.

FIRE SAFETY POLICIES

In addition to the Security of Residence Halls and the Safety of Campus Facilities described previously, including health and safety inspections, in an effort to communicate general safety policies and procedures to students, the *Student Handbook* contains guidance on fire-related safety practices, including the following.

Open Flames

Policy: Open flames of any type, including those in glass bulbs, open flame lamps, heaters, incense, and Bunsen burners are restricted in Grace buildings. Unlit candles are permitted for decorative use. If there is evidence the candles have been burned, they will be considered in violation of this policy and will result in impounding of the material(s) and a fine.

Portable Electrical Appliances

Policy: The use of most electrical appliances is prohibited in residence halls because of sanitation, safety, and electrical circuit overload concerns. The following regulations govern the use of appliances and other electric devices:

- Small microwaves, up to 750 watts, are permitted in the residence halls.
- Refrigerators are permitted (one per resident), but are not to exceed 4.5 cubic feet.
- Electric kettles and hot air popcorn poppers that don't use oil are permitted in all residence halls
- *Traditional dorms:* Toasters, toaster ovens, electric grills and sandwich/panini presses, Instapots, crock pots, air fryers, NuWave cooktops and any open coil heating/cooking units are not permitted in the residence halls unless given permission by the Resident Director.

- *Apartments and Kauffman*: Students may use electrical appliances (Instapots, crock pots, air fryers, etc.) as long as they are in the kitchen area. Grills are only permitted under the gazebo or pavilion. They are not permitted elsewhere.
- Plug-in space heaters, electric blankets, and candle warmers are not permitted in the residence halls.
- Power strips only are allowed for electric appliances/devices; extension cords are not permitted.
- Surge protectors are not to be linked, or to exceed in number the number of outlets in the power strip.
- Grace College is a smoke free campus. There is no smoking in any building or the property of Grace College.

Tampering with College Property

Policy: Tampering with College property is prohibited, including removing window screens, misusing fire equipment, and taking College furniture from lobbies is prohibited and subject to discipline and may require some form of restitution.

Room Decoration

Policy: Personalization in decorating is encouraged. Pictures and posters are to be agreed upon by all roommates, as well as in harmony with the spiritual philosophy of Grace College; therefore, no provocative or alcohol/tobacco promotion posters should be displayed. Students are to exercise care in the decoration of their walls; all double-sided tape, contact paper, scotch tape, nails or any other substance that leaves a permanent mark on the wall and furniture is prohibited from use. New throw rugs and carpet are permitted in the residence halls. Rubber-backed carpet is not allowed due to fire code regulations. Because of safety issues, halogen lights, and the burning of candles, incense, or use of candle warmers are not permitted. Christmas lights and other decorations must be hung no higher than 18 inches from the ceiling per fire code. Department of Transportation highway and street signs are protected by law. Having possession or displaying these signs is considered a felony, and, therefore, is not permitted.

Fire Hydrant / Fire Lanes

Policy: Vehicles blocking fire hydrants, standpipes or fire lanes will receive a citation and may be towed at the owner's expense. A red curb may denote a fire lane, where parking is prohibited. The entire circle of Alpha Circle Drive denotes a fire lane. Please be aware of where fire hydrants are located and do not park near them at any time.

Fireworks/Explosives

Policy: Possession or use of firecrackers or any type of explosive is prohibited. Students are not permitted to have fireworks of any type in their possession. Infractions of this policy will result in impounding of the fireworks and possible disciplinary action.

WINONA LAKE FIRE DEPARTMENT

The Winona Lake Fire Department is physically located within Grace's Clery geography. Its close proximity to the campus allows for timely responses to the Grace campus community.

Campus safety has a cooperative relationship with the Winona Lake Fire Department, including hosting safety and training events on campus related to fire, which increase their familiarity with the Grace campus and ability to respond in emergencies with other first responders.



SEXUAL AND VIOLENT OFFENSES

DISCLOSURE TO VICTIMS

Grace will provide in writing to the accused and the accuser the results of any disciplinary proceeding conducted by Grace against a student accused of any crime of violence including dating violence, domestic violence, sexual assault (including incest and statutory rape) or stalking as defined in [Section 16 of Title 18 of the U.S. Code](#). Grace will provide the procedures for the accused and accuser to appeal the result of the disciplinary hearing. Grace will notify both parties of any changes to the result and when the results become final.

If the accuser is deceased as a result of the crime or offense, then the victim's next of kin will be treated as the accuser for the purposes of this request.

Policies regarding disclosure of disciplinary proceedings are available in the institution's FERPA policy and its *Title IX Sexual Misconduct Policy*.

SEXUAL HARASSMENT AND VAWA OFFENSES

Grace College prohibits sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

The following is stated in the institution's Title IX sexual harassment and non-Title IX sexual misconduct policy and procedures:

Members of Grace College and Seminary (Grace) have the right to be free from all forms of Sexual Harassment, which impedes the realization of the Grace's mission. All members of Grace's Community are expected to conduct themselves in a manner that maintains an environment free from Sexual Harassment. As such, Grace does not discriminate on the basis of sex and is committed to providing an educational and working environment free from sex discrimination.

Further, it states that:

This policy applies to alleged Sexual Harassment in any medium. Sexual Harassment may manifest in many evolving forms including, but not limited to physical, verbal, and visual, whether in person or online in any format.

Sexual Harassment is defined in the policy and includes quid pro quo, unwelcome conduct, Sexual Assault, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, Sexual Misconduct with a Minor, and Child Molesting.

The institution's detailed sexual harassment and misconduct policies and procedures also include definitions of and information regarding making a report of sexual harassment and VAWA offenses (dating violence, domestic violence, sexual assault, and stalking) as well as these policy statements:

1. Reporting Sexual Misconduct

Reporting Allegations of Sexual Harassment

- A. Although there is no time limit to making a report of Sexual Harassment, in order to preserve Evidence, maximize Grace's ability to conduct a prompt, fair, and thorough investigation, provide Remedies and Supportive Measures, determine any disciplinary action, and prevent further harm to those at risk, individuals are encouraged to report alleged Sexual Harassment immediately to the Title IX Office.
- B. Any person may report Sexual Harassment. By way of example, this includes:
 - i. Students
 - ii. Employees
 - iii. Parents
 - iv. Any Grace Community member or other individual who is directly involved in, observes, or reasonably believes that Sexual Harassment may have occurred.
- C. Reports can be made to the Title IX Coordinator in the following ways:
 - i. In-Person:
Carrie Yocum, McClain 102 (office)
 - ii. Email: yocumca@grace.edu
 - iii. Phone: 574-372-5100 x6491
 - iv. Mail: Carrie Yocum
Grace College and Seminary
1 Lancer Way
Winona Lake, IN 46590

- D. Making a report to Grace and to law enforcement are mutually exclusive events. Making a report to Grace does not preclude the individual from filing a report of a crime with law enforcement nor does it extend time limits that may apply in criminal processes. Filing a report with law enforcement is not a prerequisite of making a report to Grace; however, individuals may request assistance from the Title IX Coordinator or designee to notify law enforcement.
 - i. Grace may independently notify law enforcement, however, if it determines that the physical health or safety of the Complainant or Respondent, Witnesses, or the Grace Community are at risk regardless of whether the Complainant notifies law enforcement.
 - ii. If the Complainant makes a police report, the Title IX office may choose to not wait on the outcome of a police or criminal investigation to complete its own investigation.
- E. Grace will investigate, to the greatest extent possible, anonymous or confidential reports of conduct violating this policy.

2. Protective Measures

Grace does not issue protective orders; however, it does issue no-contact and campus separation directives and no-trespass letters, all of which may be initiated by student affairs, campus safety, or the Title IX Office.

Complainants may seek an order of protection, restraining order, or other similar lawful court order, but are not required to do so. Grace or the local victim's service center can assist parties in understanding their legal options. Information can be requested from Grace's campus safety or Title IX offices. Pursuant to federal law Grace will comply with and enforce lawful protective orders issued by a federal court or a court of any state or federally recognized tribe.

Grace will protect the confidentiality of victims and other necessary parties, including when it completes publicly available record keeping, such as including crimes in the Annual Security Report, crime log, and/or in a timely warning, without including personally identifying information about the victim.

3. Confidential reporting options and requests for confidentiality

The following categories of employees are exempt from the duty to report Sexual Assault, Sexual Misconduct and other Sexual Harassment, due to their legal or professional privilege of confidentiality or their designation by Grace as a confidential reporter:

- i. Professional and pastoral counselors
 - 1. A professional counselor is a person whose official responsibilities include providing mental health counseling to students at Grace and who is functioning within the scope of that license or certification and their university employment.
 - a. This definition applies even to professional counselors who are not employees of Grace but are under contract to provide counseling at Grace.
 - b. This also includes an individual who is not yet licensed or certified as a counselor but is acting in that role under the supervision of an individual who is licensed or certified (e.g., a graduate counselor-trainee acting under the supervision of a professional counselor at Grace).
 - 2. A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition and their role at Grace.
 - 3. In this context, the campus chaplain who is functioning as a pastor in a local church attended by Grace students or a campus counselor who is also working as a part-time instructor would not be exempt from the reporting obligations in those specific roles.
 - a. Other employees with a professional license requiring confidentiality who are functioning within the scope of that license or certification and their Grace employment.
 - b. Administrative staff who provide assistance in Grace's Health and Counseling Services such as front desk workers.
 - c. At Grace, therefore, the following employees are exempt from the duty to report Sexual Harassment:
 - i. Professional counselors employed or interning in Grace College Health and Counseling Services
 - ii. Grace College Dean of Chapel and Community Life (chaplain)
 - iii. Grace College campus nurse
 - iv. Grace College athletic trainer

4. Confidentiality

Confidentiality and Requests for Inaction

- A. Grace recognizes the importance of confidentiality and privacy. Information received in connection with the reporting, investigation, and resolution of allegations will be treated as private to the extent possible and will only involve individuals whom Grace determines are necessary to conduct an appropriate investigation resolution processes, to provide assistance and resources to parties, to perform other appropriate Grace functions, or when Grace is required to provide information under the law.
- B. See the Resources section for a list of confidential support, non-confidential support, and medical resources.
- C. If an incident is disclosed or reported to Grace and the individual requests that no investigation be conducted or disciplinary action be taken, the Title IX Coordinator or designee will explain that Grace prohibits Retaliation and explain the steps Grace will take to prevent and respond to Retaliation if the individual participates in a resolution process. The Title IX Coordinator or designee will evaluate the request to determine whether Grace can honor the request while still providing a safe and nondiscriminatory environment.
- D. A decision to proceed despite an individual's request not to will be made on a case-by- case basis after an individualized review, and the Complainant will be notified if such a decision is made. If Grace proceeds with an investigation, the Complainant is under no obligation to proceed as a part of the investigation.
 - i. In granting requests for inaction, Grace will take steps to reduce the effects of the alleged Sexual Harassment and prevent its recurrence without initiating formal action against the alleged Respondent or revealing the identity of the Complainant. Examples include providing increased monitoring, supervision, or security at locations or activities where the misconduct reportedly occurred; providing training and education materials for students and employees; revising and publicizing the school's policies on Sexual Harassment; and conducting climate surveys regarding Sexual Harassment.
- E. Every reasonable effort will be made to maintain the privacy of all parties involved in the investigative process; however, the Complainant and Respondent will be advised of the Witnesses interviewed during a formal resolution process.

- F. Information released to the reporting or responding party in response to a request to inspect their educational record will include the redaction of the personally identifying information of other Grace students who participated in the investigative process.
- G. All individuals involved in the process should observe the same standard of discretion and respect for everyone involved in the process.
- H. Whether the Complainant or the Respondent, Grace's primary relationship is to the student and not to the parent and so will maintain the privacy of the student unless that student gives written permission to disclose information. In the event of major safety, medical, disciplinary, or academic jeopardy, however, students are strongly encouraged to inform their parents. Grace will inform or communicate with parents about the details of the claims made by or against their student when that student gives written permission to do so or in a health and safety emergency as permitted by FERPA. Additionally, any email contact the Title IX Office has with a parent or guardian includes the student as well.

Outcome letters from the Formal Hearing Process will maintain as confidential any accommodations or protective measures provided to the Complainant to the extent that maintaining such confidentiality does not impair the ability of the institution to provide the accommodations or protective measures.

5. Preserving Evidence

Immediate Steps for Those Affected by Sexual Assault

Grace understands that it may take time to decide whether to report an incident of sexual or physical violence to Grace and/or the police. The following suggestions to preserve evidence are offered while individuals decide whether to make a report.

Grace encourages Complainants, as soon as possible after a sexual or physical assault, to take steps to assure their safety and to preserve Evidence such as:

1. Calling 911 immediately following a sexual assault, domestic violence, dating violence, or stalking for emergency response procedures and resources.
 - a. Local individuals should call the Winona Lake Police Department (574-267-8622), the Warsaw Police Department (574-372-9511), or their local law enforcement agency.

- b. Those not living near the Winona Lake campus should call 911 or their local law enforcement office.
 - c. Students should contact Grace's Campus Safety Office (574-269-5344) as soon as possible.
- 2. Requesting a forensic sexual assault nurse examination as soon as possible after the incident, but no later than 72-96 hours afterwards.
 - a. If possible, before having a forensic sexual assault nurse examination performed, avoid changing clothes, bathing, showering, using a douche, using the bathroom, brushing one's teeth, drinking liquids, washing one's hands or face, or combing one's hair.
- 3. Seeking medical and/or mental health help.
 - a. Medical care is recommended for preventive treatment, sexually transmitted diseases, and other health services.
 - b. The Grace Counseling and Health Center clinician or nurse, or the Dean of the Chapel and Community Life may be contacted for *confidential counseling*.
 - c. See also Local Resources – Medical Treatment for other options.

Harmed persons and witnesses should save any text messages, emails, voicemails, social media posts, screenshots, photographs, and other forms of evidence. Physical evidence, such as clothing or objects at the scene, should be secured in a paper (not plastic) bag or cardboard box to prevent deterioration.

Individuals experiencing sexual violence or assault always have the option to file a police report, pursue a court-issued restraining or protective order, or request a campus-issued *No Trespass Letter* or *No Contact Directive*, but are not required to do so.

Sexual assaults, domestic violence, dating violence, and stalking should be reported to the Title IX Coordinator by the individual who experienced the offense or the responsible employee it was reported to.

If a Complainant wants the details of the incident to remain confidential on campus, then the report should be made to one of the following individuals with privileged communication: the campus' professional counselors, chaplain, campus nurse, or athletic trainers rather than the Title IX Office.

6. Involvement of Law Enforcement

Reporting Allegations of Sexual Harassment

Confidential sources also inform their clients of their right to file both a Title IX complaint with Grace and a separate complaint with local law enforcement.

Supportive measures are offered to both the complainant and the respondent regardless of whether a report was filed with law enforcement.

7. On- and off-campus resources and services.

Safety and support measures, included regional and national resources are discussed, and provided in writing, with the complainant, and with the respondent if a formal complaint has been filed, regardless of whether the incident is alleged to have occurred on or off campus. Supportive measures and resources include academic, employment, housing, leaves, mental health, health or medical care, law enforcement, safety, advocacy, legal, financial aid, visa and immigration, disability, crisis and trauma services. Printed information is provided to the complainant during the intake process and similar printed information is provided to the respondent if there is a Formal Complaint and a Notice of Allegations.

Supportive measures are provided if requested and available regardless of whether a victim reports a crime to law enforcement.

8. Procedures for Disciplinary Action

Procedures for responding to reports of alleged VAWA offenses are outlined in detail in Grace's [Title IX Policy](#) and, for incidents that do not meet the standards of Title IX, the Grace [Sexual Misconduct Policy](#), including the following statements of policy required by the Clery Act that Grace reports in this *Annual Security Report*. Which policy and procedure Grace uses in a specific case depends upon the jurisdictional requirements outlined in each policy.

Investigative and resolution options are discussed by the Title IX Coordinator with the complainant beginning with the intake assessment. Procedures will be prompt, fair, and impartial from the initial intake to the final result; occur within reasonable time frames; and are conducted by staff trained annually in issues related to dating violence, domestic violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Investigation and Resolution Options

A. Initial Assessment

- i. The Title IX Coordinator or designee reviews all reports of Sexual Harassment under this policy for an initial assessment of the reported information. The available resolution options will be guided by the availability of information or evidence suggesting that a policy violation may have occurred; Grace's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the desire of the Complainant to participate in an investigation or other resolution.
- ii. Upon completion of an initial assessment, the Title IX Coordinator or designee will determine the available options for resolution and will communicate the options to the parties.

B. Informal Resolution

Informal resolution may be utilized in some circumstances if Grace deems appropriate and both parties agree to it.

C. Investigative Resolution

The Title IX Office may resolve a report of Sexual Harassment through investigative resolution when the alleged Sexual Harassment, if true, would be prohibited under applicable Grace policy. In instances when informal resolution is inappropriate, when the party requests, or when Grace requires formal investigation, Grace will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.

- D. Typically, Informal and Formal investigative resolutions are concluded within 60 days, but may be delayed due to institutional breaks, availability of witnesses, or for other good cause reasons and for which an extension may be necessary. Written notification of delays will be provided to both the Complainant and the Respondent. All procedures are conducted in a manner that is consistent with Grace's policies and transparent to the parties, includes timely notice of meetings at which the parties may be present; and provides timely and equal access to the parties and appropriate Grace officials to any information that will be used during informal and formal disciplinary meetings and hearings.

- E. Complainants who elect not to file a Formal Complaint will receive support-based resolution.

- F. Those who file a Formal Complaint have the option of Informal Resolution or a

Formal Investigation and Hearing, depending on the circumstances of the complaint and limitations within the Title IX regulations.

- G. Informal Resolution may be used in certain circumstances, but never when an employee is named as a Respondent. Informal Resolution can end at any time before an agreed upon outcome; Complainants will have the option of resuming the Formal Investigation and Hearing Process. Informal Resolution is conducted by annually trained staff free from conflict of interest or bias, including bias on the basis of status as a complainant or respondent. The details of Informal Resolution are outlined in the Title IX Sexual Misconduct Policy.
- H. Informal Resolutions typically do not include Sanctions; however, Sanctions could be part of the outcome agreement if both parties agree to the Sanctions.
- I. The Formal Investigation and Hearing Process is conducted by trained Investigators and Decision Makers. Advisors also receive information regarding their role in the process. The procedural steps in the formal process are detailed in the Title IX Sexual Harassment Policy and the Sexual Misconduct Policy, including assignment of investigators, the right of the parties to not participate in the process, the consolidation of complaints, the equitable rights the parties have, the content of required notices, credibility determinations, timelines for parties to review and respond to investigative reports and evidence, no restriction on the parties' discussion of the allegations, the hearing process, questioning and cross examination procedures, use of virtual hearings, and recordings of hearing.
- J. A finding of responsibility by a Decision Maker using the preponderance of evidence standard will result in Sanctions as determined by the Decision Maker. Preponderance of the evidence means that if the evidence indicates that it is more likely than not that Respondent committed the alleged act(s), then Respondent will be found responsible for violating this policy.
- K. The range of Sanctions for students and for employees found responsible for violating a Sexual Harassment policy are as follows:

Upon finding a Respondent responsible for a policy violation, Sanctions that may be issued include but are not limited to the following, which may be interim or long-term and/or individualized depending on individual student or employee circumstances:

Student Sanctions

- Verbal warning
- Sanction or warning letter
- Disciplinary probation
- Educational sanctions, such as writing a paper
- Letter of apology
- Student Growth Contract
- Community or target restitution
- Off-campus community service
- Restriction of campus privileges (e.g., open dorm restrictions)
- Institutional sanctions (e.g., restricted from commencement)
- No contact directive (temporary, time-specific, or indefinite)
- Required training or education
- Required mentoring or accountability
- Required counseling or substance abuse assessment
- Academic rescheduling
- Residential re-location
- Rescheduling or termination of campus employment
- Campus separation directive or no trespass letter
- Disciplinary probation
- Suspension (or deferred suspension)
- Specific re-admission requirements
- Transcript notation
- Expulsion
- Other actions or restrictions

When the Respondent is an Employee, corrective actions may be taken pursuant to the institution's Corrective Action/Work Rules Policy, Student Employment Discipline and Termination Policy, and/or Faculty Termination and Non-Renewal of Employment Policy. Disciplinary corrective actions include coaching, development plans, reduction in supervisory duties and leadership responsibilities, changes in salary, termination, and other appropriate corrective actions.

Sanctions include but are not limited to the following, which may be interim or long-term and/or individualized for employees depending on their particular circumstances:

Employee Sanctions

- Verbal warning
- Sanction or warning letter
- Performance improvement plan
- Community or target restitution

- No contact directive (temporary, time-specific, or indefinite)
- Required training or education
- Required coaching, mentoring or accountability
- Required counseling or substance abuse assessment
- Reduction in supervisory and leaderships responsibilities
- Reassignment of supervisor or reporting structure
- Reassignment or rescheduling of work, hours, and/or location
- Restrictions on conditions of teaching, advising, or mentoring
- Paid or unpaid administrative leave
- Campus separation or no trespass letter
- Changes in salary
- Report to funder about violation of Sexual Harassment policy
- Deferred or denied promotion
- Demotion
- Loss of annual pay increase
- Suspension with pay
- Suspension without pay
- Termination
- Other actions or restrictions

- L. Supportive Measures and other protections are generally offered indefinitely to the Complainant regardless of the outcome. Sanctions do not take effect until any appeals have been completed.
- M. The Decision Maker(s)'s written decision must include the following information:
- i. Identification of the allegations potentially constituting Sexual Harassment;
 - ii. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and Witnesses, site visits, methods used to gather other Evidence, and hearings held;
 - iii. Findings of fact supporting the determination;
 - iv. Conclusions regarding the application of Grace's code of conduct to the
 - i. facts;
 - v. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary Sanction imposed upon the Respondent, and whether remedies designed to restore or preserve equal access to Grace's Education Program or Activity will be provided; and
 - vi. The procedures and permissible bases for either party to appeal.

- N. Students who are also student-employees may be subject to corrective action and sanctions under student and/or employee policies depending on the nature of the case.
- O. Both parties have the same opportunity to present during the formal hearing, and both have the same opportunity to have an advisor of their choice at any related meeting or proceeding to which they are invited or required to attend and Grace will not limit their choice of an advisor although, consistent with policy and process, Grace may place limits on the participation of advisors. Parties who do not select their own advisor for the formal hearing will have one appointed by the Title IX Coordinator.
- P. Both parties are notified simultaneously in writing of the result of institutional proceedings regarding the sexual harassment allegations, the procedures to appeal the result of the formal hearing, any changes to the hearing outcome, and when the proceeding results will be final.

9. Rights and Responsibilities

The Title IX Coordinator provides reporting parties a written description of their *Rights and Responsibilities* as part of the intake and formal complaint process. If there is a Formal Complaint, then the respondent also receives their written rights. Title IX staff consider the rights of both the reporting and responding parties throughout the inquiry and investigative processes associated with possible VAWA and other sexual offenses.

10. Consent

As defined by the institution, consent is clear, knowing, active (not passive), and voluntary (or affirmative, conscious, and voluntary) words or actions that give permission for specific Sexual Activity prior to engaging in and during an act. This definition, as well as guidance to determine consent, is provided in the institution's [Title IX terms](#).

SEXUAL AND VIOLENT OFFENDER REGISTRY

The *Campus Sex Crimes Prevention Act of 2000* (CSCPA), 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* (FERPA), requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state about registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice to 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 Indiana, convicted offenders must register with the Indiana Sex Offender Registry. Violating the sex offender registry laws can lead to additional criminal charges. The county sheriff manages the registry for sex or violent offenders in each county in Indiana. Sex or violent offenders in Indiana, as defined in Indiana Code 11-8-8-5, must provide identifying information and their residential and workplace addresses to the sheriff.

In accordance with CSCPA, Grace provides the following information regarding Indiana and national sex offender registries.

1. To find out if there are sex or violent offenders in the area, individuals can access the [Indiana Sex Offender Registry](#).
2. The National Sex Offender Public Website (NSOPW) may be found online [here](#).

EDUCATIONAL AND AWARENESS PROGRAMS

Policy: Grace College will provide primary and ongoing prevention programs to students and employees for education about personal safety and fire safety, and for prevention of dating violence, domestic violence, sexual assault, and stalking.

Grace's primary partners/vendors, Aramark, Sodexo, Winona IT, and Lutheran Kosciusko, hospital provide corporate training to their employees on topics similar to those described below for Grace campus community members, as well as those related to the safety practices specific to their roles. Additionally, Grace's Title IX Coordinator provides either in-person training or written guidelines regarding sexual harassment to those vendors.

PROGRAMS TO PROMOTE PERSONAL SAFETY

Campus Community

Safety information is published and promoted on [Grace's website](#), on the campus portal, and in the *Student Handbook* and, therefore, available to all campus members.

Students and employees automatically receive Timely Warnings or Emergency Notifications via Grace Alert emails to their Grace accounts. If they provide a mobile phone number to the institution, they will also receive text notifications. Throughout the school year, safety reminders and updates may be published in the weekly student "Lancer Lowdown" e-newsletter, weekly employee "Grace Equip" newsletter, in special e-mail messages, or through the "Grace Alert" text and email message system. Informational pamphlets and booklets are available at the campus safety office.

The campus safety department issues a series of public service announcements for employees and students during Campus Safety Month. Prior topics have included protecting personal valuables, fire safety, safe driving, and traffic safety.

The institution's safety committee, composed of a cross-section of staff, provides oversight to safety topics and incident and accident reports to determine safety-related trends, as well as recommends improvements and responses to a wide range of safety and security concerns for both employees and students. It also reviews accessibility requests as they relate to safety of the campus community.

Students

Education for students relating to safety and security begins with the residence life staff. Campus safety staff trains residence life staff concerning safety and security matters at the beginning of the fall semester. Emergency procedures are reviewed, drills are conducted, and a list of emergency telephone numbers is distributed.

At the beginning of each semester, residence life staff conduct mandatory hall meetings with students to explain residence hall and safety procedures. Specific policies outlined in the *Student Handbook* are reviewed and emergency information, such as refraining from propping open entry doors, locking personal dorm rooms, the location of fire extinguishers and alarms, fire and tornado safety, and re-location and shelter in place, is discussed.

Students and trip leaders preparing for domestic and overseas travel are oriented and provided travel safety information specific to their destinations prior to departure by the Global Initiatives office.

Grace's Care Intervention Team is composed of staff and faculty to give oversight regarding student behavior or conduct to determine any interventions and follow-up needed with the goal of identifying at-risk students early to provide support and resources and minimize any risk to themselves or the campus.

Grace also maintains safety policies and guidelines for students that, in addition to the *Annual Security and Fire Safety Report*, are published in its *Student Handbook*, including those related to reporting crimes, off-campus crimes, timely warnings, missing student notifications, search and seizure, firearms, fireworks, explosives, hazing, hoverboards, open flames, personal responsibility for safety, safe rides/walks, bicycle information, and traffic safety.

New students are oriented about thinking safely in their first-year experience course.

Employees

When hired, employees are assigned the following online training:

- Active Shooter: Run. Hide. Fight
- Active Assailant Preparedness

Designated employee groups receive annual training about:

- Bloodborne Pathogen Exposure Prevention
- Campus Security Authorities: Roles and Responsibilities

Resident assistants, resident directors and campus safety officers receive fire and safety training, typically including instruction by the Winona Lake Fire Department on how to use fire extinguishers. The director of campus safety also provides training for residence life staff on campus safety practices. Resident assistants, resident directors, Gordon Health and Wellness Center staff, and campus safety staff are trained in CPR/AED.

Employees are assigned online training modules through the *Vector* platform on a variety of safety-related topics and drug free workplace, and those with specific roles on campus may

have additional, targeted safety training such as first aid, bloodborne pathogens, and [Campus Security Authorities](#). Employees are provided information annually about active assailants. Students have training on topics such as sexual violence and cybersecurity to protect their personal information. Additional, in-person training on safety-related topics may be sponsored for employees and/or students.

The *Employee Handbook* contains workplace safety policies and guidelines for employees. New employees are assigned online training related to sexual violence awareness; sexual harassment; and diversity, equity, and inclusion. Employees are also assigned online training regarding implicit bias and microaggression awareness and supervisors attend training on reasonable suspicion for drug and alcohol use in the workplace.

PROGRAMS TO PROMOTE FIRE SAFETY

Campus safety officers train RAs and RDs regarding fire extinguisher use and how to conduct a fire watch. RDs review fire safety practices in hall meetings at the beginning of the fall semester. Planned fire drills are conducted in all buildings during the calendar year – twice for residence halls and once for administrative offices. Coaches and camp staff are given fire safety instructions for campers, including not propping residence hall doors open.

Fire safety information is distributed through various campus publications for faculty and staff. When false fire alarms occur in an on-campus dormitory, the Winona Lake fire department often talks with students regarding fire safety according to the reason for the fire alarm.

See [Reporting and Responding to Fire Emergencies](#), [Evacuation Procedures](#), and [Evacuation of Persons with Disabilities](#) for procedures students and employees should follow in case of a fire.

PROGRAMS TO PREVENT SEXUAL MISCONDUCT

As a Christian campus of higher education, Grace's normative environment is one in which respectful, God-honoring relationships are expected and supported through a variety of academic, residence life, co-curricular, and chapel programming as well as being alcohol and drug-free. Students and employees are provided with information and education that enables them to engage with the campus community in ways that encourage respectful relationships.

Campus Community

Both student and employee handbooks contain policies prohibiting sexual harassment and misconduct as well as procedures for reporting possible policy violations and sanctions for findings of responsibility. Sexual harassment as defined by Grace College includes Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking, Non-Consensual

Sexual Contact, Non- Consensual Sexual Intercourse, Sexual Exploitation, Sexual Misconduct with a Minor, and Child Molesting.

The *Student Handbook* outlines conduct, safety, and community life policies for incoming and returning students. New employees receive the *Employee Handbook*, all employees review the *Employee Handbook* annually, and faculty review the *Faculty Handbook* annually.

The Title IX Office provides messaging about consent, boundaries, respect, and other related topics to students and employees through posters that are displayed in campus residence halls and administrative and academic buildings. It also provides online reporting options in all the emails it generates and provides educational information and resources throughout the months of October (Dating and Domestic Violence Awareness month), January (Stalking Awareness month), and April (Sexual Assault Awareness month) to both employees and students.

The Health Services nurse also provides information in person and through social media and information has been shared campus wide during Domestic Violence Awareness Month and Stalking Awareness Month.

Additionally, all students, employees, and vendors receive Grace's *Annual Notice* directing them to resources, reporting options, supportive measures, the sexual misconduct policy, and an informational brochure, all available to them on the institution's [website](#).

Employees

Upon hire, employees are assigned the following online training:

- Sexual Harassment: Staff-to-Staff

Annually, employees are assigned the following online training:

- Title IX: Roles of Employees
- Diversity, Equity and Inclusion (DEI) Practices: Staff-to-Staff
- Sexual Violence Awareness for Employees (Campus SAVE Act) (alternate years)
- Implicit Bias and Microaggression Awareness (alternate years)

Employees are assigned online training regarding sexual assault, stalking, and dating and domestic violence at the time of their hire and again annually. The Title IX Coordinator provides orientation to new employees regarding *Title IX* protections, reporting, and employee obligations. Further, employees have access to online training modules through *Vector* on a variety of safety-related topics, such as those related to violence in the work place and drug free workplace.

In addition to online training, the Title IX Coordinator provides annual, in-person training about Title IX policies, procedures, prohibited conduct, consent, and bystander intervention to campus staff including residence life staff (RAs, RDs, ARDs), counseling staff and other confidential sources, athletics staff, and faculty.

Students

In compliance with federal requirements for prevention of sexual assault, stalking, and domestic and dating violence, all residential Grace students are advised of Grace's sexual misconduct and harassment policy during the August mandatory hall meetings. This presentation includes Grace's policy prohibiting sexual harassment and discrimination and information about who to notify with any complaints or questions about the policy.

In addition to in person training by the Title IX Coordinator, RAs role play situations in which they may be faced with information that is reportable as part of their RA training. Led by their RDs, the Title IX Coordinator helps develop the scenario and offers guiding questions for discussion.

All students, including fully online, commuter, and graduate, and seminary students receive letters from the Title IX Coordinator describing Grace's policy, resources, and reporting options.

Programming about health and healthy sexuality typically occurs each year and has included a focus group on women's health and wellness, a women's sexual assault support group, a men's sexual assault support group, a women's body image group, a women's health event, and an event for students interested in reducing mental health stigmas.

Student groups, such as incoming students, all athletes, student leaders, international students, and study abroad students also receive in person training regarding prohibited conduct, consent, reporting options, and bystander intervention by the Title IX staff or other trainer.

Parents

The Title IX Coordinator introduces parents to safety considerations, Title IX protections, and the availability of campus resources during the fall and spring parent orientations for new students.

Title IX Staff

Title IX team members have training regarding their roles associated with VAWA (*Violence Against Women Act*) complaints and investigations. These roles include the coordinator, deputy coordinator for athletics, investigators, and hearing officers. (See Title IX Team Training on the [Title IX webpage](#).)

The Title IX Office administers a climate survey approximately every two years, the last occurring in spring 2024. Results are used to inform education, training, prevention, and other related programming.

PROGRAMS TO PROMOTE AN ALCOHOL AND DRUG-FREE CAMPUS

Campus Community

Grace College and Seminary maintains policies for both its [students](#) and [employees](#) regarding its drug and alcohol use and abuse policies and its responsibilities related to being a drug-free workplace. These policies are available to employees and students in full on the institution's [website](#) (see Health and Safety) or by request from the human resources or student affairs offices respectively. These policies include enforcement statements, discipline, and legal sanctions; health and other risks; counseling, treatment, and rehabilitation; and prohibited conduct.

The student policy prohibits the following conduct:

The use (or consumption), sale, purchase, transfer, or possession of a controlled substance on property owned or leased by Grace College or while participating in activities sponsored by the College is prohibited. The use, possession, or being under the influence of alcohol, and the abuse of prescription medicine also pose unacceptable risks for safe, healthy and efficient operations. Violation of the College's policy will be subject to the student conduct process up to and including dismissal. Students of legal drinking age are permitted to consume alcohol in moderation during semester breaks (Christmas break and summer break).

The employee policy prohibits the following conduct:

The use, sale, purchase, transfer, or possession of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol, therefore, poses unacceptable risks for safe, healthy, and efficient operations. As a condition of employment, all employees are required to abide by the terms of this policy and to notify Grace's management of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. In addition, the College recognizes that tobacco is a harmful substance, even if lawful, and has a policy of discouraging tobacco use. Grace further expresses its intent through this policy to comply with federal and state rules, regulations, or laws relating to maintaining a workplace free from illegal drugs and alcohol.

Resources

Students may seek counseling from the on-campus Counseling Services Office in the Gordon Health and Recreation Center or by calling 574-372-5100 x6472.

Employees may seek counseling from Grace's Employee Assistance Program provider, Bowen Health, by calling 1-800-342-5653 to speak to a Registration & Scheduling Specialist.

Students or employees seek AA or NA resources [here](#).

Sanctions

Students

Students who violate the campus *alcohol* policy will generally be assessed a student conduct contract with the following sanctions:

1. First Offense consumption, possession, or purchase
 - a. The student will undergo an alcohol assessment administered by the Grace College Counseling Center or another approved provider. All recommendations from the assessment must be completed.
 - b. The student will complete an alcohol use education such as an online class or group therapy (student is responsible to cover any cost associated with education).
 - c. The student may be required to meet with a mentor approved by Student Affairs a minimum of 8 times.
 - d. If the student is underage the student's parent or guardian will be informed.
 - e. If the student is in a leadership position or an athlete, they will incur additional sanctions.
 - f. All sanctions must be completed within one semester (15 weeks) of being issued a student conduct contract. Failure to comply with the contract will result in further sanctions up to and including a student conduct panel.
2. Second Offense consumption, possession, or purchase
 - a. The student will be placed on Disciplinary Probation for one semester or given a one-week suspension.
 - b. The student will undergo a second alcohol assessment administered by Grace College Counseling Services or an approved provider. All recommendations from the assessment must be completed.
 - c. The student may be required to meet with a mentor approved by Student Affairs a minimum of 8 times, complete an educational project, or attend counseling for one full semester.
 - d. The student's parent or guardian will be informed.
 - e. If the student is in a leadership position or an athlete, they will incur additional sanctions up to and including disciplinary probation.

- f. All sanctions must be completed within one semester (15 weeks) of being issued a student conduct contract.
- g. Failure to comply with the contract will result in a student conduct panel.

3. Third Offense consumption, possession, or purchase

- a. The student will appear before a student conduct panel. The panel will determine sanctions up to and including dismissal. The student will likely be suspended from campus until the panel can be convened.
- b. The student's parent or guardian will be informed.
- c. If the student is in a leadership position that student's employment will be terminated.
- d. If the student is an athlete, they will be removed from their athletic team

Students who violate the campus *substance use policy* will generally be assessed a student conduct contract with the following sanctions:

1. First Offense use, possession, or purchase

- a. The student will be placed on Disciplinary Probation for one semester or given a one-week suspension.
- b. The student will undergo a substance use assessment administered by Grace College Counseling Services or an approved provider. All recommendations from the assessment must be completed.
- c. The student may be required to undergo drug testing.
- d. The student will complete a substance use education such as an online class or group therapy (the student is responsible for covering any cost associated with education).
- e. The student may be required to meet with a mentor approved by Student Affairs a minimum of 8 times or attend counseling for one full semester.
- f. The student's parent or guardian will be informed.
- g. If the student is in a leadership position or an athlete, they will incur additional sanctions up to and including disciplinary probation.
- h. All sanctions must be completed within one semester (15 weeks) of being issued a student conduct contract. Failure to comply with the contract will result in further sanctions up to and including a student conduct panel.
- i. Depending on the seriousness of the offense, appropriate law enforcement may be notified.

2. Second Offense use, possession, or purchase

- a. The student will appear before a student conduct panel. The panel will determine sanctions up to and including dismissal. The student will likely be suspended from campus until the panel can be convened.
- b. The student's parent or guardian will be informed.
- c. If the student is in a leadership position that student's employment will be terminated.

- d. If the student is an athlete, they will be removed from their athletic team.
- e. Depending on the seriousness of the offense, appropriate law enforcement may be notified.

In addition to the student conduct process from the College, local, state, and federal laws strictly outline penalties, including fines and jail terms, for the illegal use, possession, or distribution of alcohol and drugs. A violation of any law violates the student conduct policy and will be treated as a student conduct matter. Further, Grace College will coordinate with local and federal law enforcement for any violation. Indiana and federal law provide for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fines and the length of imprisonment vary according to the type and amount of the substance involved, prior violations for such offenses, and a variety of other factors. Legal sanctions for the unlawful distribution of drugs increase if the substance is distributed to a person under twenty-one years of age or within one thousand feet of the property of a college. A summarized list of Indiana State Sanctions is available from Student Affairs.

Employees

Sanctions for employees include discipline up to and including discharge. Depending on the circumstances of the case and the employee involved, the employee may be offered a one-time opportunity to enter and successfully complete a rehabilitation program that has been approved by Grace. During rehabilitation, the employee will be subject to unannounced drug or alcohol testing. Upon return to work from rehabilitation, the employee will be subject to unannounced drug or alcohol testing for a period of 60 months. Any test that is confirmed as positive during or following rehabilitation will result in discharge.

In addition to the disciplinary action by the College, local, state, and federal laws strictly outline penalties, including fines and jail terms, for the illegal use, possession or distribution of alcohol and drugs. Indiana and federal law provide for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol.

Biennial Report

Further, in compliance with the federally mandated by the *Drug-Free Schools and Communities Act of 1989*, it publishes a *Biennial Report for Alcohol and Other Drug Abuse Prevention Programs*, also available in full on its [website](#) (see Health and Safety). This document provides extensive discussion of the institution's alcohol and other drug program elements including its:

- Alcohol and drug free events and facilities
- Direct program interventions
- Normative environment, which consists of its:

- Community lifestyle
- Pro-health messages
- Admissions processes
- Academics
- Student activities
- Athletic program direct interventions
- Policy development and publication

Events and education that promote health and wellness, which support an alcohol and drug-free work and learning environment, are also advertised to employees and students through campus communications. Examples for employees include a spiritual wellness series, mental health topics, health and wellness screenings, and group fitness classes. Group fitness classes, an interactive body image group experience, a couple's conflict group, a support group for those with a chronic or invisible physical condition, a chapel speaker and a clinical group about mental health, and an invitation to a community-focused educational evening by law enforcement were all available to students.

All students, employees, and vendors receive the *Annual Notice* which directs them to the website where alcohol and drug-free campus policies and the biennial *Alcohol and Other Drug Report* are available.

The campus climate survey administered in spring 2024 also included items related to alcohol and drug use, which are also used to inform campus and residence life education programming.

Employees

As part of its onboarding of new employees, Grace provides online training regarding its drug free workplace within 30 days of hire and review of the *Employee Handbook* and *Community Lifestyle Expectations* are reaffirmed annually.

Supervisors receive Reasonable Suspicion training to recognize symptoms that indicate drugs or alcohol use among their employees.

POSITIVE OPTIONS FOR BYSTANDERS

The Title IX Coordinator includes messaging in campus wide public service posters about helping others, reporting bias, and reporting intimate relational harm. This messaging is distributed throughout the campus including administrative buildings and residence halls. Bystander/Upstander information is also sent as PSAs to students and employees for Sexual Assault Awareness Month.

All members of the campus community have the ability to look out for others' safety. Whether it is explaining that jokes about stereotypes are not funny, intervening safely when recognizing warning signs about substance use, or directly confronting a person who is engaging in disrespectful or threatening behavior, anyone can help prevent harassment, unwelcome interactions, misconduct, and physical or sexual violence.

A bystander is a person who is present when an event takes place or could witness the circumstances that led up to these events. Even though they may not be directly involved in the situation, they can change the outcome. Grace College provides information about bystanders and upstanders – people who speak or act in support of an individual or cause, especially those who intervene on behalf of a person being attacked or bullied – to students and employees through various means such as in-person education, information tables, Instagram messages, emails, posters, and campus newsletters.

Bystander intervention approaches encourage members of the campus community to speak up when they witness potentially dangerous situations, physical or sexual violence, or other kinds of harassment or misconduct. It involves recognizing a potentially harmful situation, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safety and effective intervention options, and acting to intervene.

In all situations, however, bystanders should not put themselves in a dangerous situation. If you witness an altercation or escalating situation, it is safer to call campus safety **(574) 269-5344** or local law enforcement at **911** rather than approaching the individuals involved.

According to RAINN (Rape, Abuse & Incest National Network), the nation's largest anti-sexual violence organization, the key to keeping others safe is learning how to intervene in a way that fits the situation and your comfort level. RAINN suggests the following bystander intervention approach:

1. 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.
- Cut off the conversation with a diversion like, "Let's get pizza, I'm starving," or "This party is boring. Let's try somewhere else," or "Hey, let's go find the bathroom."
- Bring out fresh food or drinks and offer them to everyone, including the people you are concerned about.
- Start an activity that draws other people in, like a game or other activity.

2. Ask directly

- Talk directly to the person who might be in trouble.
- Ask questions like “Who did you come here with?” or “Would you like me to stay with you?”

3. Refer to an authority

- Sometimes the safest way to intervene when on campus is to refer to a neutral party with the authority to change the situation, like an RA, RD, or campus safety.
- If you are somewhere off-campus, talk to an employee or security guard about your concerns. It is in their best interest to ensure that their patrons are safe and they will usually be willing to step in.
- Do not hesitate to call **911** if you are concerned for someone else’s safety.

4. Enlist others

- It can be intimidating to approach a situation alone. Enlist another person to support you.
- When it comes to expressing concern, sometimes there is power in numbers so ask someone to come with you to approach the person at risk.
- Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.
- Enlist the friend of the person you are concerned about. “Your friend looks like they’ve had a lot to drink. Can you check on them?”

For more information about bystander intervention and sexual assault preventions, see [RAINN](#), the Rape, Abuse & Incest National Network or call **1-800-656-HOPE (4673)**.

Why intervene?

- It is the right thing to do.
- If you see something, you should say something and do something.
- You would want someone to help you.
- To keep the situation from worsening.