



Updated for 2018-19 School Year

Based on information from 2017, 2016, 2015

Jeanne Clery Disclosure of Campus Security Policy
and Campus Crime Statistics Act Report

This report has been prepared in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 ("Clery Act"), 20 U.S.C. § 1092(f), Title 34 U.S. Code of Federal Regulations Section 668.46, and the California Education Code, Sections 67380-67386.

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WELCOME

Shasta Bible College & Graduate School (SBC) is a community of 75 students taking classes both on campus and by Distance Education. There is a workforce of approximately 25 administrators and faculty members (both full time and part time).

JEANNE CLERY

Jeanne Clery was a 19-year-old Lehigh University freshman who was raped and murdered in her dorm room on April 5, 1986. Her parents later discovered there were approximately 38 violent crimes on the Lehigh campus in the three years prior to Jeanne being murdered. They joined with other victims of campus crime and persuaded Congress to enact a law, originally known as the "Crime Awareness and Campus Security Act of 1990."

THE CLERY ACT

In 1990, the Higher Education Act of 1965 (HEA) was amended to include the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101- 542). This amendment required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. In 1998, the act was renamed the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This act is more commonly known as the "Clery Act". The Clery Act requires colleges and universities to:

- Collect, classify and count crime reports and statistics
- Issue campus alerts
- Publish an annual security report
- Submit crime statistics to the Department of Education
- Maintain a daily crime log
- Disclose missing student notification procedures
- Provide fire safety information

Shasta Bible College & Graduate School publishes an annual Campus Security and Fire Safety Report in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 ("Clery Act"), 20 U.S.C. § 1092(f), Title 34 U.S. Code of Federal Regulations Section 668.46. This report includes important information about safety and security policies implemented to protect the welfare of our campus community.

CAMPUS SECURITY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), originally known as the Campus Security Act, requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective

campuses. Campuses are not permitted to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. EPIC does not have a private police department, but rather relies on the Redding Police Department.

Each year, SBC issues this report about safety and security programs and crime statistics as part of compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or "Clery Act." The statistics in this report reflect incidents that have occurred on property owned by Shasta Bible College and those from the Redding Police Department for public property immediately adjacent to campuses.

Please review this information carefully and, in particular, the crime prevention tips included. If you have any questions or suggestions about security at Shasta Bible College & Graduate School, please feel free to contact the Office of the President, 530-221-4275 x 31 (sbcadm@shasta.edu).

THE ANNUAL DISCLOSURE OF CRIME STATISTICS POLICY (ANNUAL CLERY REPORT)

SBC publishes an annual Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report (Annual Clery Report) which includes important information about safety and security policies implemented to protect the welfare of the SBC community and include specific crime statistics for the campus. The report is available publically on our website on the Student page and the Financial Aid page.

We believe that our policies and programs for preventing and reducing crime, and our emergency notices, timely warnings and disclosure of crimes reported, promote a safer, more informed community.

The Financial Aid Office under the direction of the President's Office is responsible for the gathering and disclosure of crime statistics and the preparation of the Annual Security Report (ASR). The ASR includes statistics for the previous three years concerning reported crimes that occurred on campus, and on public property within, or immediately adjacent to and accessible from the campus.

In accordance with mandated reporting requirements, information concerning the monitoring and recording of any criminal activity in which students engaged, at all campus locations and/or within student organizations that are officially recognized by SBC, are gathered from local police agencies. These local agencies are contacted annually to report these crimes or incidents. The contact is made each summer. The statistics provided are published in this disclosure.

Shasta Bible College is aware that crimes may go unreported to law enforcement and encourages employees of SBC who have significant responsibility for students and student activities to report any crimes that they may have become aware of in their daily contact with students. As a reminder, annually a letter is sent out encouraging the collection and reporting of crimes or incidents. Deans, Directors or other administrators, faculty, student academic advisors, student activities advisors and coordinators are all included in the yearly notification. These individuals are designated as Campus Security Authorities (CSA's). Faculty (except for Advisors) and clerical Staff are examples of employees who are not required to report as CSA's under the Clery Act.

This report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. Each year by October 1st, an email notification is made to all enrolled students, faculty, and staff. Hard copies of the report are available at the Financial Aid Office on the SBC campus. For specific location and contact information, see the web site: www.shasta.edu. Prospective students and employees receive the notice of availability in the application process. Notices of availability of the annual report are printed the course catalogs and schedules. The notice of availability is also printed in various other publications like student and faculty handbooks.

Direct On-line Access (Website) to the Annual Clery Report: www.shasta.edu/financialaid

NOTE: All web addresses and phone numbers listed in this document were valid at the time this document was published.

POLICE AUTHORITY AND JURISDICTION

The Redding Police Department has primary law enforcement jurisdiction for all criminal incidents occurring on the Shasta Bible College campus. This includes incident investigation, follow up and resolution. The Redding Police Department can be reached at 530-225-4200. In an emergency dial 911.

REPORTING OF CRIMINAL OFFENSES and NON CRIMANL EMERGENCIES

For emergencies and/or calls that require an officer to respond (24 Hours, 7 days a week): Dial 911.

Then please advise the President's Office at 530-221-4275 or Dr. Nicholas directly at 530-227- 4275. Then complete a Crime Report Form, available in the Financial Aid Office.

For all emergencies and/or calls that do not require an officer to respond, please contact the President's Office at 530-221-4275 between 9:00 AM and 4:00 PM. If the incident is outside of these times, call Dr. Nicholas directly at 530-227-4275. If after midnight, check for the person on duty in the Security Building. Then complete a Crime Report Form, available in the Financial Aid Office.

Students, faculty, staff, and guests are encouraged to immediately and accurately report all crimes, emergencies, suspicious activity and any other public safety related incidents to the President's Office during office hours, or the Security Personnel on duty at the Security Building after hours. You may also call the Police Department for community based emergency assistance from a standard on campus phone by dialing 911.

What is considered a 911 emergency?

- Medical need
- Fire • Crime in progress
- Traffic accident
- Disruptive person/group
- Or any other reason that would require an emergency response

Why would I need an officer dispatched to my location if it is not an emergency?

- To complete a police report

What are facilities or access issues and who should I contact?

- Heating and air conditioning problems in a classroom/office
- Plumbing or electrical problems
- Lighting problems
- Faulty fire/intrusion alarms
- Safety hazards
- Classrooms/facilities that need to be locked/unlocked
- If you are an employee who will be using a facility after normal operating hours
- Or any other problem related to facilities and access that would require a technician or maintenance person to respond.

Please contact Mr. Ted Rivers (Maintenance Supervisor) at 530-739-3803 or the President's Office at 530-221-475. If the time is outside of regular business hours, contact Mr. Rivers first, but if you still need help, contact Dr. Nicholas at 530-227-4275.

SHASTA BIBLE COLLEGE & GRADUATE SCHOOL SAFETY RECORDS POLICY

Shasta Bible College is interested in maintaining the safety and security of each of its students and employees. The President will be notified immediately of any crime reported on campus in order to take any immediate steps to insure campus safety.

The annual "Campus Safety and Security Survey" is completed on line during the month of September in response to an email from the DOE. A copy of this report is to be shared with the Board of Trustees and the Faculty/Staff Committee for any necessary action to protect the safety and security of our student body as well as all employees.

The Crime Report Form is available at the Financial Aid Office, for Non-Emergencies and for Emergencies after the local Sheriff's have been notified. It is important that all crimes be report whether or not a police report has been filed.

Confidential Reporting of Crimes

Shasta Bible College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police and to EPIC. Because police reports are public records under state law, the college cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made without identification of a particular person.

The purpose of confidential reporting is to comply with the reporter's request for confidentiality, and yet allow SBC to maintain accurate records to ensure the safety of the community. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Pastoral and Professional Counselors

SBC does not employ pastoral or professional counselors. However, many of our faculty are pastors and have counseling experience.

CAMPUS SECURITY AUTHORITIES

Campus Security Authorities are defined as individuals who have significant responsibility for students and student activities and who are required to report Clery Act crimes. Any Clery Act crimes reported to these individuals are included in the annual disclosure of statistics. While crimes may be reported to these individuals, SBC encourages students, staff and faculty to promptly report all crimes to the Financial Aid Office for recording in the daily log.

Campus Security Authorities (CSA) include, but are not limited to the following:

- President
- Dean of Students and Assistant Dean of Students
- Deans & Directors
- Resident Director
- Disciplinary Authorities

SEXUAL, DOMESTIC, OR DATING VIOLENCE AND STALKING

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

Definitions

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions: (1) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress; (2) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual; (3) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive

work or educational environment; (4) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. Sexual harassment includes sexual violence (see definition below). SBC administration will respond to reports of any such conduct in accordance with SBC Policy.

Sexual harassment may include incidents between any members of the SBC community, including faculty and other academic appointees, staff, student employees, students, interns, and non-student or non-employee participants in SBC programs (e.g., vendors, contractors, visitors). Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

Harassment is defined as unwelcome conduct of a sexual nature that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to SBC programs or activities that the person is effectively denied equal access to EPIC resources and opportunities.

Sexual Violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.

Domestic Violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship

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

Sexual Assault is broader than sexual violence and includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, domestic violence, dating violence, stalking, or threat of sexual assault. Sexual assault is a form of sexual harassment and should be reported under SBC's Sexual Assault Policy. It should also be reported to law enforcement.

These are required statements for colleges that participate in Financial Aid. Shasta Bible College & Graduate School does not have an institutional definition of consent. The California affirmative consent standard is used by the college for the purposes of evaluating complaints, putting protective measures in place, or issuing sanctions in any disciplinary process. The State of California has adopted an affirmative consent standard in the determination of whether consent was given by both parties to sexual activity.

Affirmative Consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity.

Consent must be informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

Consent must be voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Consent cannot be given when a person is incapacitated or otherwise unable or incapable of providing consent. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

The age of consent is consistent with California Penal Code Section 261.5.

Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the person accused (respondent) knew, or whether a reasonable person should have known, that the complainant was incapacitated.

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Education and Prevention Programs

Educational campaigns will consist of prevention education during the Life Skill Chapels every semester and awareness programs for all students and staff and ongoing awareness and prevention that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity using the definition of consent found above;
- d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying

safe and effective intervention options, and taking action to intervene; Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone (alerting police, etc.), or intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting others for help;

e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Procedures for Reporting a Complaint/Grievance

SBC has procedures in place to support those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as written notification concerning the availability of resources such as counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services. Remedies to prevent contact between a complainant and the respondent (such as academic and work accommodations) may be requested and will be offered, if reasonably available. SBC will make such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the incident to the SBC or local law enforcement.

Copies of the appropriate forms for reporting are attached to this document.

SBC has a Title IX Officer, the President, who is responsible for the coordination and administration of SBC's nondiscrimination and harassment policies. In this role, he is also responsible for overseeing the SBC's Title IX compliance efforts and its complaint/grievance resolution procedures.

After an incident of sexual assault and/or domestic violence or dating violence, the victim should consider seeking medical attention. Although the SBC staff strongly encourages all members of its community to report incidents of these crimes to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. Shasta Bible College will assist any victim with notifying police if they so desire. During business hours the Dean of Women or the Dean of Men can be reached at 530-221-4275.

SBC will provide or recommend resources off campus, to include medical and mental health support, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who commit these offenses. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint/grievance regarding an incident, he or she nevertheless should consider speaking with the Redding Police Department or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

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

Shasta Bible College will take the following actions upon receiving these complaints/grievances:

- Depending on when and where reported, SBC will provide complainant with transportation to medical care.
- SBC personnel will assess immediate safety needs of complainant.
- SBC will assist complainant in contacting local police if complainant requests AND provide contact information for police.
- SBC will provide complainant with referrals to off campus mental health providers.
- SBC will assess the need to implement interim or long-term protective measures, such as, changes in class schedule, "No Contact" directive between both parties.
- SBC will provide resources for victims to apply for a Protective Order.
- SBC will provide a copy the discrimination complaint/grievance
- SBC will inform the complainant of the outcome of the complaint/grievance
- SBC will enforce anti-retaliation policies and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination

Adjudication of Violations

Shasta Bible College does not have its own police department and relies on the local Redding Police Department to investigate and resolve criminal offenses such as sexual assault. If the perpetrator is any other SBC-affiliated individual, a student or employee may file a Grievance in accordance with SBC Policy relating to such a crime, however, the resolution of the grievance will be based upon the Redding Police Department's determination. SBC's disciplinary process includes a fair process to the complainant and respondent. SBC Policy provides that:

- The complainant and the respondent will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those results or disciplinary proceedings prior to the time that such results become final.
- Both the complainant and the respondent have the right to appeal the results according to policy.

A person alleging sexual assault, domestic violence, dating violence, or stalking may use the grievance procedures set forth in SBC's Discrimination and Harassment Grievance Procedures, and/or Procedures prohibiting Sexual Harassment, Sexual Violence and Workplace Violence. All conduct against students will be resolved in accordance with policy.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to Respondent, SBC's ability to respond to the complaint/grievance may be limited.

Confidentiality

SBC will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of policy within SBC's obligations to provide a safe and sexual harassment free environment for its students, faculty and staff, and as previously mentioned in this document.

Victim's Rights

- In California, known as Marcy law of 2008, a victim of domestic violence, dating violence, sexual assault or stalking has rights which include the right to protection from the defendant.
- Any person who obtains an order of protection from California should provide a copy to the Dean of Students to develop a Safety Action Plan.
- Shasta Bible College would provide necessary information on how to obtain a legal protection/restraining order for a victim.
- Shasta Bible College may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused.
- If the complainant gives consent, College offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal college investigation of the complaint.
- If reasonably available, a complainant may be offered changes to academic, living or working situations in addition to counseling, health services, visa and immigration assistance, and assistance in notifying appropriate local law enforcement.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of policy occurred will lead to the initiation of disciplinary procedures against the respondent. Student sanctions including, but not limited to, expulsion, suspension, disciplinary probation, recommended counseling, and/or other educational sanctions may be imposed upon those determined to have violated this policy. Employee sanctions may include written warning, final written warning or suspension, and termination. SBC may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: reasonable academic accommodations, a "no contact" order between the complainant and the respondent, working conditions, if reasonably available. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

Disclosure of Student Discipline

SBC will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary action by the college against the student who is the alleged

perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, SBC will provide the results of the disciplinary action to the victim's next of kin, if requested.

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

On-Campus Resources

Dean of Women, Mrs. Donna Nicholas, is available to all students. Cell phone number is 530-351-4746. Home phone is 530-244-3321.

President, Dr. David Nicholas, is available to all students. Cell phone number is 530-227-4275. Home phone is 530-244-3321.

Off-Campus Resources

Sexual Assault Crisis Line (530) 244-0117

Higher Ground Counseling, 2400 Washington Ave. Suite 401, Redding, CA 96001. Phone 530-941-9003. Guy Ascherman, Supervisor.

One Safe Place, 2250 Benton Drive, Redding, CA 96003. Phone 530-244-0118.

Warning Signs of Abusive Behavior and Future Risks

No person is ever to blame for being assaulted or abused. Unfortunately, a person who has suffered sexual assault, domestic violence or dating violence is more likely to suffer that again. Below are some tips to help reduce your risk, recognize warnings signs of abusive behavior and avoid potential attacks.

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- Being afraid of your partner.
- Constantly watching what you say to avoid a "blow up."
- Feelings of low self-worth and helplessness about your relationship.
- Feeling isolated from family or friends because of your relationship.
- Hiding bruises or other injuries from family or friends.
- Being prevented from working, studying, going home, and/or using technology (including your mobile phone).
- Being monitored by your partner at home, work or school.
- Being forced or pressured to do anything you don't want to do.

Help Reduce Your Risk and Avoid Potential Attacks:

- If you are being abused or suspect that someone you know is being abused, speak up or intervene.

- Get help by seeking information and support services from campus and local.
- Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
- Consider making a report with the police and/or the Title IX Coordinator
- Consider getting a protective order or a no contact order from the local court.
- Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
- Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

Sexual Assault Prevention:

- Be aware of rape drugs.
- Try not to leave your drink unattended.
- Only drink from un-opened containers or from drinks you have watched being made and poured.
 - Avoid group drinks like punch bowls.
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

Walking Around Campus

- Make sure your cell phone is easily accessible and fully charged.
- Be familiar with where emergency phones are on campus.
- Take major, public paths rather than less populated shortcuts.
- Avoid dimly lit places.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- Walking very late at night is sometimes unavoidable, so try to walk with a friend.
- Carry a noisemaker (like a whistle) on your keychain.
- Carry a small flashlight on your keychain.
- If walking feels unsafe, walk with a classmate.

HEALTH AND SAFETY POLICY

Alcohol and Controlled Substance Policy:

Shasta Bible College is operating in conformity with the Drug-Free Schools and Communities Act of 1989 (which added section 1213 to the Higher Education Act, and implemented at 34 C.F.R. Part 86) and Drug-Free Workplace Act of 1988. The following summarizes SBC's policy and program.

Shasta Bible College seeks to foster an alcohol-and-drug-free environment in which to work, live, learn, and grow. As a Christian College, we approach alcohol and drug abuse with a combination of compassion, encouragement, directness, and concerned firmness. As an aspect of this caring approach is the consistent enforcement of the regulations on alcohol and other drugs and substances contained within this policy. The purpose of this policy is to ensure a safe environment that is consistent with the mission of the College and its goal to foster an alcohol-and-drug-free environment. The use, possession or distribution of alcoholic beverages, illicit drugs, or other controlled substances (including misuse of prescribed medications or use of any substance with the intent of becoming impaired/intoxicated) by students of SBC is prohibited and violates this policy as well as the College's standard of conduct.

Health and Lifestyle Risks

The use or abuse of alcohol and other drugs/substances could increase the risk for a number of health related and other medical, behavioral, and social problems. These include the acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death); physical and psychological dependence; malnutrition; long-term health problems, including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease, ulcers, and cancer of the liver, mouth, throat, and stomach; contracting diseases such as AIDS through the sharing of hypodermic needles; pregnancy problems including miscarriages, still birth and learning disabilities; fetal alcohol syndrome; psychological or psychiatric problems; diminished behaviors (hangovers, hallucinations, disorientation, slurred speech); unusual or inappropriate risk-taking, which may result in physical injury or death; violent behavior towards others, such as assault or rape; accident caused by operating machinery while impaired; impaired driving resulting in alcohol and drug-related arrest, traffic accidents, injuries, and fatalities; negative effects of academic and work performance; conflicts with co-workers, classmates, family, friends, and others; conduct problems resulting in disciplinary actions, including loss of employment; and legal problems including imprisonment.

Sanctions Regarding Alcohol and Other Drugs

Students violating this policy are subject to disciplinary sanctions that could include but not limited to: substance abuse education programs, research papers, restitution, community service, removal from residential housing, or dismissal from the College in accordance with college policies and procedures. When appropriate, students may be referred to more intensive alcohol and/or substance abuse recovery programs.

In addition to the College process, the College will involve local law enforcement officials when appropriate. The following California Health and Safety Codes pertain to the illegal possession, use, or distribution of illicit drugs and substances, or illegal use or possession of alcohol, which is punishable under applicable local, state, and federal law.

- The California Health and Safety Code states that “Every person who possesses any controlled substance shall be punished by imprisonment in the state prison for a minimum of one year” (H & S 11350), and “Every person who possesses for sale, or purchases for sale, any controlled substance shall be punished by imprisonment in the state prison for two to four years” (H & S 11351).
- Purchase or possession of marijuana for the purpose of sale, shall be punished by imprisonment in the state penitentiary for a minimum of one year (H & S 11351). In addition, possession of any drug paraphernalia for the purpose of unlawfully smoking or injecting a controlled substance is punishable with up to 6 months in county jail (H & S 11364).
- The California Business and Professions Code states that the purchase, possession, distribution, or use of alcoholic beverages is illegal for those under the age of 21 in the State of California and constitutes a misdemeanor under the B & P Code 25658 (sections a & b), 25658.5 and 25662.
- In addition, the unlawful distribution or possession of a prescribed medication is also prohibited and punishable by imprisonment in the state penitentiary (B & P 4059 & 4060).

Assistance in Overcoming Alcohol and Other Drug Abuse

If you need help or know someone with an alcohol, drug, or substance-related problem; please know that our resident directors, deans, faculty, and all other college personnel will provide assistance to those who come forward seeking help.

SBC recommends the drug and alcohol recovery program sponsored by the Good News Rescue Mission, 3100 S. Market St., Redding, CA 96001. The program is called The New Life Recovery Program and can be reached at these numbers: Men’s program—530-244-6800. Women’s program—530-241-3608.

Regulations Regarding Alcohol and Other Drugs

All students are held responsible to applicable federal, state, local laws and Shasta Bible College policies pertaining to alcohol and other drugs. When violations of law or policy come to the attention of school officials, students may be referred for prosecution and College sanctions will be imposed. Harm to persons or damage to either private or College property arising from the actions of intoxicated individuals on the premises of the College will be the full and sole responsibility of the person.

Students are held responsible to follow the particulars and the spirit of the following statement:

It is a violation to promote, distribute, sell, possess, or use alcohol or narcotics or other impairing or intoxicating substances either on or off campus, regardless of the student’s age.

Shasta Bible College & Graduate School complies with the Drug Free Workplace Act of 1990 and the Higher Education Act Section 120a. Excessive use of alcohol and other drugs is a serious health problem in itself, but alcohol and drug abuse can also contribute to a host of other physical and mental health problems such as unwanted pregnancy, violent behavior, HIV infection and other sexually transmitted diseases and psychological depression.

Students found in violation of SBC's alcohol, drug and weapons policies may be subject to probation, suspension or expulsion. Parents or guardians may be notified about any disciplinary violation involving alcohol or a controlled substance which has been committed by a student.

Drug and alcohol use impairs memory, alertness, and achievement. It erodes the capacity to perform, think and act responsibly. It may be grounds for termination of enrollment with the institution or other legal action.

Alcohol and Controlled Substances Abuse Assistance and Education Programs:

- Alcoholics Anonymous – English: (323) 936-4343/en Español: (323) 750-2039 <https://lacoaa.org/>
- Al-Anon - (818) 760-7122 www.alanonla.org
- Adult Children of Alcoholics - (310) 534-1815 www.adultchildren.org
- Cocaine Anonymous - (888) 714-8341 www.ca4la.org/
- Family Anonymous Drug Abuse - (847) 294-5877 www.familiesanonymous.org
- Marijuana Anonymous - (800) 766-6779 (English/Español) www.marijuana-anonymous.org/
- Narcotics Anonymous – English: (800) 863-2962/en Español: (888) 622-4692 www.todayna.org (English) www.todayna.org/espanol/ (Español)
- National Council on Alcohol and Drug Dependency - (818) 997-0414 www.ncadd-sfv.org/

Weapons Possession

State law prohibits the possession of weapons, all firearms, fireworks, explosives or any dangerous weapons on campus. Violators are subject to criminal prosecution and/or SBC discipline. SBC supports the federal guideline (37.007.1 Ed.Code) that prohibits handguns on campus. The possession of a firearm on Shasta Bible College property is prohibited and strictly enforced. The only exception is for persons legally authorized to possess firearms on school property. Persons in violation of this regulation will be subject to criminal and/or disciplinary action. If you observe a firearm or other weapon on campus, contact front reception immediately. Exceptions related to ensuring campus safety in accordance with California law must be approved by the president. Please contact Dr. Nicholas through his campus office at 530-221-4275.

Workplace Violence

Shasta Bible College is committed to creating and maintaining a working, learning and social environment for all employees that are free from violence. EPIC has zero tolerance for violence against any member of the workforce, other persons in the workplace, or property. This is formalized in Policies and Procedures.

EMERGENCY RESPONSE AND EVACUATION

Emergency Response

Shasta Bible College has an emergency program that includes a formal emergency operations plan for preparing for, responding to and recovering from emergencies. It is updated annually and included in the student handbook. Each new student gets a hardcopy. It is online on the home page at www.shasta.edu.

SBC has unannounced and announced, at least once per calendar year, emergency exercises and drills.

Emergency Notification

Shasta Bible College has implemented an emergency mass notification system. The system can send simultaneous messages to the affected community by e-mail, telephone, cell phone, and text messaging. To turn on the **Emergency Messaging System (SMS)** in Populi, watch the tutorial in Populi at: <https://support.populiweb.com/entries/21581452-Personal-settings-and-SMS-notifications> or follow these directions:

- a. Go to your Populi home page.
- b. Click settings in the upper right hand corner
- c. Click on General and choose your desired settings. Be sure to save your choices.
- d. Choose your notification phone number. Be sure to enter the code that is texted to you.
- e. **If you change phone numbers you are the only one who can change your SMS setting.**

The system can be used to notify employees and students under the following conditions. They may be events, expected or unexpected, that threaten life or safety and require immediate action. Some examples are:

- Natural disasters that place the campus in immediate danger.
- Events that require evacuation of a campus.
- Hostage or violent situations requiring evacuation, lockdown, or campus closure.
- Natural disasters that do not pose an immediate danger but pose a potential future danger to the campus.
- Local emergencies or events that could eventually lead to evacuation, lockdown, closure, or major disruption on or off campus that could affect normal operations.

Confirmation of a significant emergency or dangerous situation involving an immediate threat to health and safety on campus may come from many sources, but includes local law enforcement, local fire agencies, local utilities districts, and news outlets. The content of the message will be formatted to include all pertinent warnings and/or instructions necessary as related to scope of the emergency or dangerous situation. Once the significant emergency or dangerous situation has been confirmed, the scope has been identified, and the message created, the emergency system may be activated and the affected students and employees will be sent the message.

Evacuation

SBC Faculty and Supervisors will coordinate any evacuation according to the printed Evacuation Plans.

Evacuation maps are located on the hallway walls. Should an evacuation be necessary, all students are to meet in the school parking lot. If the parking lot is not safe, the second evacuation location is the ball field at Crosspointe Community Church.

CRIME ALERTS (TIMELY WARNINGS)

SBC has established a policy for providing timely warnings to address threats to the SBC community. A campus crime alert is designed to give students, staff, and faculty a timely notification of crimes, to heighten safety awareness, and to seek information that will lead to the arrest and conviction of perpetrators who commit violent crimes against persons or major crimes against property. It will be issued through the Campus Student Information System (Populi).

A threat is defined as any act or potential act that places the campus community in continuing risk or peril, as a result of a crime(s) against persons or serious felony (i.e. threats with a firearm, a bomb threat with specific information, sexual assault, kidnapping, or other egregious acts).

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

The reason crime happens is well known. Crime happens because there is a CRIMINAL to commit the crime, a VICTIM who can be victimized by the criminal, and the LOCATION or OPPORTUNITY for a crime to occur.

You can reduce the likelihood of being the victim of criminal activity if you take away the OPPORTUNITY for the criminal to make you his victim. Students, staff, and visitors need to take responsibility for the safety of their persons and property. Everyone should also do their best to help others with this responsibility. SBC has several ways to help you learn more about safety.

Safety and crime prevention is addressed every semester as part of the Life Skills Chapel curriculum. The local sheriff's department is contacted for collaboration and involvement in the presentations.

SECURITY AND ACCESS

SBC is alarmed during non-operating hours. Staff responds to alarms, suspicious incidents and persons, and provides responses to medical and fire incidents on the premises. Campus facilities are generally open to the campus community Monday Friday from 7:30 to 10:30. Any rooms not in use are locked. The offices are open from 9:00 a.m. to 4:00 p.m. Afterhours access is via issued keys, and alarm codes.

MISSING PERSON NOTIFICATION

If a student has been missing for 24 hours, you are to report it to the Dean of Students Office and/or Dr. David Nicholas, President. If circumstances warrant, you are asked to report the missing person sooner. The Dean will call local police.

Each student living in an on-campus housing facility has the option to register a confidential contact person to be notified in the case that a student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. The local law enforcement will be notified that any student is missing, even if they have not registered a contact person. Any student is missing and less than 18 years of age and not emancipated will have their parent or guardian notified.

FIRE LOG

Shasta Bible College & Graduate School maintains dormitory/resident housing for students.

For fire emergency dial 911. Be fire safe and observe your surroundings. Smoke detectors are located in all residence in the great rooms. Report all fires to your Resident Assistant. Report unintentional fires whether from cooking, smoking materials, open flames, electrical, heating equipment, hazardous products, machinery/industrial, natural or other.

Shasta Bible College is inspected annually by the Redding Fire Department. We did administer a fire drill last year. Fire drills will be administered at least once during each semester.

Fire alarms that sound during classroom time, whether a fire drill or actual emergency, signal an emergency evacuation as instructed by the professor.

Evacuation maps are located on the hallway walls. Should an evacuation be necessary, all students are to meet in the school parking lot. If the parking lot is not safe, the second evacuation location is the ball field at Crosspointe Community Church.

For the purposes of fire safety report, a fire is: "Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner".

All FIRES AND CRIMES must be reported with the appropriate form to the Campus Safety Person—Mrs. Iles, SHASTA BIBLE COLLEGE & GRADUATE SCHOOL, 2951 Goodwater Avenue, Redding CA 96002, 530-221-4275

For the 2015, 2016 and 2017 calendar years, there were no incidences of fire in any SBC related building or grounds. The fire department did not respond to any calls for fire emergency.

DAILY ACCESS TO CRIME LOGS

Shasta Bible College & Graduate School maintains a daily crime log which is available upon request. The log is available for public inspection during business hours (Monday – Wednesday, 9AM-4PM) in the Financial Aid Director's Office.

CRIME STATISTICS DATA

The statistics provided here may be subject to change pending further review.

HATE CRIMES:

Hate crimes include:

- any offenses or attempted offense of murder/non-negligent manslaughter, negligent manslaughter, sex offenses – forcible, sex offenses - non-forcible (only incest and statutory rape), robbery, aggravated assault, Burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and vandalism
- that was motivated by a bias of race, ethnicity, national origin, gender, gender identity, sexual orientation, religion, or disability
- that occurred on-campus, at non campus buildings, or on public property.

Unfounded Crimes--If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded”. Unfounded crimes will not be included in the crime logs.

There were no unfounded crimes reported for the 2015-17 calendar years.

CRIME PREVENTION TIPS

Personal Safety

- Walk or jog with a friend, not alone.
- Avoid isolated areas.
- Know your limits on dates and communicate them to your partner.
- Know your limits with alcohol and do not accept drinks from others.
- Tell a friend where you are going and when you will return.
- Carry a whistle or noise maker. Do not be afraid to scream if you need help.
- Be aware of your surroundings.

Workplace Safety

- Keep personal items (purses, book bags) locked up.
- Secure the work area when no one is in it.
- Report suspicious people to the police.

Protecting Your Property

- Record the serial numbers of your valuables.
- Engrave valuables with your license number.
- Register your bike with local law enforcement.
- Keep your vehicle locked when it is parked and when you drive.
- Consider installing anti-theft or alarm devices on your vehicle.
- Do not leave textbooks, purses, or book bags unattended
- Do not leave laptop computers unattended.

CRIMINAL OFFENSE DEFINITIONS

These definitions were taken from The Handbook for Campus Crime Reporting:

Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: the killing of another person through gross negligence.

Sex Offenses—Forcible is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Sex Offenses—Non-forcible: Unlawful, non-forcible sexual intercourse. This includes incest and statutory rape.

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

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential 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 larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

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

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

Larceny-Theft: The unlawful taking carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is defined as “where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.”

Simple Assault: All assaults which do not involve firearms, knife, cutting instrument, other dangerous weapons and in which the victim did not sustain serious or aggravated injuries.

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

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

Arrest: Persons processed by arrest, citation or summons.

Referred for disciplinary action: The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Hate Crime-Race: A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

Hate Crime-Gender: A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act-specific term, not found in the FBI’s Hate Crime Data Collection Guidelines.

Hate Crime-Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

Hate Crime-Sexual orientation: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, and heterosexuals).

Hate Crime-Ethnicity/national origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

Hate Crime-Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

SHASTA BIBLE COLLEGE & GRADUATE SCHOOL
Criminal Offenses 2015-2017

Criminal Offense	Venue	2015	2016	2017
Murder/Non-negligent manslaughter	– On Campus			
	– In Residential Facilities	0	0	0
	– On Public Property contiguous to SBC Property			
Sex Offenses Forcible	– On Campus			
	– In Residential Facilities	0	0	0
	– On Public Property contiguous to SBC Property			
Sex Offences Non-Forcible	– On Campus			
	– In Residential Facilities	0	0	0
	– On Public Property contiguous to SBC Property			
Robbery	– On Campus	0	0	0
	– In Residential Facilities	0	0	0
	– On Public Property contiguous to SBC Property	0	0	1
Aggravated Assault	– On Campus			
	– In Residential Facilities	0	0	0
	– On Public Property contiguous to SBC Property			
Burglary	– On Campus	0	0	0
	– In Residential Facilities	1	0	0
	– On Public Property contiguous to SBC Property	0	0	1

Motor Vehicle Theft	– On Campus	0	0	0
	– In Residential Facilities	0	0	1
	– On Public Property contiguous to SBC Property	0	1	0
Arsons	– On Campus			
	– In Residential Facilities	0	0	0
	– On Public Property contiguous to SBC Property			

Criminal Offense	Venue	2014	2015	2016
Hate Crimes				
Murder/Non-negligent manslaughter	– On Campus			
	– In Residential Facilities	0	0	0
	– On Public Property contiguous to SBC Property			
Sex Offenses Forcible	– On Campus			
	– In Residential Facilities	0	0	0
	– On Public Property contiguous to SBC Property			
Sex Offences Non-Forcible	– On Campus			
	– In Residential Facilities	0	0	0
	– On Public Property contiguous to SBC Property			
Robbery	– On Campus			
	– In Residential Facilities	0	0	0
	– On Public Property contiguous to SBC Property			

Aggravated Assault	– On Campus	0	0	0
	– In Residential Facilities			
	– On Public Property contiguous to SBC Property			
Burglary	– On Campus	0	0	0
	– In Residential Facilities			
	– On Public Property contiguous to SBC Property			
Motor Vehicle Theft	– On Campus	0	0	0
	– In Residential Facilities			
	– On Public Property contiguous to SBC Property			
Arsons	– On Campus	0	0	0
	– In Residential Facilities			
	– On Public Property contiguous to SBC Property			

FIRE STATISTICS—During the 2017 calendar year, there were no fires in any building or dorm residence. A fire drill was executed. Fire extinguishers and smoke alarms were serviced regularly.