

**Lexington Theological Seminary  
Campus Safety and Security Policies and Procedures  
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Attachment 1 – Campus Security Checklist

Attachment 2 – Crime Incident Report

Attachment 3 – Emergency Response & Timely Warning Procedures

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Attachment 6 – Notification of Rights/Options & Directory of Victim Assistance Services

## I. Campus Security Procedures

Lexington Theological Seminary has no residential facilities for students, does not officially recognize any off-campus organizations and does not monitor the criminal activity of students when they are off its campus. Violations of the law will be referred to law enforcement agencies and, when appropriate, to the Vice President of Academic Affairs and Dean. Lexington Theological Seminary's policies and procedures regarding campus security are available to all campus community members and the public through the Seminary website at: <http://www.lextheo.edu/student-handbook>

### A. Campus Security Authority

Lexington Theological Seminary does not have a security department or a campus police force. Coordination of all safety and security activities and Campus Security Act and Minger Act compliance is the responsibility of the Seminary's Chief Financial Officer who is the designated Campus Security Authority. No member of the campus community has law enforcement authority. The Campus Security Authority is not responsible for determining authoritatively whether a crime took place. Further, it is not the CSA's responsibility to try to convince a victim to contact law enforcement if the victim does not choose to do so.

#### *Campus Security Authority Contact Information:*

Karen Wagers  
*Chief Financial Officer*  
Lexington Theological Seminary  
230 Lexington Green Circle, Suite 300  
Lexington, KY 40503  
(859) 280-1236  
[kwagers@lextheo.edu](mailto:kwagers@lextheo.edu)

The Campus Security Authority's responsibilities include the following:

- Annual distribution via e-mail notification of emergency response and evacuation procedures to the campus community.
- Security Act data collection and annual reporting: Crime Incident Reports (all incidents, annually) and/or "No Crime Reported" statement(s); Annual Police Crime Reports (annual summary for Clery Act geography per location); Annual Security Report for Lexington Theological Seminary; Campus Safety and Security Survey (Clery Report Annual); Minger Report (Kentucky State Crime Report, Annual)
- Training and materials as needed to support Security Act compliance including crime/incident form, definition of Seminary's Clery geography, list and definition of reportable crimes and associated Seminary policies, procedures for preparation and submission of Crime/Incident reports.

- Emergency procedures (including timely warning, emergency notification and evacuation procedures) updated as needed and distributed to employees and students as appropriate.
- Annual testing of emergency notification and evacuation procedures and report of findings.
- Records retention for CSA Crime Incident Reports and crime statistics for at least 4 years.
- Educational materials for the campus community including: emergency procedures, crime prevention materials, S.A.V.E. act training materials.

## **B. Reporting a Crime or Emergency**

A crime is “reported” when it is brought to the attention of the Campus Security Authority (or the Vice President for Academic Affairs and Dean if the CSA is unavailable) and/or local law enforcement. The crime might be reported by a victim, witness or third party or even by the offender. Individuals having knowledge of a sex-based offense (including dating violence, domestic violence and stalking) are strongly urged to timely report that crime to the police and to contact the Campus Security Authority to discuss options for safe and positive intervention on behalf of the victim.

Short procedures for reporting a crime or emergency as well as emergency procedures for the campus (see Attachment 1- Campus Security Checklist) shall be mailed to students as part of their preparation packages for every on-campus intensive. These procedures shall be provided to new employees upon hiring and circulated to staff members on an annual basis

- All members of the campus community are instructed to dial 911 in cases of imminent danger, e.g. crime in progress, fire, accident, health emergency, etc. as soon as possible.
- After the emergency has been addressed, the initiating person should report the incident to the Campus Security Authority (CSA). All on-campus events of a criminal or emergency nature must be reported to the designated CSA who may prepare a Crime Incident Report (see Attachment 2) and/or issue a Timely Warning or Emergency Notification (see Attachment 3), as appropriate. Events occurring after business hours should be reported on the next business day.
- For non-emergency situations, any person who is a victim or witness or who has knowledge of any criminal activity or dangerous situation on campus should report it immediately to the Campus Security Authority (CSA).

Persons reporting a crime will be asked to provide information including a description of the incident, the date and time the incident occurred, to whom it was reported (other than the CSA,) and whether it was perceived to be motivated by hate or bias. If the Campus Security Authority believes that the information received was provided in good

faith, the CSA will complete a Crime Incident Report. "In good Faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information. The incident report will be retained for appropriate follow-up and annual reporting.

NOTE: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires educational institutions to report as hate crimes any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury reported to local law enforcement agencies or a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The revised regulations add crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property to the list of crimes that must be reported in hate crime statistics. The FBI's Uniform Crime Reporting Hate Crime Collection Guidelines will continue to be the source for definitions. All statistics will continue to be reported by Clery geographic area and category of bias. In response to these changes, the Lexington Theological Seminary Crime Incident Report Form and Annual Security and Fire Safety Report procedures have been amended to reflect the revised regulations.

### **C. Emergency Notifications and Timely Warnings to the Campus Community**

Because Lexington Theological Seminary's primary focus is distance education, there are limited numbers of students and faculty regularly "on campus". Disseminating emergency information to persons outside the Seminary's Clery geography will be considered on a case-by-case basis. The CSA will consult with the proper authorities to determine who, if anyone, off-campus and/or among the larger community should be notified.

**Emergency Notification** is initiated in response to any significant emergency or dangerous situation that is currently occurring on or imminently threatening the campus such as civil disturbance, criminal activity, acts of God, gas leaks, tornadoes, contagious viruses, fire etc.

If a significant emergency or dangerous situation is suspected, the Campus Security Authority will confirm that a significant threat exists by whatever means is appropriate for the situation. In the absence of the CSA, the Vice President for Academic Affairs and Dean will be responsible for carrying out emergency procedures. Further, it is required that all members of the Administration be familiar with all safety and security procedures and assist as appropriate.

In the case of criminal activity, Lexington police (and Lexington Green office building management, if appropriate) will be consulted. In the case of a health emergency the Lexington Department of Health will be consulted. In the case of natural disasters, information will be obtained from the most reliable source immediately available, including but not limited to municipal sources, utilities personnel, police and fire personnel, local radio and television stations and the Lexington Green office building management.

Upon confirmation of the situation/emergency, the following actions will be initiated by the Campus Security Authority: The security authority will notify all administrative

officers on campus; will determine which physical areas of the campus and/or campus community members are affected by the situation and will develop specific instructions (according to existing health and safety policies) to advise of the nature of the emergency situation and its immediacy and to ensure the immediate safety of the persons involved, e.g. an order to evacuate, orders to seek shelter and where, orders recommended by the health department according to the threat, request for fire, safety and/or health assistance, etc.

All members of the campus community will be notified as to the nature of the emergency or threat and the actions to be taken. Broadcast e-mail messages, local television and radio announcements, door-to-door notification and/or telephone calls might be employed, depending on the nature of the situation, persons to be notified and urgency for response. Should students be visiting Lexington for classes or Seminary activities at the time, the same notifications will be sent to these students via text. When and if the emergency situation is cleared, a notification will be sent advising of same.

Lexington Theological Seminary will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the civil authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

**Timely Warning** is issued on a case-by-case basis after consideration of the nature of the situation and the threat of continuing danger to the community. Situations which might warrant a timely warning include Clery offenses committed within the Seminary's Clery geography as well as other action which potentially pose a threat to campus community members. In this case, the crime has already occurred, but in the opinion of the CSA, represents an ongoing threat to students and employees. The intent of a timely warning is to enable members of the campus community to protect themselves. The warning will include information about the incident or crime which triggered the warning, the time, date and location of the occurrence and steps which should be taken to ensure individual safety.

The CSA will [always] provide this information by broadcast e-mail alert to the campus community and by cell phone text to students who may be attending classes or Seminary functions as soon as it is available and deemed appropriate for broadcast. Additionally, any combination of dissemination methods may be used to provide additional information and follow-up. If a victim requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included in any campus crime report, emergency notification or timely warning that would personally identify the victim without his/her consent.

**Annual Test of The Emergency Notification and Timely Warning Procedures:** An Annual test of the emergency notification and timely warning procedures will be conducted, unannounced or announced, during each calendar year.

The Campus Security Authority will initiate each test and state the nature of the (test) emergency as well as performance goals. Notifications will be made as described above, according to the declared emergency. Results and recommended improvements will be

reported by the CSA for Administration approval. Details of the test including time, date, actions taken, and response/findings will be recorded. Changes or improvements to the procedures ascertained as a result of the test will be placed into effect as soon as possible. This report (Attachment 3, Annual Test of Emergency Response Notification form) will be placed on the Seminary's website with a link to relevant security and safety policies and procedures.

**Evacuations** The Campus Security Authority is responsible for initiating this process. In the absence of the designated CSA, the Vice President for Academic Affairs and Dean will serve as acting CSA. Because Lexington Theological Seminary facilities are located in the office building at 230 Lexington Green Circle, the emergency evacuation procedures contained in the Emergency Building Information Handbook issued by Lexington Green Partners, LLC will be followed. This handbook has been incorporated into staff, faculty and student handbooks as Appendix M, Attachment 4.

### **Lexington-Fayette Urban County Government Sources of Emergency Information**

LFUCG Public Service Radio, Radio Lexington, is the federally-licensed radio service of the Lexington-Fayette Urban County Government. Operating at 1620 KHz on the AM radion band, the station provides public service, tourism, traffic information, and event information/announcements of interest to the citizens of Fayette County and to persons traveling through the area on I-75 and I-64. During weather and other emergencies, the station will broadcast alerts and warnings. Maintained and programmed by DEM, Radio Lexington transmits its low-power signal 24 hours a day/seven days a week. The station's call sign is WQKE-967. Radio Lexington is also available as Internet Streaming Radio. Non-profit and government organizations may request that announcements be placed on Radio Lexington by contacting [radiolexky@lexingtonky.gov](mailto:radiolexky@lexingtonky.gov).

**Be Ready Lexington App:** Lexington Emergency Management has a mobile phone and tablet app that can help the Campus Security Authority to prepare and plan for how to respond to a disaster or emergency. Through this app, the Seminary Administration and/or Campus Security Authority can:

- Share LTS' status with selected contacts;
- Receive critical emergency alerts;
- Get the latest emergency preparedness news and weather alerts for the Fayette County area;
- Create a personalized emergency preparedness plan;
- Locate Fayette County's emergency shelters; and
- View up-to-date evacuation route maps.

The Campus Security Authority will refer to these sources for immediate alerts and additional information.

## **D. Campus Building Emergency Procedures**

The Campus Security Authority is responsible for supervision of the campus community in the case of emergency. Depending upon the nature of the emergency, specific guidelines issued by Lexington Green Partners, LLC, (Attachment 4 - Lexington Green Emergency Building Information) are to be followed. All members of the on-campus community will be asked to review guidelines annually to ensure that all safety and security recommendations are followed.

As described in I.B, short procedures for reporting a crime or emergency as well as emergency procedures for the campus (see Attachment 1 – Campus Security Checklist) shall be mailed to students as part of their preparation packages for every on-campus intensive. These procedures shall be provided to new employees upon hiring and circulated to staff members on an annual basis.

## **E. Security of Facilities**

The Campus Security Authority functions as liaison with building management and assists in all safety and security procedures initiated by management on Seminary controlled areas.

**Fire Safety:** Lexington Green Building Management will conduct an annual fire safety inspection of the building including Seminary campus areas.

**Building Access:** Lexington Green Office Building 1 is open from 7:00 a.m. – 7:00 p.m. Monday through Friday and 8:00 a.m. – 3:00 p.m. on Saturday. Access may be obtained after hours and on holidays via security access cards provided by the Campus Security Authority for Lexington Theological Seminary. Entry must be via the front, main entrances facing the parking lots. Tenants should not allow other persons to follow them into the building. Additionally, doors are not to be propped open during times that the building is “closed”.

**Access to Campus Facilities:** Offices and classrooms located on the 3<sup>rd</sup> and 5<sup>th</sup> floors of Building I are open to campus community members and visitors during normal business hours. Faculty and employees are provided with keys to individual offices and are encouraged to lock doors when offices are not occupied. After hours campus facilities are locked and can be accessed by touch pad codes provided to community members by the Campus Security Authority on an as-needed basis.

**Security Guard:** The Mall at Lexington Green provides a roving security guard Monday through Sunday as outlined in Attachment 4 – Lexington Green Emergency Building Information. During summer months, the security guard drives a golf cart to monitor all of the properties. During winter months a marked vehicle is used. The security guard can be reached during on-duty hours at (859) 699-4830 for any safety concerns. In case of emergency please call the police first and then contact security.

**Relationship with Law Enforcement:** The Seminary enjoys an excellent working relationship with the Lexington-Fayette County Police Department and the Kentucky State Police as well as state, federal and local agencies dedicated to the safety and security of the community.

## **F. Registered Sex Offenders**

Information on registered sex offenders living and working in the areas near Lexington Theological Seminary’s campus may be obtained through the following state law enforcement website: <http://kspsor.state.ky.us/> Lexington Theological Seminary is not responsible for the accuracy of data which appears on the state website. Students are

encouraged to visit their home state's law enforcement website to locate information on sex offenders residing in their area.

## **G. Campus Security and Crime Prevention Programs**

Consistent with campus security needs, from time to time the Campus Security Authority shall provide security and crime prevention information via posted messages, e-mail, recommended websites and webcasts or printed material regarding security topics and concerns.

Information on sexual violence education and prevention training programs for the campus community is provided in *Directory of Victim Assistance Services*.

## **II. Disclosure of Campus Security and Crime Statistics**

### **A. Description of Statistics Reported**

Lexington Theological Seminary will disclose all statistics from reports of alleged criminal incidents. The Campus Security Authority collects and reports crime statistics in compliance with the federal Clery Act and the Commonwealth of Kentucky's Minger Act annually. Crime definitions are provided in Attachment 5 – *Crime Definitions* of this document.

CLERY ACT crimes are classified based on the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR). For sex offenses only, the definitions provided in the FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR are used. The Clery Act requires reporting of three categories of statistics: Criminal Offenses (criminal homicide, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson); Hate Crimes (any criminal offense committed against a person or property which is motivated by the offender's bias toward a group or persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin as well as larceny-theft, simple assault intimidation and destruction/damage/vandalism of property); Arrests and Referrals for Disciplinary Action (for weapons violations, drug abuse violations, liquor law violations.)

MINGER ACT crime definitions are excerpted from the FBI's UCR and NIBRS as well as the Kentucky Revised Statutes (KRS) and include murder, manslaughter, reckless homicide, assault (simple and aggravated), menacing (KRS 508.050), wanton endangerment (1<sup>st</sup> degree KRS 508.060, 2<sup>nd</sup> degree KRS 508.070), terroristic threatening, stalking (1<sup>st</sup> degree KRS 508.140, 2<sup>nd</sup> degree KRS 508.150), forcible and non-forcible sex offenses, burglary, criminal damage to property – vandalism, arson, theft, motor vehicle theft, robbery, weapons law violations, criminal attempt (KRS 506.010), drug-related violations, liquor law violations.

### **B. Procedure for Annual Reporting of Crime Statistics**

At the end of each calendar year the Campus Security Authority will direct preparation of the Seminary's Annual Security Report, including statistics for crimes required to be reported by the Clery Act. The report will be made available for distribution/review no

later than October 1<sup>st</sup> of the year following the reporting period. Notification of availability of the report along with a web address for access to a current copy will be sent via e-mail to the campus community.

**Request for Annual Police Crime Analysis Report:** Early in the report year, a written request shall be directed to the Lexington-Fayette Urban County Division of Police, requesting data for the preceding calendar year as follows: Calls for Service, Reported Crime, and Arrests for the Lexington Theological Seminary Campus and for the areas constituting a perimeter around the campus. The request may be submitted by fax. Upon phone notification by the police liaison, the completed report is provided for pickup at the police station in Lexington. There is a nominal charge for this service, which must be paid at the time the report is picked up for the Seminary. This report provides back-up information to the crime log, along with additional information about the areas surrounding campus, which is required for the compliance reports. The report is reviewed and incidents which must be reported are noted. A digital copy of the report shall be retained on file for four years. (Further instructions for special situations are available in Chapter 4 of the *Handbook for Campus safety and Security Reporting*, provided by the U.S. Department of Education, Office of Postsecondary Education)

**Clery Report:** On or about mid-July the Seminary will receive a letter from the Director of the Policy and Budget Department of the United States Department of Education, Office of Postsecondary Education. This letter will notify of any upcoming changes to the Clery reporting requirements and will include web addresses to be used to access the Clery Act Handbook for Crime Reporting and the report filing website. Also included with the letter will be the Registration Certificate providing passwords and registration and help desk information. The letter and the registration form, in PDF format, are filed in the Assessments user location on the Seminary network. The on-line Handbook for Crime Reporting will contain instructions and definitions which must be followed for completing the Clery Act information.

**Campus Security Authority Notification:** The President's annual memorandum to the Campus Security Authority ensures that personnel responsible for campus security have been informed of their responsibilities for crime and safety reporting for the year and that they are aware of procedures currently in effect in response to the Campus Security Act.

**Annual Security Report:** Annual crime statistics for the Seminary (which include reported crimes within campus geography in which individuals not associated with the Seminary are involved) is provided in Lexington Theological Seminary's Annual Security Report. The report must include crime statistics as well as notification of policies and procedures according to the latest USDE requirements. These requirements are listed in the Clery Act Handbook, available on-line. This report must be posted on the Seminary Website and must be available to the general public, including prospective students and employees. Availability must be announced by a broadcast e-mail message sent by the Campus Security Authority to all students, faculty and employees and must include the exact electronic address at which the report is posted. This report must be completed and posted prior to October 1<sup>st</sup> of each year.

**Minger Report:** On or about mid-August, the Seminary President will receive a letter from General Counsel for the Kentucky Council on Postsecondary Education, informing the President that the Michael Minger Act Report for the prior year is to be filed by the end of the month. [Instructions are provided for any institution which does not recall its user id and password.] The report is filed on-line. There are six sections; the three narrative sections are updated only for changes from the prior year. The three tables are used to report (1) Crimes; (2) Criminal Attempts; and (3) Incidents if not included in 1 or 2 but included on Crime Log. The data are those crime and fire statistics (as noted above) retained by the Business Office for the prior year, along with any additional crime data appearing in the Police Department Crime Analysis but not reported to the Business Office. Data for completion of the crime statistics section are drawn from review of the Crime Log and the Police Crime Analysis Report mentioned above. (Data for the prior two years appear automatically on the report.) The Disclosure of Policy Statements section should reflect the latest version of approved and published Seminary policies which refer to the topics cited. After completing the survey and reviewing the input, the survey is locked. It then becomes available to the public and no part can be changed.

### **C. Geographic Definitions**

For the following location descriptions “controlled by” means that the Seminary rents, leases or has some other type of written agreement for a building or property, or a portion of a building or property. Even if there is no payment involved in the transaction, under Clery Act guidelines a written agreement for use of space gives the Seminary control of that space for the time period specified in the agreement (See: U. S. Department of Education, Office of Post-Secondary Education, The Handbook for Campus Safety and Security Reporting, Washington, D.C.)

**On - Campus:** Any building or property owned or controlled by the Seminary that is within the same reasonably contiguous geographic area and used by the Seminary in direct support of, or in a manner related to the Seminary’s educational purposes is considered on-campus; and any building or property that is within or reasonably contiguous to the property referenced prior but controlled by another person, is frequently used by students and supports institutional purposes is considered on-campus.

**Public Property (adjacent to and accessible from):** Public Property includes building common areas such as lobbies, elevators and stairways in addition to thoroughfares, streets, sidewalks and parking facilities that are within campus or immediately adjacent to and accessible from campus.

**Non-Campus Buildings or Property:** Non-campus buildings to be included in emergency procedures and crime statistics reporting are buildings or property not owned or controlled by the Seminary that are used in direct support of, or in relation to the Seminary’s educational purposes, are frequently used by students, and are not within the same reasonably contiguous geographic area of the Seminary.

**Clery Geography:** As of August 1, 2014, Lexington Theological Seminary’s Clery Geography consists of Suites 300 [third floor] and 510 [fifth floor] of the office building

at 230 Lexington Green Circle, Lexington, Kentucky, 40503 as well as the building's stairways, lobby, elevators, sidewalks and parking lot. The Seminary is located within a mall/office park which is privately owned; there is no public property adjacent to the campus.

#### **D. Crime Log**

Throughout the year, a file of all criminal incidents and alleged criminal incidents which occur on the LTS Clery Geography is maintained. The file must include two elements:

**Crime Log:** The crime log (that records by the date the crime or alleged crime is reported) is maintained by the Business Office. Information contained in the log is gathered from the incident forms described below. The crime log for the latest 60 day period remains immediately available for review by the public or any member of the campus community during office hours. Any portion of the log older than 60 days will be made available within two business days of the request by the public or any campus community member.

**Crime Incident Report:** One form is completed for each criminal incident which occurs on campus during the calendar year. The Campus Security Authority (CSA) to which the crime is reported completes this form. The information must include the nature, date, time and general location of each crime and the disposition of the complaint, if known (Attachment 2).

Since there is no longer on-campus student housing at Lexington Theological Seminary, a Fire Log is no longer maintained.

#### **E. Arrests and Referrals For Disciplinary Action**

In addition to crimes defined in Attachment 5 – *Crime Definitions*, the Clery Act requires reporting of arrests and referrals for disciplinary actions for the following violations:

**Weapons:** 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. This classification also encompasses weapons offenses that are regulatory in nature.

**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.

**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.

The Seminary's policies, including sanctions, concerning illicit drugs, alcohol, tobacco and firearms are provided at <http://www.lextheo.edu/appendix-e-illicit-drugs-alcohol-tobacco-and-firearms-policy/>

### III. Sex Offenses

The Seminary's Policy on sexual discrimination, harassment and sexual misconduct is provided as Appendix C of the Seminary Handbook which is located on the Seminary website at: <http://www.lextheo.edu/appendix-c-policy-statement-on-sexual-harassment-discrimination/>

#### A. Procedure to follow if a Sexual Offense Occurs

The victim of a sex-based offense (including sexual assault, dating violence, domestic violence or stalking) should promptly report the incident to the Campus Security Authority who will prepare a Crime Incident Report and provide the victim with a copy of the Notification of Rights/Options and a Directory of Victim Assistance Services (see Attachment 6 – Notification of Rights/Options) which will provide the victim with a brief written explanation of his/her rights to notify law enforcement and to be assisted by campus authorities in doing so, explanation of no contact orders and contact information for campus and local assistance services.

The Seminary encourages victims to also file a police report in all cases involving potential criminal conduct; however, victims may choose to first report the incident to the Campus Security Authority who will assist with reporting sexual misconduct/assault and in obtaining medical support and information regarding available legal resources as well as counseling and support services. If a victim requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included in any campus crime report, emergency notification or timely warning that would personally identify the victim without his/her consent. For additional resource information, see Section IV.D, E.

If the offense was committed by a member of the campus community, the victim may also choose to make a formal or informal complaint to the Appeals/Grievance Committee. In such cases, see Appendix B: Grievance Procedures, <http://www.lextheo.edu/appendix-b-grievance-procedures/> for steps to follow and disciplinary actions which may be taken.

**Victim's Academic Situation** Lexington Theological Seminary will provide alternatives for a victim's academic situation (such as changing class assignments so that a victim need not attend class in the same classroom with the accused) after an alleged sex offense, if requested by the victim and if alternatives are reasonably available.

**National Sexual Assault Hotline** Additional information on sexual assault and free confidential counseling may be obtained by contacting the toll free, 24-hour National

Sexual Assault Hotline, operated by RAINN (Rape, Abuse & Incest National Network) at 1-800-656-HOPE or the RAINN website: [www.rainn.org](http://www.rainn.org).

**Medical Care/Emergency Room Examination** An individual who has been the victim of a sex-based offense is urged to seek medical evaluation as soon as possible, ideally within 72 hours of the incident. Any person who has been the victim of a sex-based offense may go directly to the emergency room of any local hospital for medical attention. For life-threatening conditions, call 911, or 9, then 911 from a campus phone.

Sexual assaults for which individuals seek medical treatment must be reported to the appropriate police unit by health care officials. However, victims are not required to criminally prosecute the case or file a police report, unless the sexual assault survivor is a minor.

**Medical-Legal Evidence Collection** A person who has been the victim of sex-based offenses (particularly rape, forcible oral copulation, or sodomy) is encouraged to request collection of medical-legal evidence. Collection of evidence entails interaction with police and a police report. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. If the sex-based offense occurred within 72 hours, a confidential exam can still be administered at local hospitals. However, the sooner sex-based offenses are reported, the more likely evidence will remain. To help preserve evidence, the victim is encouraged to try to avoid:

- bathing or douching;
- washing hands or face;
- urinating;
- drinking any liquids;
- if oral contact has occurred, the victim is encouraged to refrain from smoking, eating, or brushing their teeth;
- if clothes are changed, soiled clothes should be placed in a paper bag (plastic can destroy crucial evidence).

Questions about evidence collection can be directed to the local Rape Crisis Center (see Section IV.)

**Sexual Violence: Protection Orders** A protection order is a legal order issued by a court, which requires one person to stop harming, harassing, threatening, abusing, and/or stalking another person. A court looks at the facts and circumstances of the case to determine what actions the alleged individual may not engage in. Emergency protective orders (EPO) and domestic violence orders (DVO) provide protection from harm by a family member or someone in a domestic relationship. In Kentucky, a Domestic Violence Order (DVO) is filed at the Circuit or District Courthouse in the county where the victim lives. If the victim has fled the county of residence to escape the abuser, the victim may go to the Courthouse in the county to which the victim has fled.

- The court information for Fayette County, Kentucky is:

Fayette County Circuit Clerk  
120 N. Limestone St.  
Room 103  
Lexington, KY 40507-1152  
Phone: (859) 246-2141

- To view a copy of the Domestic Violence Petition/Motion for Kentucky, see:  
<http://courts.ky.gov/resources/legalforms/LegalForms/2751.pdf>
- For further information on filing a petition in Kentucky and the types of protection available, see Office of the Kentucky Attorney General's webpage at:  
<http://ag.ky.gov/criminal/victims/Pages/domestic.aspx>
- For information on enforcement of Out-of-State protection orders by Kentucky law enforcement, see the Department for Human Services webpage at:  
<http://chfs.ky.gov/NR/rdonlyres/7BE6EA33-2EF7-41A8-8711-D8A88192A9C5/0/OutofStateDomesticViolenceOrders.htm>

Lexington Theological Seminary has no Security or Police Department. No member of the campus community has law enforcement authority. Incidents of violation of no-contact, restraining and protective orders are handled in the same way as other criminal incidents.

Any employee who holds a lawful no contact or restraining order may directly petition the President of the seminary for special work accommodation during the term of the order, including but not limited to consideration of restricting interaction/contact with a Seminary student or employee named in the order, etc. Any student who holds a lawful no contact or restraining order may directly petition the Vice President for Academic Affairs for special academic accommodation during the term of the order, including but not limited to consideration of academic needs and issues, restricting interaction/contact with a Seminary student or employee named in the order, etc. The Seminary will make every reasonable effort to cooperate with the party/parties involved in order to honor the terms of the no contact or restraining order. The Seminary will require that the student/employee provide a copy of the court order for its records.

**Consent in Sexual Assault** While Kentucky law does not define consent for sexual conduct, Kentucky law indicates the following constitute lack of consent\* (KRS 510.020):

- (a) Forcible compulsion
- (b) Incapacity to consent; or
- (c) If the offense charged is sexual abuse, any circumstance in addition to forcible compulsion or incapacity to consent in which the victim does not expressly or impliedly acquiesce in the actor's conduct.

A person is deemed incapable of consent when he or she is:

- (a) Less than sixteen (16) years old
- (b) An individual with intellectual disability or an individual that suffers from a mental illness;
- (c) Mentally incapacitated;
- (d) Physically helpless; or
- (e) Under the care or custody of the state or local agency pursuant to court order and the actor is employed by or working on behalf of the state or local agency.

Note: The provisions of subsection (3)(e) of this section shall not apply to persons who are lawfully married to each other and no court order is in effect prohibiting contact between parties.

*\* This is a non-exhaustive list and is not intended to provide legal advice. Persons should consult with law enforcement and prosecutors for advice.*

## **B. Advising Crime Victims**

Any person suffering a crime on campus will be referred to appropriate counseling resources by either the Campus Security Authority or the Vice President for Academic Affairs and Dean, as appropriate.

Pastoral Support and Referrals: The Seminary will offer pastoral support to any member of the campus community who is a victim of a sex offense. The Dean will arrange for said support. Pastoral support persons shall be members of the clergy and others who receive confidences in their capacity as spiritual advisors, counselors or other positions. Referral information for crisis intervention, general counseling or medical attention will also be provided as determined by the Dean and pastoral support person.

## **C. Confidentiality**

Lexington Theological Seminary will preserve student/employee confidentiality to the extent possible and allowed by law. The Seminary will exercise sensitivity with respect to the privacy concerns of the reporting person; however, these concerns must be balanced against the Seminary's legal obligations as well as its need to protect the campus community and to ensure that appropriate disciplinary processes are implemented. Notification to a parent or guardian of a victim of an incident of sexual misconduct or sexual assault will be made, if necessary, in accord with the requirements of applicable privacy and reporting laws, including but not limited to the Family Educational Rights Privacy Act (FERPA).

The crime statistics included in the Seminary's annual state and federal compliance reports and the daily crime log do not include any information that would identify the victim, or the person accused of committing a crime. Crime incident reports are retained by the Campus Security Authority in secure storage. All Appeals/Grievance Committee

documentation relating to offenses reported to the Committee is retained by the Committee Chair in secure storage.

#### **D. Positive Options for Bystander Intervention**

The following advice and counsel concerning bystander intervention is provided for any member of the campus community who might notice a behavior of concern and interpret the behavior as a problem.

Bystander Intervention is a helping behavior whereby a bystander intervenes directly or indirectly in emergency or non-emergency situations. Examples of situations where active bystander intervention has proven effective include sexual assault, domestic violence, dating violence, stalking, discrimination, bullying and hazing, eating disorders, alcohol and drug abuse, and issues of academic integrity.

Positive bystander intervention strategies begin when individuals notice the behavior of concern, interpret the behavior as a problem. Always be aware of your personal safety while being an active bystander. Intervene only when it is safe to do so. The goal of bystander intervention is to save lives and prevent possible acts of violence.

The basic active bystander intervention strategy for emergency and non-emergency situations is to report the incident to the Campus Security Authority (CSA). Emergency notifications can also be made by calling 9-1-1 from a cell phone or 9, followed by 911 from a Seminary phone.

Additional strategies include:

- Encourage victims to self-report; never dismiss claims of sexual violence or domestic violence; never place blame on the victim of an act of violence.
- Intervene and ask if a person needs help (e.g., "Do you need a ride?" or "Do you want me to call someone to help?").
- Do not leave another person alone in a situation in which you feel uncomfortable; develop a buddy system.
- Use distraction techniques such as humor, reframing, redirection, or personalization to reduce tension between individuals and to stall for time in which to intervene.
- Recruit help; group interventions can make individuals aware of patterns of behaviors of concern.
- If you are confident that it is safe for you to do so, address the potential perpetrator directly - Ask her/him to stop what she/he is doing, that it is not acceptable or condoned by you, your peers or the Seminary.
- Create a distraction to divert the attention of the potential perpetrator (for example: start a conversation about something else, suggest that they are needed to assist with something, etc.)
- Enlist the help of a friend or other bystander(s). Draw their attention to the situation and quickly strategize with them to step in. Ask them to join you in approaching the potential victim or perpetrator or to contact authorities such as the police, Campus Security Authority or Seminary officer/faculty member while you address the parties involved.

Additional information about the role of positive bystander intervention can be found at the National Sexual Violence Resource center website, specifically:  
[http://www.nsvrc.org/sites/default/files/Publications\\_NSVRC\\_Booklets\\_Engaging-Bystanders-in-Sexual-Violence-Prevention.pdf](http://www.nsvrc.org/sites/default/files/Publications_NSVRC_Booklets_Engaging-Bystanders-in-Sexual-Violence-Prevention.pdf)

#### **E. Educational Programs to Promote Awareness**

The Seminary is committed to educate students and the campus community on how to identify early warning signs of violence and understand the appropriate responses. In this regard, a combination of on-line and print resources is used to inform new students and employees about crime and violence prevention and educate the campus community about sexual violence prevention, self-protection and safety.

Materials are provided to the campus community in several situations: included in preparation material for periodic student intensives, as annual mailings, as periodic notifications in response to active safety and security issues. A brief description of current program offerings is provided in Attachment 7 of this document.

The Campus Security Authority in collaboration with the Vice President for Academic Affairs for student issues is responsible for the design, update and selection of training and educational materials relating to crime, campus security and violence prevention.

### **IV. References and Related Materials**

#### **A. National Hotlines**

National Suicide Prevention Hotline: 1-800-273-TALK (8255);  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

Substance Abuse & Mental Health Services Association: 1-800-662-HELP (4357)  
[www.samhsa.gov](http://www.samhsa.gov)

Mental Health Services Locator: <http://mentalhealth.samhsa.gov/databases/>

Rape, Abuse & Incest National Network (RAINN): 1-800-656-HOPE (4673)  
[www.rainn.ORG](http://www.rainn.ORG)

National Domestic Violence Hotline: 1-800-799-7233 [www.ndvh.org](http://www.ndvh.org)

Department of Justice Office of Violence Against Women: [www.usdoj.gov/ovw/](http://www.usdoj.gov/ovw/)

Narcotics Anonymous (find a registered Narcotics Anonymous group in your area):  
[www.na.org](http://www.na.org)

Alcoholics Anonymous (find a registered Alcoholics Anonymous group in your area):  
[www.aa.org](http://www.aa.org)

## **B. Kentucky Hotlines**

(Lexington) Bluegrass Rape Crisis Center: 859-253-2511 or 800-656 HOPE (4673)

Lexington Mental Health Crisis Line: 1-800-928-8000

Drug and Alcohol Abuse Treatment Referral: 1-800-662- HELP (4356)

## **C. Resources for Drug & Alcohol Addiction – Kentucky**

Blue Grass Intergroup: 859-225-1212; [bluegrassintergroup@hotmail.com](mailto:bluegrassintergroup@hotmail.com)

## **D. Resources for Victims of Sexual Violence**

Access to Justice Foundation: Coordinates statewide pro bono opportunities for volunteer lawyers, provides poverty law training, directs resource development activities, and provides free telephone legal assistance to seniors throughout Kentucky. Seniors should call (800.200.3633)

400 Old Vine Street  
Suite 203  
Lexington, KY 40507  
Phone: (859) 255-9913  
Phone: (800) 200-3633 for seniors only  
Web: <http://www.ajfky.org/>  
Email: [E-mail: ajf@mis.net](mailto:ajf@mis.net)

Kentucky Cabinet for Health and Family Services: Provides information, links and referrals to various statewide resources.

Office of the Secretary  
275 East Main Street  
Frankfort, KY 40621  
Hotline: CHFS Ombudsman Toll-Free 1-800-372-2973  
Phone: Abuse Hotline: 1-800-752-6200  
Phone: Women, Infant and Children (WIC) Program: 1-800-462-6122  
Web: <http://chfs.ky.gov/>

The Family Violence Prevention Branch of the Kentucky Cabinet for Health and Family Services: <http://chfs.ky.gov/dcbs/dpp/violenceprevention.htm>

Kentucky Domestic Violence Association

111 Darby Shire Circle

Frankfort, KY 40601  
Phone: Phone: 502-209-KDVA (5382)  
Web: <http://www.kdva.org>

#### Legal Aid Network of Kentucky

Hotline: First time callers: 866-452-9243  
Phone: Toll Free: 800-782-1924  
Phone: Local: 270-782-1924  
Web: <http://kyjustice.org/home>

The Stalking Resource Center: Stalking Prevention & Protection Information  
<http://www.victimsofcrime.org/our-programs/stalking-resource-center>

### **E. Resources for Victims of Sexual Violence - National**

Directory of Crime Victim Services Enables crime victims to readily locate national and international assistance services and will help victim service providers make appropriate referrals. The directory allows users to search for victim services by location, type of victimization and type of service needed. Web: <http://ovc.ncjrs.org/findvictimservices>

National Organization for Victim Assistance The National Organization for Victim Assistance (NOVA) provides victim and witness assistance for criminal justice and mental health professionals, advocates, researchers, victims and survivors, and related professionals.

Hotline: 1-800-TRY-NOVA (1-800-879-6682)  
Phone: (703) 535-NOVA (6682)  
Web: <http://www.trynova.org>

U.S. Citizenship & Immigration Services [Servicios de Inmigración]:

<https://www.uscis.gov/archive/archive-laws/archive-legal-documents/finding-free-legal-advice> and <https://www.uscis.gov/legal-resources>

Financial Assistance for Crime Victims [Asistencia Financiera para Víctimas de Crimen]:

Victim Connect Resource Center  
<https://victimconnect.org/victim-service-information/financial-assistance-crime-victim-compensation/>  
National Association of Crime Victim Compensation Boards  
<http://www.nacvcb.org/index.asp?sid=5>

# CAMPUS SECURITY CHECKLIST

## *Lexington Theological Seminary*

□ **In case of imminent danger from crime, fire or other emergency, dial “911” immediately and describe the situation to the responder; follow any instructions provided by the civil authorities.** (If dialing from a phone within the Seminary phone system, you must first dial “9”, then “911”. If dialing from your cell phone, be prepared to give your physical location if asked. The Seminary campus is located at 230 Lexington Green Circle, Lexington, Kentucky 40503)

- In case of fire, activate the fire pull alarm located on the wall at each stairwell exit door. Activation of the fire alarm will automatically alert the fire department.
- For specific evacuation or safe area instructions in case of bomb scare, earthquake, loss of power, elevator entrapment or severe weather, please refer to Lexington Green Emergency Building Information, Attachmen1 of the Campus Safety and Security Policies and Procedures in the Student Handbook.

□ **In the case of any crime or offense of a non-emergency nature which is observed or of which a person has knowledge, the situation must be reported immediately to the Campus Security Authority (CSA), Karen Wagers, Chief Financial Officer, Room 316, extension 1236.** In the event the CSA is out of the office, the incident should be reported to the Vice President of Academic Affairs and Dean, Dr. Loida I. Martell, extension 1256.

## EMERGENCY PROCEDURES FOR STUDENTS AND VISITORS

*Whenever possible, all persons present in classroom facilities, offices, common areas and/or the library will be instructed by the Campus Security Authority to take the recommended action according to the nature of the situation, however, in the absence of instruction, please follow the procedures below according to the emergency situation encountered.*

**CRIME: If you witness a violent crime, dial 911 immediately.** If you notice activity that is suspicious, report it to Karen Wagers, the Chief Financial Officer and Campus Security Authority (CSA) immediately. If you are unable to contact the CSA, notify another Seminary officer or faculty member. The Campus Security Authority will notify the police and also alert building management, if warranted.

### **To decrease the possibility of automobile crimes:**

- Do not leave your vehicle unattended with the engine running.
- Lock your vehicle.
- Do not leave laptops, tablets, CDs, tapes, GPS devices, loose change, etc. visible through vehicle windows; lock such items in glove compartment or in trunk before entering the parking lot.
- Take purses and wallets with you. Do not leave purses in the car or the trunk.

**MEDICAL EMERGENCY: Immediately call 911 in the event of a medical emergency.** Provide the street address, the floor and suite number (*Lexington Theological Seminary’s street address is: 230 Lexington Green Circle, Suite 300*), your name, the number you are calling from and the nature of the emergency. Stay on the telephone if at all possible or have someone relay messages to you from the 911 operator. Have someone contact building management.

- Avoid moving the patient. Evaluate the patient, getting as much information as possible from the patient or if the patient is unresponsive, from anyone that saw the actions leading up to or preceding the emergency. Provide all information to the 911 operator and wait for directions.
- Have someone meet emergency personnel at building entrance with elevator locked off to bring to location of patient.

**ELEVATOR ENTRAPMENT:** ThyssenKrupp Elevator Company is called automatically from the elevator telephones. They will respond immediately.

**FIRE:** In case of fire

- **Activate fire pull alarm located on the wall at each stairwell exit door.** If safely possible, notify the CSA or a Seminary officer or faculty member.
  - o Activation of the fire alarm will automatically notify the fire department and will alert occupants on the floor where the alarm was pulled in addition to one floor above and one floor below with a fire alarm signal (a slow whoop ten seconds) and a taped message to evacuate only those three floors.
- **Exit the building through the nearest stairway.** Never use the elevators in any fire emergency.
  - o If occupants fully exit the building, gather away from the building with other building occupants so that once everyone has evacuated, a head count can be taken.

**LOSS OF POWER:** The buildings emergency generators allows the building to have power supplied to emergency exit lighting, the fire sprinkler system and the main entry door lock system.

- If it is necessary to exit the building, follow the lighted exit signs to the nearest stairway. **DO NOT USE ELEVATORS.**
- Once outside, stay clear of downed power lines, trees or limbs.

**EARTHQUAKE:**

- Move immediately to a safe place. Get under a desk or table or stand in an interior doorway or in the corner of a room. Stay away from windows and heavy objects (such as a refrigerator or tall furniture) that may topple or slide across a floor.
- Seek safety where you are at the time of the incident. Then, if evacuation is necessary, leave calmly. Power for elevators may fail. Stairways may be broken or jammed with people.
- Do not use the telephone except to call for help or to report serious emergencies
- Seek medical help for those in need and check for fires and put out if you can.
- The electricity may go out, elevator, fire and burglar alarms may start ringing and/or the sprinkler system may activate. Expect to hear noise from breaking glass, cracks in walls and falling objects.
- If outdoors, get into an open area away from the building and power lines.

**TORNADO/SEVERE WEATHER:**

- Move to safe area on the floor (toward center of building), such as restrooms, fire stairwells or interior rooms with no glass.
- Do not attempt to go to the first floor lobby.
- If outdoors go to low lying area and remain there until storm passes.

**Attachment 2**  
**Lexington Theological Seminary**  
**Crime Incident Report Form**  
(updated August 2014)

This form is to be completed by the Campus Security Authority who is required to report information received about specified crimes/offenses (described below) pursuant to the federal *Clery Act*. The information collected from these forms will be used to prepare a compilation of statistical crime information that will be included in the campus' Annual Security Report. It is the policy of Lexington Theological Seminary to ensure that victims and witnesses to crime are aware of their right to report criminal acts to the police, and to report Seminary policy violations to the appropriate office (e.g., student conduct violations to the Office of the Dean). However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

Person Receiving Report:

Phone Number:

Date:

Report Made by:  Victim  Third Party, Relationship to victim:

Date and Time the Incident Occurred: Date: Time of Day:

Location of Incident:  On-Campus (including common areas and parking lots)  Off-campus campus  Unknown  
*Describe specific location, e.g. address, floor, suite, room, etc.*

Description of the incident or crime:

Classification of the Incident (*for definitions, see Attachment 2 in Campus Safety & Security Policies and Procedures*)

- Criminal Homicide (specify)**
- Robbery**
- Assault**
- Burglary**
- Motor Vehicle Theft**
- Arson**
- Menacing**
- Wanton Endangerment**
- Terroristic Threatening**
- Sexual Violence:** *Examples of sexual violence include sexual assault (rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape) domestic violence, dating violence and stalking). If reporting sexual violence, please specify type of offense and answer questions below.*

Type of offense:

Were the *victim and the assailant* acquainted?  Yes  No

Was the *victim* under the influence of alcohol  No, alcohol  Yes, alcohol  
drugs?  No, drugs  Yes, drugs

Was the *assailant* under the influence of alcohol?  No, alcohol  Yes, alcohol  
drugs?  No, drugs  Yes, drugs

**Hate Crimes:** *Hate crime information is required to be reported for each of the following crimes (criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson) and for any other crime involving bodily injury.*

Was this incident motivated by hate or bias?  Yes  No

If yes, category of prejudice:

- Race  Gender  Gender Identity  Ethnicity/National Origin  Religion  Disability  
 Sexual Orientation

Provide a brief explanation of the determination:

**Alcohol, Drug and Weapons Law Violations**

*Check all that apply:*  Alcohol  Drugs  Weapons. Describe weapon:

Number of individuals arrested or referred for campus disciplinary action:

Names of individuals, if available, and relationship to Lexington Theological Seminary (e.g. student, faculty member, etc.):

Followup or Additional Information:

Attachment 3  
**Emergency Response & Timely Warning**  
Campus Security Authority Procedure

**Policy Statement:**

Emergency notifications will be issued in response to a significant emergency or a dangerous situation that in the judgment of the Seminary, constitutes an immediate, imminent, or impending threat to the health or safety of members of the campus community.

Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases, off campus that, in the judgment of the Seminary, constitute a serious or continuing threat to members of the campus community. If a victim requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included in any campus crime report, emergency notification or timely warning that would personally identify the victim without his/her consent

**Reason or Purpose for Policy:**

In compliance with the Higher Education Opportunity Act (HEOA) of 2008, and the Jeanne Clery Act, 20 U.S.C. 1092(f), the purpose of this policy is to set forth the procedures by which the Seminary will provide emergency notification or timely warning to the campus community in the event that a significant emergency or dangerous situation is reported that poses an immediate, imminent, or impending threat to members of the campus community; or a crime or incident is reported that poses a threat to members of the campus community.

**Procedure for Issuing Emergency Notifications:**

1. Anyone with information believed to warrant an emergency notification should promptly report the circumstances to the Chief Financial Officer who is the designated Campus Security Authority (CSA): 859-280-1236 (office); or by electronic mail at [kwagers@lextheo.edu](mailto:kwagers@lextheo.edu). (If the Campus Security Authority is unavailable, the information should be reported to the Vice President for Academic Affairs and Dean; 859-280-1256 (office); or [lmartell@lextheo.edu](mailto:lmartell@lextheo.edu)). Emergency notifications are considered for the following types of incidents: severe weather, hazardous chemical or hazardous material spills, violent intruder, significant outbreak of illness, flood, fire, earthquake, gas leak, bomb threat, terrorist incident, explosion, or any other circumstance that may constitute an immediate threat to the Seminary community.
2. The Campus Security Authority will decide whether an emergency notification will be issued.
3. The decision to issue an emergency notification will be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the emergency and the continuing danger or risk to the campus community.
4. Every attempt will be made to issue the notification as soon as possible after the incident is reported to the Campus Security Authority; however, the release is subject to the availability of accurate facts concerning the incident.

5. If the determination is made that an emergency notification will be issued, Campus Security Authority will confer with the appropriate public and Seminary officials and make a determination of who needs to be notified, and what the content of the notification should be. This determination will be made giving consideration to what members of the community may be endangered by the emergency, who else may be affected by it, and what information is appropriate to communicate to them. If a victim requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included that would personally identify the victim without his/her consent.
6. Once the message is prepared, the Campus Security Authority, working cooperatively with other appropriate members of the campus community, will, without delay, initiate the notification system. The notification may be distributed in one or more of the following methods, depending on the circumstances of the situation: Seminary web pages; electronic mail; posting within Lexington Green facility; telephone or door-to-door notification in the Lexington Green suites; contacting the local media for immediate distribution; other means appropriate under the circumstances
7. The content of an emergency notification should include the following information if appropriate:
  - A statement as to what the emergency or dangerous situation is, in specific terms
  - A statement providing direction as to what actions the receiver of the message should take to ensure their own safety
  - A statement as to where or when additional information may be obtained
8. **Testing of the Emergency Notification System** should be done at least once annually. Different components will be tested on an individual basis to ensure the capability to use that specific communication method in an emergency. The tests should be planned and performed by the Campus Security Authority, working cooperatively with other appropriate members of the campus community. These tests should be announced or unannounced. Each test should be documented to include a description of the exercise, the date of the test, the start and end times of the test, and whether the test was announced or unannounced.

## Annual Test of Emergency Response Notification

Date:  Announced Test  Unannounced Test

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Report of Emergency Situation (describe)

Severe Weather  Violent Intruder  Fire  Other (describe)

Determination that notification will be issued (describe nature of emergency and risk determination, including how facts concerning the incident were ascertained and assessed for accuracy)

Message Prepared and Disseminated: (including statement of situation, actions receiver of message should take, where additional information may be obtained))

Method(s) of Notification selected:

- Seminary Web Page
- Electronic Mail
- Door to Door notification
- Contact Local Media
- Other (describe)

Findings:

Recommendations for Improvements/Modification to Procedures/Systems:

## Procedure for Issuing Timely Warnings:

1. Anyone with information believed to warrant a timely warning should promptly report the circumstances to the Chief Financial Officer who is the designated Campus Security Authority (CSA): 859-280-1236 (office); or by electronic mail at [kwagers@lextheo.edu](mailto:kwagers@lextheo.edu) . (If the Campus Security Authority is unavailable, the information should be reported to the Vice President for Academic Affairs and Dean; 859-280-1256 (office); or [lmartell@lextheo.edu](mailto:lmartell@lextheo.edu)).
2. The Campus Security Authority will decide whether a timely warning will be issued.
3. The decision to issue a timely warning will be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts. Timely warnings are considered for the following classifications of reported crimes: criminal homicide, sex offenses, robbery, aggravated assault, hate crimes, burglary, motor vehicle theft, and arson, as outlined in 34 CFR 668.46. Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the Clery Act and in an effort to prevent similar crimes from occurring.
4. Every attempt will be made to issue the warning as soon as possible after the incident is reported Campus Security Authority; however, the release is subject to the availability of accurate facts concerning the incident. If a victim requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included that would personally identify the victim without his/her consent.
5. If the determination is made that a timely warning will be issued, the Campus Security Authority will inform the Seminary community by one or more of the following means, depending on the circumstances of the situation: Seminary web pages; electronic mail; posting within Lexington Green facility; telephone or door-to-door notification in the Lexington Green suites; contacting the local media for immediate distribution; other means appropriate under the circumstances
6. The timely warning notice will not only contain the circumstances regarding the crime or incident, but it will also contain additional information to help promote safety and, where appropriate, the means to avoid similar crimes. Timely warning notices will typically include the following information, if known:
  - A succinct statement of the incident, including the nature and severity of the threat and locations or persons who might be affected
  - Any connection to previous incidents
  - Physical description of suspect and/or vehicle
  - Date and time the warning was released
  - Other relevant and important information, such as any bias, motive, the gender of the victim, and/or student/non-student status
  - Appropriate safety tips
7. In the event there is a determination not to issue a timely warning notice, the Campus Security Authority will document the reasons for not issuing the notice. This information will be maintained on file in accordance with the Seminary's record retention policy for Campus Security information.

Attachment 4

LEXINGTON GREEN  
OFFICE BUILDINGS I AND II

EMERGENCY BUILDING INFORMATION

BUILDING MANAGEMENT:

LEXINGTON GREEN PARTNERS, LLC  
859/271-1436, OFFICE  
859/312-8168, BUILDING ENGINEER  
859/621-9661, PROPERTY MANAGER

## EMERGENCY OVERVIEW:

Even if we are not in a disaster prone area, there are potential events or disasters that could affect us at Lexington Green.

The Emergency Building Information is not meant to provide every scenario of an emergency situation; however, it is a guide to use in the event of an emergency and a tool for each employer to use to train employees in some “what if” situations. Trying to remain calm and reassuring others is important in all emergency situations. Hopefully, we will not be faced with a need for most of this information and yet we wish to provide you with some safety procedures.

Following are some actions your company *may* wish to take to avert major problems should an emergency situation affect us:

- Keep a phone list of key employees and customers with you and other key staff members.
- Be sure several key employees have necessary company keys and access numbers.
- If you have a voice mail system, designate one remote number on which you can record a message to all employees.
- Get programmable call forwarding for your main business line(s). If you cannot get to the office, you can reprogram the phones to ring elsewhere.
- Back up computer data frequently; keep back up off-site.
- Use UL listed surge protectors and battery back up systems.
- Purchase a NOAA Weather Radio with a tone alert feature.
- Stock minimum supply of goods, materials and equipment you would need for business continuity.
- Keep emergency supplies available for employees including flashlights with extra batteries, first aid kit, tools, nonperishable food and bottled water.

## BOMB SCARE:

- Ask caller if you can transfer him/her to supervisor; however, if caller refuses to be transferred to another party, employee should obtain appropriate information.
- Caller should be kept on line as long as possible. Ask him/her to repeat the message.
- Employee should immediately request nearest person by note or signal, so that another employee is made aware of situation.

- Employee should try to obtain exact location of bomb, time of detonation and description of the bomb.
- Employee should try to remember distinguishing characteristics of the caller and should take notes on time call received, if caller sounds old or young, tone of voice, etc. If possible, have a second person listen in on the call. Pay attention to peculiar background noises, such as motors running, sirens, background music and any other noises which may provide clues.
- Immediately after the caller hangs up, call the police at 911 and then call building management. Building management will make notification to the other tenants in the building. If building maintenance is on duty, they will assist in search of the public areas, including restrooms and lobbies.
- All employees in the suite should be notified immediately and should make a quick search of their immediate area before evacuation.
- Bombs and explosives have not standard appearance. Be alert of cans, boxes, suitcases, sections of pipe or other items which seem out of place. Never touch, move, or in any way disturb unidentified or suspicious objects.
- If suspicious object is found, open all doors in the area to minimize structural damage in the event of an explosion.

## CRIME:

Tenants noticing activity that is suspicious should report it to the police and also alert building management. Employees with window offices have reported suspicious activity seen from office windows.

In an effort to decrease the possibility of automobile crimes, note the following suggestions/information:

- Lock your vehicle.
- Do not leave vehicle running with engine on while you enter the building.
- Do not leave CDs, tapes, GPS devices, loose change, etc. visible through vehicle windows; lock such items in glove compartment or in trunk.
- The upper deck of the parking garage has ample parking and can be seen from office building windows.
- Parking garage lights are lit 24 hours a day so that we have ample lighting underneath the parking garage at all times.
- Lexington Green has an extremely low crime rate. See additional information under SECURITY.

## EARTHQUAKE:

When an earthquake occurs, the ground will shake perceptibly for a relatively short time. Earthquakes generally last for a few seconds but great earthquakes can last up to a minute. It is possible to feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion, followed by another shock. This phenomenon is merely the arrival of different seismic waves from the same earthquake. Aftershocks may occur; these are separate quakes which follow the main shock. They may occur minutes, hours or even days afterwards. They can cause damage or collapse structures already weakened by the main earthquake.

### Procedures and guidelines:

- Move immediately to a safe place. Get under a desk or table or stand in an interior doorway or in the corner of a room. Stay away from windows and heavy objects (such as a refrigerator or tall furniture) that may topple or slide across a floor.
- Seek safety where you are at the time of the incident. Then, if evacuation is necessary, leave calmly. Power for elevators may fail. Stairways may be broken or jammed with people.
- Do not use the telephone except to call for help or to report serious emergencies. Listen to radio for information.
- Seek medical help for those in need and check for fires and put out if you can.
- The electricity may go out, elevator, fire and burglar alarms may start ringing and/or the sprinkler system may activate. Expect to hear noise from breaking glass, cracks in walls and falling objects.
- Shut off electricity if any change of damage to wiring. Do not touch power lines, electric wiring or objects in contact with them.
- Be certain sewer lines not broken before resuming use of toilets. Building maintenance may need to shut off water main if breakage occurred.
- If outdoors, get into an open area away from the building, parking garage and power lines.

## ELEVATOR ENTRAPMENT:

ThyssenKrupp Elevator Company is called automatically from the elevator telephones. They will respond immediately.

Additionally, elevator problems may be reported to building management.

## FIRE:

In case of fire:

- Activate fire pull alarm located on the wall at each stairwell exit door. Call fire department.
- Leave. Evacuate immediately if fire is in open area. Close doors behind you as you leave to help contain spread of smoke and flames.
- Confine fire. If possible, close the door, cover fire with a lid, move any material that might burn and do everything possible to contain the fire.
- Extinguish. Use fire extinguishers in suite or ones located at stairwell doors.

The above sequence of events may be done by several people at once and good judgment should prevail for maximum safety.

When a fire alarm is sounded, it may not be necessary to evacuate the entire building. Moving occupants off the emergency floor, one floor above and one floor below, may be the first consideration unless circumstances dictate otherwise.

Activation of the fire alarm:

- Will automatically notify the fire department.
- Will alert occupants on the floor where the alarm was pulled in addition to one floor above and one floor below with a fire alarm signal (a slow whoop ten seconds) and a taped message to evacuate only those three floors.

To exit the building:

- Exit through the nearest stairway.
- If occupants fully exit the building, gather away from the building with other building occupants so that once everyone has evacuated, a head count can be taken.
- Each handicapped person shall be assigned a buddy/buddies that will assist in escorting the disable person to the nearest stairway and down the stairs.
- Never use the elevators in any fire emergency.

## LOSS OF POWER:

Kentucky Utilities restores power in level of importance. Hospitals, fire and police stations are restored first.

During office hours:

Call building management to advise of situation and to find out if power loss is throughout the building or isolated to a particular suite or floor. Building management will contact Kentucky Utilities.

After office hours:

If the Lexington area is experiencing loss of power due to inclement weather, you may call building management to find out if Lexington Green is affected.

The buildings emergency generators allows the building to have power supplied to emergency exit lighting, the fire sprinkler system and the main entry door lock system. Building management performs routine checks on this backup system to assure its availability when needed in this type situation.

Guidelines:

- Have radio and flashlights (with working batteries) readily available. Suggest that each employee keep same in office desk drawer.
- If necessary to exit the building, follow the lighted exit signs to the nearest stairway. **DO NOT USE ELEVATORS.**
- Once outside, stay clear of downed power lines, trees or limbs.

## MEDICAL EMERGENCY:

Immediately call 911 in the event of a medical emergency. Provide the street address, the floor and suite number, your name, the number you are calling from and the nature of the emergency. Stay on the telephone if at all possible or have someone relay messages to you from the 911 operator. Have someone contact building management.

Avoid moving the patient. Evaluate the patient, getting as much information as possible from the patient or if the patient is unresponsive, from anyone that saw the actions leading up to or preceding the emergency. Provide all information to the 911 operator

and wait for directions. It may be necessary to contact a family member if patient is unresponsive as family member may be able to provide helpful information.

Have another employee or building management meet emergency personnel at building entrance with elevator locked off to bring to location of patient.

## SECURITY:

### Building Access:

Lexington Green Office Building I is open from 7:00 a.m. – 7:00 p.m. Monday through Friday and 8:00 a.m. – 1:00 p.m. on Saturday. Lexington Green Office Building II is open from 7:00 a.m. – 7:00 p.m. Monday through Friday and 8:00 a.m. – 3:00 p.m. on Saturday. Access may be obtained after hours and on holidays via security access cards. Entry must be via the front, main entrances facing the parking lots. Tenants should not allow other persons to follow them into the building. Additionally, doors are not to be propped open during times that the building is “closed”.

### Security Guard:

The Mall at Lexington Green provides a roving security guard Monday through Sunday as follows:

Sunday	Noon - 8pm
Monday-Wednesday	2pm - 10pm
Thursday	2pm - 11pm
Friday-Saturday	2pm - Midnight

During summer months, the security guard drives a golf cart to monitor all of the properties. During winter months a marked vehicle is used. If you need to reach security during the hours listed above, the guard cell phone number is (859) 699-4830. In case of emergency please call the police first and then contact security.

## TORNADO/SEVERE WEATHER:

In the event of threatening weather, tenants are encouraged to listen to television and radio. In the event a tornado is sighted, or a tornado bulletin is issued for Lexington, building management will notify all occupants in the building.

### Guidelines:

- Close all window blinds/drapes on outside windows.
- Close all doors to outside offices.
- Move to safe area on your floor (toward center of building), such as restrooms, fire stairwells or interior rooms with no glass.
- Do not attempt to go to the first-floor lobby.
- If outdoors, go to low lying area (under parking garage) and remain there until storm passes.

## Attachment 5

### Crime Definitions

(Except where otherwise noted, the definitions listed below are applicable to both Acts and are excerpted from the Federal Bureau of Investigation's Uniform Crime Reporting Program, Uniform Crime Reporting Handbook; the specific wording of the definitions in the Minger Act may differ slightly from the federal definitions. The definitions for crimes specific to the Clery Act are also excerpted from the Uniform Crime Reporting Handbook. The definitions for crimes specific to the Minger Act are excerpted from the Kentucky Revised Statutes.)

#### CRIMINAL OFFENSES

##### CRIMINAL HOMICIDE

**Murder And Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter:** The killing of a person through gross negligence.

##### SEX OFFENSES

**Forcible:** 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 attempts.

**Forcible Rape:** The carnal knowledge of a 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 because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**Forcible Sodomy:** Oral or anal sexual intercourse with another person; forcibly and against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person; forcibly and against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. (An object or instrument is anything used by the offender other than the offender's genitalia.)

**Forcible Fondling:** The touching of the private parts of another person for the purpose of sexual gratification, forcibly and against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Non Forcible:** Any unlawful, non-forcible sexual intercourse.

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent. (In Kentucky the age of consent is sixteen (16) years old.)

Incest: Non-forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

DOMESTIC VIOLENCE: includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

DATING VIOLENCE: includes felony or misdemeanor crimes of violence committed by a dating partner. The term "dating partner" refers to a person who is or has been in a social relationship of a romantic or intimate nature with the abuser, and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

STALKING: Stalking In The First Degree (KRS508.140) is defined as intentionally stalking another person and making an explicit or implicit threat with the intent to place that person in reasonable fear of sexual contact, serious physical injury, or death; and a protective order has been issued, or a criminal complaint is currently pending, or the defendant has been convicted of or pled guilty within the previous five (5) years to a felony or to a Class A misdemeanor against the same victim or victims; or the act or acts were committed while the defendant had a deadly weapon on or about his person.

Stalking In The Second Degree: (KRS508.150) is defined as intentionally stalking another person and making an explicit or implicit threat with the intent to place that person in reasonable fear of sexual contact, serious physical injury, or death.

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.

ASSAULT:

Aggravated Assault: An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or 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.

Simple Assault: An unlawful 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.

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 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. (This does not include thefts from motor vehicles.) This includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.

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

MENACING (KRS508.050): Intentionally placing another person in reasonable apprehension of imminent physical injury.

WANTON ENDANGERMENT:

Wanton Endangerment In The First Degree (KRS508.060): When, under circumstances manifesting extreme indifference to the value of human life, the defendant wantonly engages in conduct which creates a substantial danger of death or serious physical injury to another person.

Wanton Endangerment In The Second Degree (KRS508.070): Wantonly engaging in conduct which creates a substantial danger of physical injury to another person.

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

CRIMINAL DAMAGE TO PROPERTY – VANDALISM: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

LARCENY-THEFT: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.)

CONSTRUCTIVE POSSESSION is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

CRIMINAL ATTEMPT: (KRS506.010): Intentionally engaging in conduct which would constitute the crime if the attendant circumstances were as he believes them to be; or intentionally doing or omitting to do anything which is a substantial step in a course of conduct planned to culminate in his commission of the crime; or engaging in conduct intended to aid another person to commit that crime, although the crime is not committed or attempted by the other person.

HATE CRIMES: Any criminal offense (as listed above) committed against a person or property which is motivated, in whole or part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

### **Categories of Bias**

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).

GENDER: A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

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).

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, heterosexuals).

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).

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.

Attachment 6  
Notification of Rights/Options  
*Lexington Theological Seminary*

*To be provided by the Campus Security Authority to any student or employee who reports he/she is a victim of a sexual offense including domestic violence and stalking.*

**Medical Care/Emergency Room Examination** Any victim of a sex-based offense is urged to seek medical evaluation as soon as possible, ideally within 72 hours of the incident. The victim may go directly to the emergency room of any local hospital for medical attention. For life-threatening conditions, call 911, or – if calling from a campus phone – 9, then 911.

NOTE: Sexual assaults for which individuals seek medical treatment must be reported to the appropriate police unit by health care officials. However, victims are not required to criminally prosecute the case or file a police report, unless the sexual assault survivor is a minor.

**Medical-Legal Evidence Collection** The victim of a sex-based offense (particularly rape, forcible oral copulation, or sodomy) is encouraged to request collection of medical-legal evidence. Collection of evidence entails interaction with police and a police report. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. If the sex-based offense occurred within 72 hours, a confidential exam can still be administered at local hospitals. However, the sooner sex-based offenses are reported, the more likely evidence will remain. *To help preserve evidence, the victim is encouraged to try to avoid: bathing or douching; washing hands or face; urinating; drinking any liquids; if oral contact has occurred, the victim is encouraged to refrain from smoking, eating, or brushing their teeth; if clothes are changed, soiled clothes should be placed in a paper bag (plastic can destroy crucial evidence.*

**To Whom an Offense May be Reported** The complainant has the right to choose not to file a complaint with the Seminary. However, when the Seminary is made aware of an allegation of sexual assault, stalking, dating violence, or domestic violence, it must investigate and take action to protect the complainant or other members of the campus community. The victim of a sex-based offense (including sexual assault, dating violence, domestic violence or stalking) should promptly report the incident to the Campus Security Authority (CSA), Karen Wagers, or to the Vice President of Academic Affairs, who will contact the CSA.

The Seminary encourages victims to also file a police report in all cases involving potential criminal conduct; however, victims may choose to first report the incident to the Campus Security Authority who will assist with reporting sexual misconduct/assault and in obtaining medical support and information regarding available legal resources as well as counseling and support services.

NOTE: If a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included in any campus crime report, emergency notification or timely warning that would personally identify the victim without his/her consent. For complete detail on all campus policies and procedures involving criminal and/or sexual offenses, grievance procedures and/or harassment policies and procedures, see the Student Handbook, Appendices B, C and M.

**Rights of the Parties Involved in the Case of an Institutional Disciplinary Procedure** Both the accuser and the accused are entitled to: access information that will be used at the hearing; present relevant witnesses and other evidence; have others present during the hearing and related meetings or proceedings; protection under applicable privacy laws (e.g. FERPA); be informed in writing of the Seminary's grievance process; be informed (simultaneously) in writing of any change in the results of the process that occurs prior to the time the results become final as well as the final outcome of the grievance process; to choose an advocate/advisor who may advise the party and may speak and question witnesses on the party's behalf.

NOTE: Confidential medical/counseling records and information regarding the victim's sexual history will not be provided to the accused and is not admissible at any disciplinary proceeding.

The standard of evidence used to determine responsibility is a "preponderance" of evidence. This determination is based on the greater weight of the evidence and does not require a standard beyond a reasonable doubt.

For the complete policy governing institutional disciplinary procedures see Appendix B, Grievance Procedure, of the *Student Handbook*.

**Counseling, Health Services, Mental Health Services, Victim Advocacy, Legal Assistance and other Victim Services** Any person suffering a crime on campus will be referred to appropriate counseling resources by either the Campus Security Authority or the Vice President for Academic Affairs and Dean, as appropriate.

**Pastoral Support and Referrals:** The Seminary will offer pastoral support to any member of the campus community who is a victim of a sex offense. The Dean will arrange for said support for students. The CSA will make these arrangements for employees. Pastoral support persons shall be members of the clergy and others who receive confidences in their capacity as spiritual advisors, counselors or other positions. Referral information for crisis intervention, general counseling or medical attention will also be provided as determined by the Dean/CSA and pastoral support person

**Remedial Action for Sex-based Offenses** In the event the Seminary Administration finds by a preponderance of the evidence that sex-based offenses did occur (regardless of whether the victim chooses to report the crime to the Campus Security Authority or local law enforcement), the Seminary will take immediate steps to end the misconduct, eliminate any hostile environment that has been created, prevent further sex-based misconduct and prevent retaliation. Additional remedial action including victim counseling, tutoring, changing intensive class assignments so that the victim and alleged perpetrator do not share the same on-site classes, no-contact orders and/or permitting a student to re-take a course may be applied. The accused may be required to participate in educational or counseling intervention.

**Judicial No-Contact, Restraining and Protective Orders** Emergency protective orders (EPO) and domestic violence orders (DVO) provide protection from harm by a family member or someone in a domestic relationship. To discuss your filing options in Fayette County, Kentucky, contact: Fayette County Circuit Clerk; 120 N. Limestone, Room 103, Lexington, KY 40507-1152, Phone: (859) 246-2141.

Any employee who holds a lawful no contact or restraining order may directly petition the President of the Seminary for special work accommodation during the term of the order, including but not limited to consideration of restricting interaction/contact with a Seminary student or employee named in the order, etc. Any student who holds a lawful no contact or restraining order may directly petition the Vice President for Academic Affairs for special academic accommodation during the term of the

order, including but not limited to consideration of academic needs and issues, restricting interaction/contact with a Seminary student or employee named in the order, etc. The Seminary will make every reasonable effort to cooperate with the party/parties involved in order to honor the terms of the no contact or restraining order. The Seminary will require that the student/employee provide a copy of the court order for its records. Incidents of violation of no-contact, restraining and protective orders are handled by the Seminary in the same way as other criminal incidents (see Student Handbook, Appendix M, sections I.B and III.A.)

# Directory of Victim Assistance Services

*To be provided by the Campus Security Authority to any student or employee who reports he/she is a victim of a sexual offense including domestic violence and stalking.*

**Kentucky Cabinet for Health and Family Services:** Provides information, links and referrals to various statewide resources. Office of the Secretary, 275 East Main Street, Frankfort, KY 40621

Hotline: CHFS Ombudsman Toll-Free 1-800-372-2973 Phone: Abuse Hotline: 1-800-752-6200

Phone: Women, Infant and Children (WIC) Program: 1-800-462-6122

Web: <http://chfs.ky.gov/>

The Family Violence Prevention Branch of the Kentucky Cabinet for Health and Family Services:

<http://chfs.ky.gov/dcbs/dpp/violenceprevention.htm>

**Kentucky Domestic Violence Association:** 111 Darby Shire Circle, Frankfort, KY 40601

Phone: 502-209-KDVA (5382)

Web: <http://www.kdva.org>

**Legal Aid Network of Kentucky:** Phone: Local: 270-782-1924; Phone: Toll Free: 800-782-1924

Hotline: First time callers: 866-452-9243

Web: <http://kyjustice.org/home>

## **Kentucky Hotlines:**

(Lexington) Bluegrass Rape Crisis Center: 859-253-2511 or 800-656 HOPE (4673)

Lexington Mental Health Crisis Line 1-800-928-8000

Drug and Alcohol Abuse Treatment Referral: 1-800-662- HELP (4356)

## **National Hotlines:**

National Suicide Prevention Hotline: 1-800-273-TALK (8255); [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

Substance Abuse & Mental Health Services Association: 1-800-662-HELP (4357) [www.samhsa.gov](http://www.samhsa.gov)

Mental Health Services Locator: <http://mentalhealth.samhsa.gov/databases/>

Rape, Abuse & Incest National Network (RAINN): 1-800-656-HOPE (4673) [www.rainn.ORG](http://www.rainn.ORG)

National Domestic Violence Hotline: 1-800-799-7233 [www.ndvh.org](http://www.ndvh.org)

Department of Justice Office of Violence Against Women: [www.usdoj.gov/ovw/](http://www.usdoj.gov/ovw/)

Narcotics Anonymous (find a registered Narcotics Anonymous group in your area): [www.na.org](http://www.na.org)

Alcoholics Anonymous (find a registered Alcoholics Anonymous group in your area): [www.aa.org](http://www.aa.org)

**The Stalking Resource Center:** Stalking Prevention & Protection Information <http://www.victimsofcrime.org/our-programs/stalking-resource-center>

**Directory of Crime Victim Services** Enables crime victims to readily locate national and international assistance services and will help victim service providers make appropriate referrals. The directory allows users to search for victim services by location, type of victimization and type of service needed. Web: <http://ovc.ncjrs.gov/findvictimservices>

**National Organization for Victim Assistance** The National Organization for Victim Assistance (NOVA) provides victim and witness assistance for criminal justice and mental health professionals, advocates, researchers, victims and survivors, and related professionals.

Hotline: 1-800-TRY-NOVA (1-800-879-6682)

Phone: (703) 535-NOVA (6682)

Web: <http://www.trynova.org>

**U.S. Citizenship & Immigration Services [Servicios de Inmigración]:** <https://www.uscis.gov/archive/archive-laws/archive-legal-documents/finding-free-legal-advice>; <https://www.uscis.gov/legal-resources>

**Financial Assistance for Crime Victims [Asistencia Financiera para Victims de Crimen]:** Victim Connect Resource Center <https://victimconnect.org/victim-services-information/financial-assistance-crime-victim-compensation>; National Association of Crime Victim Compensation Boards <http://www.nacvcb.org/index/asp?sid=5>

**On-Campus Assistance:** Students wishing to discuss personal concerns are invited to use any of the following services:

- Faculty: Each member of the faculty is available to students. The primary matters discussed with the faculty are academic and vocational; however, discussions with faculty are not limited to these issues.
- The Office of the Vice President for Academic Affairs: The Office works with students, advocates for students in appropriate circumstances, and works to assist individual students in solving problems that might inhibit academic progress.

Members of the campus community wishing to discuss personal concerns are invited to consult with the Campus Security Authority for referrals or recommendations.