



The College of Biblical Studies exists to glorify God by educating and equipping multi-ethnic Christian leaders to impact the world for Christ.

The College of Biblical Studies (CBS) is committed to the safety of our students and staff. Our

Aggravated Assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0



(prev. § 3.47) in accordance with the Bureau of Investigation's Uniform Crime Reporting System. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, and other non-law violations and these violations and other law violations are excerpted from the *Uniform Crime Reporting Handbook*. The definitions of forcible and non-forcible sex offenses are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

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

The killing of another person through gross negligence.

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.

A. 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

Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210.

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

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.

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.

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

Crime Prevention Programs

CBS encourages students, faculty, and staff to take the necessary precautions such as walking with others on campus at night, having the security office contact information readily available and contacting security for escort assistance. Crime prevention is important to the campus community, and you can help by reporting any crime or suspected crime to the Pyramids Security or management company. By doing so, you may be preventing someone else from becoming a victim of a more serious crime.

Alcohol consumption is expressly forbidden on institutional premises under any circumstances. The consumption and/or possession of any alcoholic beverage by any person less than 21 years of age are forbidden as provided by state law.

The College of Biblical Studies prohibits the use, possession, manufacture, sale or distribution by its students, faculty, or staff of any illegal drug. All Federal and state drug laws will be enforced. Any student that is found admitting to or proven to have violated the CBS Community and personal standards will be subject to disciplinary action (up to and including probation, suspension, and expulsion), may be referred for criminal prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program.

The policy of CBS is to maintain a drug free workplace. As a condition of continued employment, all CBS employees must comply with this policy. The term "workplace" is defined as CBS property, any CBS sponsored activity, or any other site where the employee is performing work for CBS or representing CBS. The term "drug" as used in this policy includes alcoholic beverages and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances as defined in schedules I through V of the Controlled Substances Act, 21 U.S.C. Sec. 812, 21 C.F.R. Sec 1308, and the state and local law of the jurisdiction where the workplace is located, including, but not limited to, marijuana, opiates (e.g., heroin, morphine),

Sexual Violence (SaVE ACT) Purpose

As described by the Clery Center for Security on Campus: The Campus Sexual Violence Elimination (SaVE) Act represents a turning point in our nation's handling of sexual misconduct on college campuses and universities. The Sexual Violence Elimination (SaVE Act) seeks to address the violence people face on campus.

The College of Biblical Studies in Indianapolis (CBS) is an education community committed to living in accordance with biblical principles and standards, community laws and regulations and

2. Do not change clothes, shower, bathe, or douche. Physical evidence is needed in court such as hair, blood types, seminal fluids, and scrapings of flesh from the victim's nails.
3. Protect the crime scene. If the attack did not occur in your residence, try to recall the area you were taken so the officers can recover evidence left at the scene.
4. Get medical attention as soon as possible. A medical examination will provide any necessary treatment and collect important evidence. Injuries may not be immediately apparent. Campus authorities, including security, staff supervisors, or department heads, may assist in notifying authorities, if you wish.

It is critical for the police to be informed as soon as possible after the incident so that appropriate steps, such as gathering of crucial evidence and information can be taken.

It is always a survivor's choice as to whether or not to report a sexual assault but reporting an assault (or attempted assault) is extremely important for the protection of both the victim and the community. Reporting an assault does not mean that the survivor must prosecute.

However, it does begin the legal process if the survivor decides to prosecute at a later date. The survivor has the option of requesting a concealed identity or pseudonym during the investigation.

Talk with counselors who will maintain confidentiality, help explain your options, give you information, and provide emotional support.

You can call the Rape and Incest National Network (R.A.I.N.N.) at 800.656.4673.

Or

YMCA and all area YMCA in Greater Indiana

615 N. Alabama St., Ste. 200

Indianapolis, IN 46204

PHONE 317.266.9622

Contact someone you trust, a close friend or a family member, to be with you and to support you. This person may accompany you to the hospital or the police station if necessary. An advocate from the Rape and Incest National Network can be requested through the emergency room staff.

Pursue charges against the assailant. You may seek criminal prosecution, file charges through the college judicial process (Student Life Referral via Dean of Students Office, or sexual harassment charge), or file a civil suit.

You may have rights to compensation and financial assistance if you report the incident to the police. Write down what happened, in your own words, to help you better remember if you decide to press charges.

Following the reporting of a sexual assault, a student or staff may request changes in their academic or employment situation. The institution will make those changes if they are reasonably available.

Identification Needed by Police

Practice being observant so that if you are attacked you will be able to describe and identify the assailant.

enter without delay, and look into the back seat.

4. If possible, travel on well-

- i. bodily injury or death for the other person;
 - ii. bodily injury or death for a member of the other person's family or household; or
 - iii. that an offense will be committed against the other person's property;
 - b. causes the other person or a member of the other person's family or household to be placed in fear of bodily injury or death or fear that an offense will be committed against the other person's property; and
 - c. would cause a reasonable person to fear:
 - i. bodily injury or death for himself or herself;
 - ii. bodily injury or death for a member of the person's family or household; or
 - iii. that an offense will be committed against the other person's property.
- 6. Employee: Any individual employed by the College of Biblical Studies (CBS), including student employees.
- 7. Student: All persons who:
 - a. Are enrolled at the College in one or more courses, either credit or non-credit;
 - b. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
 - c. Are not officially enrolled for a particular term but who have an continuing relationship with the College; or
 - d. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
- 8. College security authority:
 - a.

designated Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures.

- iii. College security authorities may be obligated to report to law enforcement the occurrence of a sexual assault, but the name or other personally identifiable information of the complainant will be providing only with the consent of the complainant, except as may be required by law.

3. Policy Notices:

a. Distribution of policy to students.

- i. The College will distribute the sexual violence policy and procedure by posting on the CBS website and directly providing students of how to access the policy by an exact address.
- ii. The College will distribute the sexual violence policy and procedure by including in the Student Handbook available to students on the CBS website.
- iii. Students may request a paper copy of the sexual violence policy through the Office of the Dean of Students.

b. Distribution of policy to employees.

- i. The College will distribute the sexual violence policy and procedure by posting in the CBS policy manual and Employee Handbook.
- ii. Employees may request a paper copy of the sexual violence policy through the office of Human Resources.

c. Required Notice.

- i. Notice of complainant options Following a report of sexual violence, the complainant shall be promptly notified of:
 - 1. Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72-hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
 - 2. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate college contacts for employees, students, and others. Such contacts should be identified by name, location, and phone number for 24-hour availability, as applicable.
 - 3. Resources for where and how complainants may obtain on- or off-campus counseling, mental health, or other support services.
- ii. Notice of complainant rights. Complainants shall be notified of the following:
 - 1. Their right to file criminal charges with local law enforcement officials in sexual assault cases;
 - 2. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law

7. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy or code has been violated.
 8. The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered.
 9. A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered an exacerbating rather than mitigating circumstance.
- c. Relationship to parallel proceedings.
 - i. The College investigation and disciplinary procedures for allegations of sexual violence will proceed independently of any action taken in criminal or civil courts.
 - ii. The College will not delay its proceedings while a parallel legal action is ongoing.
 - iii. If the College is aware of a criminal proceeding involving the alleged incident, it may contact the prosecuting authority to coordinate when feasible.
 - iv. Criminal or civil court proceedings are not a substitute for the CBS procedures.
 - d. False statements prohibited.
 - i. The College takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant.
 - ii. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence or during the investigation of such a complaint or report may be subject to discipline or under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.
 - e. Withdrawn complaint. If a complainant no longer desires to pursue a complaint through the College's proceeding, the College reserves the right to investigate and resolve the complaint as it deems appropriate.
 - f. Discretion to pursue certain allegations. The College reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the College.
 - g. Discretion to deal with policy violations disclosed in investigation.
 - i. The College reserves the right to determine whether to pursue violations of policy by ~~stable bno ermsinf~~

- ii. In order to encourage reporting of sexual violence, under appropriate circumstances college administrators may choose to deal with violations of College policy in a manner other than disciplinary action.
 - h. Sanctions.
 - i. Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of students or termination from employment.
 - ii. The appropriate sanction will be determined on a case-by-case basis taking into account the severity of the conduct, the student's or employees' previous disciplinary history, and other factors as appropriate.
 - i. Retaliation prohibited. Actions by a student or employee intended as retaliation, reprisal, or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.
5. Sexual Violence Prevention and Education:
- a. Campus-wide training.
 - i. CBS may provide educational programming (brochures, posters, etc.) to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents, and advise individuals of legal and other options available if they are the complainants of an incident or they learn of such an incident.
 - ii. Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees will be provided this training.
 - iii. Education shall emphasize the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.
 - b. Training for individuals charged with decision making authority.
 - i. Prior to serving as either an investigator or decision maker for complaints under this procedure, administrators must complete investigator or decision maker training.
 - ii. Investigators/decision makers and anyone else involved in the adjudication process must receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

CBS will automatically enroll employees and students in the CBS Watchman Alert System. Employees, as a condition of employment, are required to be enrolled and must participate. Students can elect not to participate in CBS Watchman by completing the [election not to participate form](#) located at [CBS Watchman Alert System](#) and submitting to the Office of the Registrar. This election must be renewed at the start of each academic year, or the student will be re-enrolled in CBS Watchman Alert System.

How Campus Timely Warning Notices are issued:

Campus timely warning notices will be issued to students, faculty, and staff upon the confirmation of a significant emergency, dangerous situation, incident, or crime, impacting the campus community and/or the surrounding area. Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim.

This information may be disseminated

Each CBS community member must share in the responsibility to assure security for all members and property.

Campus Safety and Security

CBS strives to establish and maintain a safe and secure atmosphere at each campus location in which people can go safely about their varied activities in furtherance of the objectives.

The Indianapolis campus at The Pyramids utilizes a private security company by the name of [Eagle Trident Security](#). Since the Indianapolis facility is a leased space, any changes to the scope related to the security company provider and other specifics of building protection are handled through the current management company. If there is a criminal event, the campus dean, or designee, will immediately notify the director of real estate operations of the issue to follow protocols that may deem necessary to implement. The Indianapolis Campus has security cameras onsite that utilize an NVR recording system. The cameras are strategically located in high traffic areas in both locations. The recording lasts up to 30-days.

Campus Emergencies and Alerts

As part of continued safety on campus, CBS recognizes that our campuses experience the possible risks and threats of society. As such, the college has established safety and emergency information involving personnel, procedural methods, and physical means to provide a healthy, safe, and secure environment for students, employees, and visitors. Below are the safety related processes found on our emergency web page.

Annual crime report / Clery Act (see below)

Use the nearest stairs and proceed to the nearest exit as outlined on the fire escape map located in each room of the building. Do not use the elevator.

Wait for any instructions from emergency responders or received from the CBS Watchman Alert System.

Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

Evacuation Procedures for People with Disabilities

People with disabilities will often need assistance evacuating. Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse. Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

Use the following guidelines:

DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or major earthquake.

If the situation is life threatening, call 911.

Check on people with mobility disabilities during an evacuation.

Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.

In particular, be aware when assisting someone with a disability.

The individual with the disability is the best expert in his or her disability, so ask that individual for advice before lifting or moving him/her.

Take extra time when communicating with people who are deaf, hearing impaired, or speech impaired.

Never separate a disabled person from his or her assistive aids: wheelchairs, canes, hearing aids, medications, special diet food, urinary supplies, etc.

A disabled person's equipment may not be working after a disaster occurs, or it may be insufficient for emergency circumstances.

A service animal, usually a dog, is an assistive aid used by some blind, deaf, and mobility-impaired people. A disaster may temporarily confuse service animals and they may not be able to help their owners as effectively as before the disaster.

Some individuals with emotional and developmental disabilities may be too unsettled to respond appropriately to instructions.

quiet place for a while to regain their composure; others may even try to hide from rescue workers.

Some individuals with significant mental or learning disabilities might not understand

Stay calm. If a coat or blanket is available, use it to keep the victim warm.

If an active shooter is in the building:

- Determine if the room you are in can be locked and if so, follow the same procedure described above.
- If you cannot lock the room, determine if there is a nearby location that you can reach safely and can be secured, or if you can safely exit the building.
- If you cannot safely exit the room or building, quickly move to the same wall as the interior door, as far away from the door as possible. Quietly put something (desks, file cabinets, chairs, etc.) between you and the shooter. If several individuals are in the room, space yourselves apart to avoid becoming a "group" target for the shooter.
- Refrain from creating any loud noises and place your cell phone in "silent" mode so it does not ring audibly and reveal your location.
- If you decide to move from your current location, follow the instructions outlined below.

If an active shooter enters your office or classroom:

- Try to remain calm. Dial 911.
- Alert police to the shooter's location; if you cannot speak, leave the line open so the dispatcher can listen to what is taking place.
- Attempting to overpower the shooter with force should be considered a very last resort; after all other options have been exhausted.
- If the shooter leaves the area, proceed immediately to a safer place, and do not touch anything that was in the vicinity of the shooter.

If you decide to flee during an active shooting situation:

- Make sure you have an escape route and plan in mind.
- Do not attempt to carry anything while fleeing.
- Move quickly, keep your hands visible and follow the instructions of any police officers you may encounter.
- Do not attempt to remove injured people; instead, leave wounded victims where they

other tactical equipment.

The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know where the shooter is, tell the officers. Be aware as you are attempting to exit the area. Responding officers may not recognize you and may need to confirm your identity before allowing you to proceed.

The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

Training videos are offered on our safety and security website that can be viewed anytime along with the ["Run. Hide. Fight."](#) video.

In the event of a fire, the alarm should be activated and evacuation of the building begun. If possible, locate a fire extinguisher and extinguish the fire. If unable, a 911 call should be made immediately. Ensure the evacuation of the building has taken place.

If you encounter smoke or flames:

- Crawl low under the smoke to get to clean air areas.
- Test the door before opening by kneeling or crouching at the door.
- Reach up as high as you can and touch the door and knob with the back of your hand.
- If the door is hot, use another escape route.
- If the door is cool, open it cautiously and continue along your escape route.
- Isolate fire by closing off doors if possible.
- Follow the evacuation route as outlined on the fire escape map located in each room of the building.
- If you are on the second floor, evacuate using stairwells. Do not use the elevators.
- Follow directions from those in authority.
- Stay calm.
- Once you are safe and the immediate emergency procedures have been followed, notify

your vice president or the Director of Real Estate Operations.

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- At least once per year (*or as often as the Pyramids management decides to implement them*).
 - Drills are held by the property management company yearly.
 - Each class has a visible fire escape map. Take the exit that is assigned to your classroom, suite, or department.
 - Running is not permissible while exiting the building.
 - Do not stand close to the building while waiting for clearance to re-enter the premises. Everyone should find a safe location away from vehicles.
 - All rooms are checked for clearance.
 - The fire drill will usually last 5-8 minutes. Everyone will be permitted to enter the