



NAZARENE  
THEOLOGICAL  
SEMINARY

# Annual Fire Safety and Security Report

October 1

# 2020

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Nazarene Theological Seminary complies with Title II of the Student Right-to-Know Campus Security Act of 1990 known as the Crime Awareness and Campus Security Acts of 1990 and The Drug-Free Schools and Communities Act Amendment of 1989. Nazarene Theological Seminary has designated a Campus Security Survey Administrator (CSSA). This person, along with other staff members, is responsible to complete the annual Campus Crime and Security Survey. This is a three-part report including: The Security and Safety Guidelines (pg. 1-26), the Campus Crime Report (pg. 27-30), and the Fire Safety Report (pg. 30-32). It includes information regarding security, sexual misconduct policy, the alcohol and drug use policy, missing student notification policy for on-campus housing, and fire safety procedures. It is distributed to faculty, staff, and students.

Security and  
Safety  
Guidelines,  
Campus Crime  
Report, and Fire  
Safety Report

Institutions must have in place programs that attempt to stop crime outlined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, (Clery Act), before they occur. These programs will promote positive behaviors that are deterrents of crime, provide safe bystander intervention, encourage healthy relationships, and seek to change behavior and societal expectations for a more harmonious community.

The annual security and safety report must address how colleges and universities completes Clery Act public recordkeeping and data sharing without including identifying information about the survivor, all the while keeping any accommodations or protective measures confidential.

Compliance of The Violence Against Women Act, (VAWA) colleges and universities must provide the statistics regarding incidents of domestic violence, dating violence, sexual assault, stalking, and violence based on gender identity. Institutions must also include policy statements specific to these crimes in their annual security and safety report. These policies must also outline the process an institution will take following an incident of domestic violence, dating violence, sexual assault, stalking, or violence based on gender identity and options that are available to the victims of these crimes.

Institutions must also have a policy that addresses the jurisdiction of security personnel. NTS does not have a security department therefore rely on the Kansas City police department for the security of the campus as well as campus housing.

A careful reading of this document will ensure that students and employees are informed of actions to be taken should a breach of security occur.

## **Security and Reporting Crimes**

Our campus facilities are accessible to all persons during normal business hours. All Seminary students and personnel are asked to assist in making the campus as safe as possible. In all instances of criminal activity, loss of property, assault, threat, injury, or attempted crime, the Incident Response Coordinator must be contacted as soon as possible in order to facilitate proper reporting and resource utilization as well as to record the occurrence for further study and preventive action. We also recommend following these tips to stay safe on and off campus:

- Do not "prop" doors open
- Exercise, travel, or jog with a friend or partner
- Be aware of unusual or suspicious persons or conditions
- Staying in well-lighted areas of the campus
- Call Incident Response Coordinator to report Crime or suspicious activity: 816-268-5555
- Call the local police (911), then call the Incident Response Coordinator at 816-268-5555 if danger is suspected or if you are threatened.
- Do not walk alone at night. Take a friend with you.
- Stay in well-lighted areas.

- If you lose a key or believe that someone has a key to your office or classroom, report this immediately to the Incident Response Coordinator.
- Photocopy all important papers that you carry in your purse or wallet, including your driver's license. Keep the photocopy in a safe place. This information will be invaluable if your purse or wallet is stolen or lost.
- Don't offer a ride to any individual you don't know, even if the person claims to be a student.
- Report to Physical Plant any malfunctioning corridor, hallway, or exterior lighting.
- Park in well-lit areas at night. Check the street or parking lot before leaving the car. Security cameras are in the parking lots.
- Walk to your car with keys ready.
- If you have a flat tire, seek help by phone. Beware of someone who instantly appears to offer help, attackers often disable cars to make their owners vulnerable.
- Check the back seat before entering; someone could be hiding there.
- Always keep the car doors locked, even when driving in daylight, so no one can jump in at a red light.
- Keep enough gas in your tank for emergencies.
- If you are followed by another car, drive to a police station or business that has lights on and people in it. You may not want to go directly home with someone following you. "Driveway" robberies are becoming more common.
- If your car breaks down, lift the hood, put on the flashers, and wait inside for help with the doors locked. Ask people who stop to call the police or other emergency service for you. Don't go with anyone.
- Don't stop for stranded motorists. You are more helpful to them by calling law enforcement.

The seminary has electronic locks on all doors. The main breezeway and Koinonia café doors will normally be open during business hours with all other doors locked. Student ID cards, and employee ID cards and key fobs will temporarily unlock the doors.

## **Security & Emergency Policy**

### **Open & Closing Time:**

#### **Regular Public Access:**

Under normal circumstances, the main seminary building doors will be unlocked at 7:45 a.m. and locked at 4:30 p.m. Monday through Thursday. NTS is closed on Friday, Saturday, and Sunday. Students must have their Student ID card to enter the building after the doors are locked. The Library will post its hours of operation.

The Maintenance staff is responsible for opening and closing the main seminary building. The Library staff is responsible for opening and closing the Library.

In this time of the COVID-19 Pandemic NTS campus is closed to the public and all doors always remain locked. Students have access to the library only. Facility and Staff have access to all portions of the campus.

## **General Public Access:**

Use of the seminary facilities by the public after hours is permitted only when given permission by the Dean for Administration/CFO, to be coordinated by the Physical Plant Coordinator. Faculty and staff have access to their offices/workstations after hours, but prior arrangement must be made if after hours use extends into the period when the alarm system is armed. Prior arrangement is made with the Dean for Administration/CFO's office and the Physical Plant Coordinator.

## **Alarm System:**

The alarm system is programmed to arm at 10:30 p.m. and to disarm at 6:00 a.m.

## **Emergency:**

Detailed Emergency procedures can be found in NTS's Emergency Operations Plan (EOP) available upon request from either the Office of the Dean for Administration/CFO, the Financial Aid office, or the business office. The following information is available as starting place for those to whom this report is made available, however, please refer to the current EOP for the most up to date emergency information.

In the event of any emergency **during regular business hours**, call 816-268-5555 and notify the Incident Response Coordinator of the incident. The incident response protocol will be set in motion as outlined below. The Incident Response Coordinator will make the decision to call 911 as necessary.

***In the event of an emergency after regular business hours***, call 911.

## **Emergency Notification Policy, Response and Evacuation Procedures**

A crucial part of campus safety is the ability to quickly notify students, employees and visitors of an emergency and provide clear information and instructions during an emergency.

The following individuals are responsible for emergency response pertaining to such situations:

Mr. Steve Gallow, Physical Plant/ Incident Response Coordinator  
Dr. Josh Sweeden, Dean of the Faculty  
Mr. Stephen Porter, Director of Instructional Technology & Information System

If the Incident Response Coordinator is unavailable at the time of the campus emergency, the above-named individuals shall fulfill the duties outlined above.

In the event of confirmation of a significant emergency on campus that poses an immediate threat to the health or safety of students, employees, and visitors, the Incident Response Coordinator will

issue an emergency notification via email to all students and employees informing them of the situation. In addition, he/she will also release a message through any social media accounts NTS has control and an announcement will be made over the facilities P.A system. Confirmation means that an institution official (or officials) has verified that a legitimate emergency or dangerous situation exists. Confirmation doesn't necessarily mean that all the pertinent details are known or even available.

The Incident Response Coordinator will determine the content of the notification as well as initiate the response. Unless such a response would, in the professional judgment of the IRC, compromise the safety of potential victims. This will be done in an expedited fashion to ensure the safety of the students and employees on campus.

### **Emergency Notification Procedure:**

Incident Response Coordinator is notified of a possible emergency, confirmation will be sought depending on the nature of the emergency. Incident Response Team will then determine the content of the notification and send it through the above previously stated means; this process will be initiated by the IRC. Depending upon the nature of the emergency, the IRC may consult with the President and Dean of Faculty to determine the best course of action and content of the notification sent to faculty, staff and students, and will do so in the most time expedient way possible.

Each year, NTS performs an announced testing of the emergency response and evacuation procedures. The announcement includes a statement of the procedure.

NTS uses law enforcement agencies to disseminate emergency information to the larger community as NTS does not have an outdoor speaker system to announce emergencies.

### **Assault, Rape, Break-Ins, Burglary:**

In the event of sexual assault, rape or any situation in which your safety is at risk on Campus, contact 911 immediately and then when safety allows call 816-268-5555 and inform the Incident Response Coordinator.

NTS can and desires to provide counseling resources and support in the aftermath of such an event. Please contact the Title IX Coordinator to access counseling services.

### **Fire:**

The NTS facility has an emergency notification alarm. Upon discovering fire or smoke in the NTS facility, any one nearby should pull the fire alarm. This will sound the alarm to evacuate and contact the Fire Department.

The Incident Response Coordinator may also call 911 and describe the location of the fire/smoke within the building if known.

If after trying to evacuate and you are trapped in the building, call 911 on the "Area of Rescue" phone or a cell phone, noting your location in the building.

## Building Evacuation

Once the fire alarm is sounded, everyone in the building must do the following to evacuate the building in a safe and orderly manner:

Proceed to the nearest building exit and evacuate the building to a safe external rally point located in the parking lot southeast of NTS. **DO NOT USE THE ELEVATORS.**

Evacuation Routes are delineated on floor plans posted in each room or area throughout the building.

NTS staff, will assist in directing persons to appropriate evacuation exits and safe refuge points. NTS staff or other "Good Samaritans" should help those persons having difficulty evacuating the building. (i.e., wheelchair-bound individuals, elderly, etc.)

The Incident Response Coordinator will meet arriving first responders and Fire Department personnel.

### **Once evacuated do not re-enter the building for any reason.**

Do not attempt to move vehicles away from the building unless directed to do so by fire/police officials.

## Incipient Stage Fires

If an NTS staff member sees a small fire (incipient stage) and believes that he/she can contain the fire without risk to himself/herself or others using a portable fire extinguisher, he/she may do so. **DO NOT pull the fire alarm station at this time. IF AT ANYTIME A PERSON DETERMINES THAT THE FIRE CAN NOT BE CONTAINED SAFELY, HE/SHE ARE TO IMMEDIATELY ACTIVATE THE FIRE ALARM SYSTEM.**

If the fire is successfully suppressed, the Fire Department is still to be notified – **NO EXCEPTIONS.** This notification will be made by the Incident Response Coordinator.

### **Weather Related:**

The Incident Response Coordinator will monitor weather conditions as warranted to provide prompt notification for persons within the facility to seek shelter within the building if required. Weather monitoring will be conducted by monitoring local news broadcasts and warnings issued by the National Weather Service (NWS). In the event of a weather-related emergency, notify the Physical Plant Coordinator at 816-268-5555 or Business Office at 816-268-5426.

In the event of a tornado alert, proceed to the interior hallway on the first floor of the main building, or the library workroom.

## **Medical Emergency – Dangerous Medical Conditions:**

### **Contagious Disease**

In the case where a contagious medical condition or disease is reported to be present on campus, all faculty, staff and students will be notified immediately. Based on the occurrence, severity and potential exposure of faculty, staff and students, certain medical precautions may be implemented up to closing of campus facilities.

### **Serious Medical Conditions**

In the case where it is determined that a serious medical threat to faculty, staff or students exists, all faculty, staff and students will be notified immediately and informed of the steps taken to protect them from exposure to the condition. Based on the occurrence, severity and potential exposure of faculty, staff and students, certain medical precautions may be implemented up to closing of campus facilities.

### **External Civil Disturbance:**

If a civil disturbance occurs outside the facility, the following steps must be taken:

Secure all exterior doors and windows.

Contact the local Police Department (911).

Make sure all Faculty, staff, and students do not attempt to leave the property until informed it is safe to do so by law enforcement personnel. No one is to be allowed inside the facility or on the grounds.

If representatives from the media arrive, make no comment. The primary contact will be the President and the alternates will be one of the Deans.

### **Internal Civil Disturbance:**

If a civil disturbance occurs inside the facility, including possession of an unauthorized weapon, 911 should be called immediately by anyone witnessing the situation. Also notify the Business Office at 816-268-5426 as soon as possible so that others in the building may be warned.

The following steps should be taken to keep yourself and others safe. These steps can be summarized, in order, as Flee, Fade, Fortify, or Fight:

**Flee:** Once an intruder carrying a weapon has been witnessed in the building, a general announcement will be made. If you feel that the best response is to flee the situation and after having checked for a quick escape without encountering the perpetrator, flee at once and get as far away from the scene as possible.

**Fade:** This tactic simply means to hide in an obscure place to avoid detection by the perpetrator. This is an appropriate response if you feel that you cannot safely flee the building or if you have seen the perpetrator moving in your direction and finding cover is your best option.

**Fortify:** Should you choose to fade, do what you can to fortify or secure your location by locking doors, blocking doors with heavy desks or file cabinets, etc. in order to barricade your position from attack. Generally speaking, the perpetrator is moving quickly through the facility to do as much damage as possible and will not take time to breach a barricade.

**Fight:** Only as a last resort, should NTS staff, faculty members or students become physically involved with an individual. This must only occur if the individual responsible for the incident can be overcome by several persons acting in a coordinated fashion to disarm and hold the perpetrator for local authorities. When emergency personnel arrive, anyone dealing with the incident **MUST** disengage and allow the emergency responders to handle the situation.

Following the incident, NTS will take the following steps to promote the continued safety and security of our students and employees:

NTS is a no tolerance facility. The individual is in violation of state law regarding possession of a weapon in a public facility and the police will take appropriate measures to disarm the individual and for subsequent prosecution, as necessary. NTS will fully participate in the prosecution of the perpetrator.

When the authorities arrive, the individual(s) responsible for the incident will be removed from the premises.

If it is believed that the individual or group may pose a threat to the Seminary or its staff, faculty or students, a Personal Protection Order will be obtained.

## **Bomb Threat:**

Seminary personnel receiving a bomb threat should remain calm and try to extract any pertinent information such as the location of the bomb, when it is timed to explode, who else is aware of the bomb, etc. to try to determine if the threat is credible.

If during weekday office hours, upon receiving the threat notify:

The Incident Response Coordinator or Business Office Personnel is to be notified immediately.

The Incident Response Coordinator or Business Office Personnel will call 911.

An announcement will be made over the P.A. system to evacuate the building.

When the announcement is made to evacuate the building, students and employees will follow evacuation procedures and evacuate the building immediately.

Once outside and emergency personnel are on site, all faculty, staff and students are to follow their directions.



## **Chemical Releases or Explosions:**

### **Internal Chemical Release or Explosion**

The overall risk of a life-threatening chemical release within the facility is extremely low, but in the event of such an occurrence either partial or full evacuation of the building may be required. If NTS staff or faculty discover or are informed of a chemical release within the facility as evidenced by foul odor, respiratory irritation or physical presence, the following protocol should be followed:

Immediately fully contain the area if possible (closing doors).

Notify the Incident Response Coordinator.

The Incident Response Coordinator will call 911 stating the nature of the release and location within the building.

Instruct all people within the vicinity of the release to immediately evacuate the area.

Based upon an assessment by the person reporting the incident and the Incident Response Coordinator, a full evacuation of the building may be initiated.

When on duty, the Incident Response Coordinator will notify NTS custodial services of the incident.

Upon the arrival of local emergency responders or the utility company, the Incident Response Coordinator will direct the responders to the location of the chemical release and communicate the known extent and nature of the incident.

Re-entrance into the building will only be permitted when the Incident Response Coordinator is notified by outside emergency responders that it is safe to do so. Under no circumstances should anyone re-enter the building prior to notification by Incident Response Coordinator.

### **External Chemical Release or Explosion**

The risk of an external chemical release occurring near the Seminary building is much higher than that of an internal release. Local emergency responders will instruct NTS personnel as to the action it should take to protect occupants of the facility. It may involve evacuation of the building or sheltering within the building depending upon a variety of factors, including the nature of the material spilled and wind direction. It may include the shutting down of heating, ventilation, and air-conditioning (HVAC) systems throughout the facility. Anyone in the building must follow instructions provided by local emergency responders and proceed accordingly.

### **Handling of Suspicious Packages:**

Seminary personnel should be aware of any package arriving on Seminary premises that is of a suspicious nature, i.e., a package without a return address, a package wrapped in a manner which would arouse suspicion, a hand carried package (delivered by means other than a commercial delivery service), or a package of such nature as to question its contents.

The package should be handled in the following manner:

Do not move the package.

Do not open the package.

The Incident Response Coordinator is to be contacted immediately.

The Incident Response Coordinator will call 911, if the package is determined to be dangerous.

Follow procedures for Non-fire Building Evacuation

## **Power Failure:**

In the event of a power failure, the Physical Plant Coordinator should be notified immediately of the situation. The Physical Plant Coordinator will then take whatever measures are appropriate to resume normal operations. Emergency lighting will activate in the event of a power failure and designated exit routes must be used if a building evacuation is required.

If the power failure results in the inability to secure the facility (exterior doors), or if there is any threat or risk of incident/loss to persons or buildings, the Dean for Administration/CFO or Incident Response Coordinator shall be immediately notified. The Dean for Administration/CFO or Incident Response Coordinator will decide if any additional security measures will be needed in order to properly secure the facility/assets or protect everyone.

## **Crimes, Fire and Medical Emergencies Reporting Procedures**

Financial Aid Personnel prepares this report complying with the Clery Act. Nazarene Theological Seminary is in Jackson County, MO and falls under the jurisdiction of the Kansas City Police Department. Crime incidents will be reported to the Metro Patrol Division, including all matters needing the attention of the police. Seminary personnel will cooperate fully with the police on matters that necessitate their intervention. Campus crime, arrest and referral statistics include those reported to any NTS personnel, designated campus officials (including but not limited to directors, deans, department heads, advisors to students/student organizations), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses adjacent to the campus. Law enforcement authorities of Kansas City, Missouri will be informed as directed by the Seminary of any significant crime situations that would involve the Seminary and its relationship with the community.

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. However, even the legally recognized privileges acknowledge some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime. The rulemaking committee defines counselors as:

*Pastoral Counselor* – An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

*Professional Counselor* – An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

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Staff members that participate in student counseling inform their clients of the procedures to report crime to the Title IX Coordinator on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Nazarene Theological Seminary's fire protection is provided by the Kansas City Fire Department. Medical emergencies are responded to by the City of Kansas City, as well as medical facilities in the surrounding area. The Dean for Administration/CFO is the liaison officer between all these agencies and the Seminary.

## **To report a crime:**

NTS has designated the Physical Plant Coordinator to act as Incident Response Coordinator (IRC) during the day to day operation of Seminary business. The IRC will act as overall manager of any Seminary emergency situations that may arise. The IRC shall act as an information center for all matters of building and personal security, medical emergencies, and as an organizer and overseer of emergency response on Seminary property during the hours of daily business operation. The IRC shall bear in mind that when making security decisions, that the Seminary takes a stand of zero tolerance when it comes to crimes of violence and threatened violence on Seminary property, students, employees and visitors. The position of IRC is not meant to add another person to contact in an emergency situation but is meant to provide for a designated person to coordinate issues of Seminary security and medical emergency response. This means, any person on Seminary property who is the victim of a crime or witness to a crime or who become aware of a medical emergency should call local authorities (911) before notifying the IRC.

Contact the Incident Response Coordinator at 816-268-5555 (non-emergencies), dial 9-1-1 (emergencies only) NTS has emergency call only phones on each floor of the main building marked with Area of Rescue Assistance signage. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the residences should be reported to the police department.

## **Who to Call:**

<u>Emergency</u>	<u>Number</u>	<u>Nonemergency #</u>
Police	911	(816) 268-5555
Fire	911	(816) 268-5555
Ambulance	911	
Counseling	(816-268-5400)	(816) 268-5400

The Kansas City Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records, the Kansas City Police Department cannot hold reports of crime in confidence therefore If you are the victim of a crime and do not want to pursue action within the criminal justice system or NTS System, you may still want to consider making a confidential report. With your permission, the Incident Response Coordinator can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

With such information, NTS can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime regarding a location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes' statistics for the institution.

Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to NTS officials as identified above.

## **Campus Law Enforcement**

NTS does not have under its employ any campus security personnel that can enforce law or make arrests. Criminal incidents are referred to the local police who have jurisdiction on the campus. NTS maintains a working relationship with the Kansas City Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to Incident Response Coordinator and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

While there is no written memorandum of understanding between NTS and KCPD, the administration will work closely with the investigative staff of the KCPD as the need arises.

For the added safety of our students, employees and visitors NTS has cameras on the entrances into the facility as well as cameras direct toward the parking lots. NTS staff use a marked security vehicle to patrol the Southwest parking lot the evening when classes are in session. They are there to watch for criminal or suspicious activity, assist students and employees to their vehicles and aid if they should need help with such things as changing a tire or a jump start. They will also stay with students or employees who is broke down until help can arrive. If there is an incident that is a non-threatening or non-safety issue it will be reported to the Physical Plant Coordinator. If the incident is threatening or criminal in nature, they will call 911.

The facility safety and security are monitored as well as the maintenance is performed by the Physical Plant team. The dedicated staff work diligently to make sure all lighting both inside and outside of the building are operating properly and if they are not are fixed in a timely manner.

NTS has emergency phones on each floor of the facility that can be used to call 911 only. The elevator phone is monitored 24/7 by the elevator company.

NTS landscape is always kept trimmed, our newly developed Safety committee is also working to make sure safety concerns are addressed in a timely manner and to make suggestions to improve the safety of the facility.

## **Student Organizations**

NTS does not have any officially recognized student organizations with off-campus housing facilities or meeting places.

## **Timely Warning Policy**

The Incident Response Coordinator will issue a campus security alert to students and employees in any situation where a reportable crime under the Clery Act has been committed and/or the situation presents a potentially serious or continuing threat to the campus community. These alerts will be sent as soon as possible after the incident occurs, generally within 24 hours of NTS's knowledge of the incident occurring. Alerts are sent via emergency text and email system as well as employee and student emails. An alert will also be made on any social media accounts NTS controls.

The decision to issue a security alert involving a non Clery-reportable crime is made on a case-by-case basis considering all the facts surrounding the incident. Whenever practicable, the Incident Response Coordinator will consult with the President's office or the Dean of the Faculty before issuing an alert. A variety of factors weighs into the decision of whether to issue an alert. Factors include, but are not limited to:

- Is there a risk of compromising law enforcement efforts?
- Is there a continuing danger to the community?
- Is the crime random or targeted to a specific individual?
- Has a suspect been taken into custody?
- Have the facts been confirmed?

The purpose of an alert for both Clery-reportable and non Clery-reportable crimes is to notify students and employees of a dangerous situation on or near campus so that they can take steps to enhance their safety. It is also aimed at preventing similar or repeat occurrences by increasing awareness of criminal incidents and encouraging educational efforts in response to such crimes. At the same time, such alerts encourage reporting of information, which may lead to the arrest or conviction of the offender. Anyone with information warranting a security alert should make a report to the Incident Response Coordinator.

The timeframe to issue an alert can require anywhere from an hour to 24 hours. An alert will not be distributed until enough information and accurate facts concerning the incident are secured. Although time frames can vary, there should be minimal delay in issuing an alert.

A call to the Incident Response Coordinator reporting a violent crime or emergency involving students will also initiate a response from campus personnel for counseling or victim support services.

For any non-life-threatening criminal action or other non-life-threatening campus emergency contact the Director of the Physical Plant by calling (816) 268-5555. Be sure to leave your call back

number. If no response, contact the Seminary switchboard, during normal business hours by calling (816) 268-5400.

If law enforcement or medical help is needed for non-emergency situations, please notify the Incident Response Coordinator and he/she will contact the proper authorities. Criminal actions or campus incidents that do not require an immediate response are filed with the Incident Response Coordinator and maintained in the crime log for possible inclusion in the crime statistics.

## **Missing Student Notification**

Nazarene Theological Seminary is a graduate school with limited campus housing consisting of twelve single-family rental houses located adjacent to the campus. The following policy regards students living in seminary owned rental houses.

If a campus housing resident has been missing for 24 hours, such information should be reported to Incident Response Coordinator for action to be pursued. If it is determined that there is warrant for faster implementation, the institution may preclude the right to wait 24 hours.

Further, each student that lives in campus housing may register a confidential contact person that will be notified immediately should the student be reported as missing. Only those directly involved in the investigation of the missing person and authorized campus personnel will have access to this information. If you wish to register someone, please contact Mr. Mike Coblenz this information will be noted on the rental agreement.

All missing student reports will be immediately referred to the local law enforcement for investigation.

The parent or legal guardian of any student less than 18 years of age who is not emancipated will be notified should the student be reported as missing.

The following steps will be taken upon receiving notification of a missing student:

The student's confidential contact will be notified.

The local law enforcement will be notified.

The institution will yield to the discretion of the local law enforcement as well as aid in the investigation of the missing student.

## **Sexual Harassment and Sexual Assault Policy**

*(Note: The requirements concerning issues of sexual harassment and sexual assault are presented and affirmed in compliance with the Higher Education Amendments of 1992, 34CFR Part 668, and the mission of Nazarene Theological Seminary.)*

## **Sex Offenders on Campus**

Under the Campus Sex Crimes Prevention Act, persons required to register under a state offender registration program must notify the state concerning each post-secondary school at which the offender works or is a student. In Missouri, sex offenders must register with the police department in the city or county in which they live or work. To view a registry list, contact either the Kansas City Police at 1125 Locust, Kansas City, MO 64106 at (816) 234-5220 or the Jackson County Sheriff at (816) 524-4302 or at the Jackson County website at <http://www.jacksongov.org>. The State of Missouri provides a registered sex offender Internet site by counties through the State Highway Patrol website located at:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

For information on sex offenders on campus, contact the Dean for Administration/CFO, (816) 268-5421. Additional information is available through the national registrant website at

<http://www.nsopw.gov>.

*Note: The Sheriff's office does not have information of where the offenders work or attend school. The State Highway Patrol will notify in writing the Kansas City Police Department if a registrant is attending or working on campus. The Kansas City Police Department is responsible for relaying the information to Nazarene Theological Seminary.*

## **IF YOU SEE SOMETHING, SAY SOMETHING!**

If you are the victim of a sexual assault, domestic violence, dating violence, or stalking you have specific rights under the Clery Act and VAWA (Violence Against Women Act). These rights include assistance by NTS counseling services or at your request we can direct you to local community resources for behavioral and other assistance for survivors of crime and the rights associated with disciplinary proceedings. Your right will be honored whether you choose to remain confidential or file a police report. NTS will treat you with dignity, respect, and sensitivity. If you choose to make a police report NTS will assist you in doing so at your request. Upon reporting an incident of sexual assault, domestic violence, dating violence, or stalking, your confidentiality will be protected to the fullest extent possible; however you should be aware that it may be necessary to give some of your information to the Incident Response Coordinator and law enforcement.

Allegations of on-campus sex offenses, relationship violence, and gender-based misconduct will be investigated as violations of Seminary policy. Violations of Seminary policy are referred to the appropriate administrator for disciplinary proceedings. Incidents involving a disciplinary hearing will result in one of these outcomes: unfounded-Not guilty Warning; reprimands; probation; loss of privileges, restitution; suspension or expulsion from NTS.

For more information on disciplinary proceedings refer to the student handbook.

## Definitions

### **Sexual Harassment**

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature where: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; 2) submission or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or 3) such conduct has the purpose or effect of denying or limiting a student's ability to participate in or benefit from the school's programs on the basis of sex, interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

### **Sexual Assault**

Sexual Assault is defined as any sexual act directed against another person, forcible and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent.

### **Domestic Violence**

Domestic Violence means a "felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or 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**

Dating violence means "violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship."

### **Stalking**

Stalking means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress."

## **Statement of Policies Regarding Disciplinary Proceedings**

If you are a victim of a sexual assault at NTS, your priority should be to get to a place of safety. You should then obtain necessary medical treatment. NTS strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Title IX Coordinator. Filing a report with



an NTS official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system. An NTS representative will guide the victim through the available options and support the victim in his or her decision. Counseling options are available – please see Part D. in this section regarding counseling options.

In the event of disciplinary proceedings, the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of sexual assault could be criminally prosecuted in the state courts and may be suspended or expelled from NTS for the first offense.

Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

NTS upon written request will disclose the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by NTS against the student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the next of kin of the victim shall be treated as the alleged victim for the purposes of the incident.

### **Statement of Policies Regarding Sexual Harassment and Sexual Assault**

Sexual harassment is both immoral and illegal (Title VII of the 1964 Civil Rights Act for employees and Title IX of the 1972 Education Act for students). Sexual harassment of either employees or students whether by faculty members, staff, administrators, other students or non-employee third parties is not tolerated at Nazarene Theological Seminary. Any person enrolled or employed by the Seminary who believes that he/she has been a victim of some form of sexual harassment should report the incident immediately. The Seminary will take prompt, effective action to end any sexual harassment, prevent its recurrence and, as appropriate, remedy its effects. The perpetrator is subject to disciplinary proceedings. Before, during, and after disciplinary proceedings, the Seminary will take all necessary steps to protect the victim from additional harassment on campus.

## **Persons to Whom Complaints of Sexual Harassment Should Be Made**

Persons who feel that they have been sexually harassed should report the matter immediately to the liaisons listed in the following sections. The liaison(s), upon receipt of the complaint, shall report the allegation to the Title IX Coordinator.

### **Complaints by or On Behalf of a Student**

A student or an employee (either faculty or staff), who has knowledge of the harassment of a student, should report allegations of sexual harassment immediately to the Registrar, Associate Dean of Academic Programs and Enrollment, or any other designated person. A sexual harassment grievance filing form and assistance are available from the above individuals.

### **Complaints by an Employee**

A faculty member should report allegations of personal sexual harassment to the Dean of the Faculty, the Associate Dean of Academic Programs and Enrollment or other designated person. A staff employee should report allegations of personal sexual harassment to the Dean for Administration/CFO or other designated person or the Associate Dean of Academic Programs and Enrollment.

### **Alternate Liaisons**

In the event a party desiring to report sexual harassment believes the individual designated to receive his/her complaint is associated with the allegation, the party may report the allegation directly to the President and/or the Title IX Coordinator.

### **Complaints against an Administrator**

All allegations of sexual harassment involving an administrative officer shall be reported to the President or any member of the Executive Committee of the Board of Trustees. An allegation of sexual harassment involving the President shall be reported to any member of the Executive Committee of the Board of Trustees.

### **Complaints against a Trustee**

An allegation of sexual harassment involving a Board of Trustee member shall be reported to the Chair of the Board of Trustees or any member of the Executive Committee of the Board of Trustees.

### **Procedure for Making an Informal or Formal Sexual Harassment Complaint**

All records of any investigation shall remain confidential and subject to release only to the panel and the reviewer, unless otherwise required by law. The final decision shall be conveyed to both the complainant and the alleged perpetrator.

Panel members shall not consist of individuals all the same gender.

The individual appointing the reviewing panel shall not serve on the panel.

The reviewing panel shall consult with the Seminary's legal counsel when necessary.

### **Informal Complaint**

If the complaint is not placed in a formal complaint, the matter will be handled informally by the designated sexual harassment liaison(s). The liaison will report the matter to the Title IX Coordinator. If the informal process does not successfully resolve the complaint, a formal

complaint may be filed, and the formal complaint process followed. It should be noted, however, that even if no formal complaint is filed, the Seminary has a duty to investigate all concerns of sexual harassment, regardless of the complainant's cooperation, to the extent that it is able to do so without cooperation.

## **Formal Complaint**

### **Against a Student**

All formal allegations of sexual harassment involving students will be investigated immediately and impartially by a Seminary representative designated by the President. If the determination is made by the investigating representative that sexual harassment has occurred, the liaison will decide on the appropriate disciplinary action up to and including expulsion from the Seminary and will inform the complainant and the alleged perpetrator of said action. Either the complainant or the alleged perpetrator may appeal the decision to the Seminary Cabinet, which shall serve as a final review and appeal for all cases of alleged student sexual harassment. Cases involving students and employees will follow the employee process, in consultation with the President.

### **Against an Employee**

In the event a member of the faculty or staff is alleged to have engaged in an act of sexual harassment, the Associate Dean of Academic Programs and Enrollment shall undertake an initial investigation to determine whether the matter can be resolved or should be referred to a three-member review panel. The review panel shall be appointed by the President and will consist of a Cabinet member, faculty member, and staff member, who shall investigate the matter and decide on the appropriate disciplinary action up to and including termination from employment. The review panel will report the decision to the complainant and the alleged perpetrator. Either the complainant or the alleged perpetrator may appeal the decision to the President, whose decision shall be final.

### **Against an Administrator or a Trustee**

In the event an allegation of sexual harassment involves a member of the President's Cabinet, including the President, or a member of the Board of Trustees, the chairman of the Board of Trustees shall appoint a three-member panel consisting of a faculty member, Board of Trustee member (not a member of the Executive Committee), and an Executive Committee member, who shall investigate the matter and make recommendations as outlined hereinafter. In the event a Cabinet member other than the President is involved, the investigating panel's recommendation shall go to the President. The President shall act upon the recommendation after consulting with the Executive Committee. In the event the allegations involve the President, the Chairman of the Board of Trustees shall receive the investigating panel's recommendation and shall act on those recommendations after consulting with the Executive Committee of the Board of Trustees.

### **Against a Third Party**

Appropriate measures within legal boundaries will be taken to restrict a third-party perpetrator from the Seminary campus and to prevent future occurrences.

## **Retaliation against Anyone Who Reports Sexual Harassment is Prohibited**

The Seminary prohibits retaliation against anyone reporting or cooperating in the investigation of a sexual harassment complaint. Strong, responsive action will be taken if retaliation occurs. Students and employees will not suffer adverse consequences as a result of reporting sexual harassment in good faith.

## **Counseling Resources**

### **Off-Campus**

Nazarene Theological Seminary has entered into an agreement with Center Point Counseling and Recovery Center of Kansas City, MO. According to the agreement, Center Point will conduct any drug or alcohol, or sexual assault counseling needed by a student or an employee of Nazarene Theological Seminary and/or be a referral source for further or other needed counseling. Center Point, therefore, is the primary agency through which all drug and alcohol counseling and/or sexual assault counseling needed by students or employees of Nazarene Theological Seminary will be conducted.

### **On-Campus**

Nazarene Theological Seminary has under its employ a professor with a PhD in Psychology and Religion and two designated persons (one faculty, one staff) to conduct spiritual direction and basic pastoral counseling for students. These persons serve a “triage” role, doing assessment and referrals for long-term counseling.

## **DRUG and ALCOHOL ABUSE PREVENTION PROGRAM**

The Drug and Alcohol Abuse Prevention Program of Nazarene Theological Seminary is written to comply with "The Drug-Free Schools and Communities Act Amendments of 1989" (Public Law 101-226).

### **Standards of Conduct**

Nazarene Theological Seminary is an official institution of the Church of the Nazarene and supports the covenant of Christ and conduct of the church as set forth in the Manual of the Church of the Nazarene. These rules emphasize wholesome and character-building modes of conduct. The rules prohibit the drinking of alcoholic beverages, illegal use of narcotic or hallucinatory drugs, the use of tobacco in any form, or marijuana; immoral sexual conduct; gambling; use of profane or vulgar language; and possession of obscene literature. In addition, disorderly or destructive conduct is not in harmony with the goal of character building and will not be tolerated. The unlawful possession, use, or distribution of illicit drugs and alcohol by students and/or employees on the property of Nazarene Theological Seminary or at any of the activities sponsored by the institution is considered to be sufficient reason for dismissing a person as a student in the institution and for terminating the service of an employee.

Violation of Seminary policies or regulations can, upon review by the Seminary administration, result in dismissal from the institution. The decision whether the infraction warrants dismissal will be made by either the President, Dean of the Faculty, or Dean for Administration/CFO, depending on the type and severity of the violation and the status of the individual i.e. staff member, student, spouse of either, or any combination of relationships.

### **Institution Imposed Sanctions**

The Drug and Alcohol Abuse Prevention policy of Nazarene Theological Seminary provides that either a student or an employee may, upon the first infraction of the code of conduct stated above, be dismissed as a student or terminated as an employee. Because of circumstances the Seminary administration may judge to be of a mitigating nature, it may choose not to dismiss a student or to terminate the services of an employee. In such cases the offending party will be required to participate in a Drug Abuse Prevention Program administered by Center Point Counseling and Recovery Center, 9221 Ward Parkway, Kansas City, MO (816-444-5511). Cost for participating in the program will be the responsibility of the employee or student. A person who participates in the Center Point program will be considered on probation until Center Point certifies that he/she has successfully completed the Center Point Drug Rehabilitation Program.

Drug and Alcohol Rehabilitation Programs Available to Students and Employees: Nazarene Theological Seminary has entered into an agreement with Center Point Counseling and Recovery Center of Kansas City, MO. According to the agreement, Center Point will conduct any drug or alcohol program needed by a student or an employee of Nazarene Theological Seminary. Center Point, therefore, is the official agency through which all Drug Rehabilitation, needed by students or employees of Nazarene Theological Seminary, will be conducted.

## **Legal Sanctions and Health Effects of Illicit Drug and Alcohol Use**

Because of the harmful effects of alcohol and drug abuse, local, state and federal governments have enacted laws making it a criminal offense to unlawfully possess, use or distribute illicit drugs or alcohol. These laws cover the “one time,” “social” or “recreational” users, as well as the alcoholic and drug addict. In order to assist you in understanding the potential legal implications of such conduct, a summary of the criminal sanctions that may be imposed under local, state, and federal laws is provided below.

### **Alcohol**

In general, Congress has the power to regulate importing and taxing alcoholic beverages. Also, the primary Federal law governing alcohol policy is the 21st Amendment, which repealed national prohibition. Congress retains the power to use financial and tax incentives to promote certain alcohol policies, such as the minimum legal drinking age. The Federal Uniform Drinking Age Act of 1984 sets the minimum legal drinking age to 21 and every State abides by that standard.

### **Health Effects**

Alcohol consumption causes several marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

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Controlled Substances – Uses and Effects											
DRUGS CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical Psychological		TOLER- ANCE	DURATIO N (Hours)	USUAL METHODS OF ADMINIS- TRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME	
<b>NARCOTICS</b>											
Opium	II III V Dover's Powder, Paregoric, Parepectolin	Analgesic, Antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating	
Morphine	II III Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, Antitussive	High	High	Yes	3-6	Oral, smoked, injected				
Codeine	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fiorinal w/Codeine	Analgesic, Antitussive	Moderate	Moderate	Yes	3-6	Oral, injected				
Heroin	I Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked				
Hydromorphone	II Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected				
Meperidine (Pethidine)	II Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected				
Methadone	II Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected				
Other Narcotics	II III IV V Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected				
<b>DEPRESSANTS</b>											
Chloral Hydrate	IV Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death	
Barbiturates	II III IV Amytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasic agent	High-Mod.	High-Mod.	Yes	1-16	Oral				
Benzodiazepines	IV Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxex, Verstran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral				
Methaqualone	I Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral				
Glutethimide	III Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral				
Other Depressants	III IV Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral				

## Controlled Substances – Uses and Effects

DRUGS CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical Psychological		TOLER- ANCE	DURAT ION (Hours )	USUAL METHODS OF ADMINIS- TRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME	
<b>STIMULANTS</b>											
<sup>1</sup> Cocaine	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	II	Biphetamine, Delcobase, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected			
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected			
Methylphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected			
Other Stimulants	III IV	Adipex, Cylert, Didrex, Ionamin, Mellat, Plagine, Sanorex, Tenuate, Taperul, Prelu-2	Weight control	Possible	High	Yes	2-4	Oral, injected			
<b>HALLUCINOGENS</b>											
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline and Peyote	I	Mexc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants	I	2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Phencyclidine Analogues	I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Other Hallucinogens	I	Buloterine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
<b>CANNABIS</b>											
Marijuana	I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol	III	THC, Marinol	Cancer chemotherapy, antinauseant	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish	I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			

<sup>1</sup> Designated a narcotic under the GSA.

<sup>2</sup> Not designated a narcotic under the GSA.



## **Sanctions**

*Local* – Kansas City, MO - Obtained from the Kansas City, MO Code of Ordinances found at [https://library.municode.com/mo/kansas\\_city/codes/code\\_of\\_ordinances](https://library.municode.com/mo/kansas_city/codes/code_of_ordinances)

Driving: It shall be unlawful for any person who is under the influence of alcohol or drugs to a degree which renders that person incapable of safely driving a vehicle to be physically driving or operating any vehicle within this city. The fact that any person charged with a violation of this section is or has been entitled to use a drug under the laws of this state shall not constitute a defense against any charge of violating this section. Every person who is convicted under the provisions of this section shall be punished by imprisonment in the place designated by law for not less than 30 days and not more than six months, or by a fine of not less than \$100.00 and not more than \$500.00, or by both such fine and imprisonment.

If a person convicted of physically driving or operating a vehicle while under the influence of alcohol or drugs shall subsequently be convicted of physically driving or operating a vehicle while under the influence of alcohol or drugs, he shall be punished by imprisonment in the place designated by law for not less than 30 days and not more than six months and, in addition thereto, in the discretion of the court, by a fine of not less than \$100.00 and not more than \$500.00.

Walking: A pedestrian who is under the influence of alcohol or any drug to a degree which renders themselves a hazard shall not walk or be upon a street or highway except on a sidewalk.

Minors: It shall be unlawful for any person under 21 years of age to purchase alcoholic beverages. No person under 21 years of age shall have either in his possession or on his person any alcoholic beverages, except for medical purposes only, administered by a duly licensed physician as provided under Chapter 311 RSMo. No person under 21 years of age shall operate, ride or sit in any vehicle that contains any alcoholic beverages except when the minor is accompanied by a parent or lawful guardian. No person under 21 years of age shall enter or remain on the licensed premises of any sales-by-drink license issued under this chapter, except as otherwise provided by section 10-339 and 10-342.

It shall be unlawful for any person under 21 years of age to misrepresent his age or make a use statement willfully about his age to anyone for the purpose of purchasing or in any way obtaining alcoholic beverages. Any person between 17 and 21 years of age violating the provisions of this section shall be deemed guilty of an ordinance violation, and upon conviction thereof shall be punished by a fine of not less than \$100.00 or by imprisonment in the municipal correctional institution for a term of not less than 30 days and not more than 6 months, or by both fine and imprisonment.

It shall be unlawful for any person to obtain, convey, supply, make available or deposit alcoholic beverages in any place where the person knows, or by the exercise of reasonable care should know, that a person under 21 years of age is likely to come into possession of the alcoholic beverages, except that a parent, a legal guardian, or a duly licensed physician may obtain and supply alcoholic beverages to a person under 21 years of age for medical purposes only. Any person violating the provisions of this section

shall be deemed guilty of an ordinance violation, and upon conviction thereof shall be punished by a fine of not less than \$100.00 or by imprisonment in the municipal correctional institution for a term of not less than 30 days and not more than 6 months, or by both fine and imprisonment.

*State* – Missouri – Obtained from Missouri Revised Statutes Chapter 311 Liquor Control Law at <http://revisor.mo.gov/main/Home.aspx>.

Any person under the age of twenty-one years, who purchases or attempts to purchase, or has in his or her possession, any intoxicating liquor as defined in section 311.020 or who is visibly in an intoxicated condition as defined in section 577.001, or has a detectable blood alcohol content of more than two-hundredths of one percent or more by weight of alcohol in such person's blood is guilty of a misdemeanor. A first violation of this section shall be punishable by a fine not to exceed three hundred dollars. A second or subsequent violation of this section shall be punishable by imprisonment in the county jail for a term not to exceed one year and/or a fine not to exceed one thousand dollars.

## **Illicit Drugs**

### **Health Effects**

You can't predict the effect that a drug can have on you—especially if it's the first time you try it, and even if it's a small amount or dose. Everyone's brain and body chemistry are different. Everyone's tolerance for drugs is different. Using drugs can lead to abuse, addiction, serious health problems, and even death. Drugs that are legal—prescription and over-the counter (OTC) medications—can be just as dangerous as illegal drugs.

The following charts are provided by the federal government.

These charts contain a description of health risks associated with substances covered by the Controlled Substances Act (21 U.S.C. 811) and is taken from a Department of Justice publication entitled *Drugs of Abuse* (1989 Edition).

### **Sanctions**

The severity of sanctions imposed for both possession and distribution offenses depend on the quantity of drugs, prior convictions, and whether death or serious injury resulted. Sanctions may be increased for offenses that involve distribution to minors or occur on or near Seminary premises. In addition, other federal laws require or permit forfeiture of personal or real property used to illegally possess, facilitate possession, transport or conceal a controlled substance. A person's right to purchase or receive a firearm or receive federal benefits, such as student loans, grants, contracts, or professional or commercial licenses, may also be revoked or denied as a result of drug conviction.

*Local* – Kansas City, MO - Obtained from the Kansas City, MO Code of Ordinances found at [https://library.municode.com/mo/kansas\\_city/codes/code\\_of\\_ordinances](https://library.municode.com/mo/kansas_city/codes/code_of_ordinances)

Drug Houses: Prohibited. No person shall knowingly keep, maintain, use or occupy any room, building or structure which is used for the illegal use, keeping or selling of controlled substances.

*Penalty.* Any person convicted of a violation of this section shall be punished by a fine of not more than \$500.00 or imprisonment for a period not to exceed six months, or by both fine and imprisonment.

Drug Paraphernalia: Drug paraphernalia means all equipment, products and materials of any kind which are used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance or imitation controlled substance, as defined in RSMo 195.010(22), in violation of RSMo 195.005—195.425, as amended. Drug paraphernalia is prohibited.

Any person found guilty of violation of this section shall be punished by imprisonment at the municipal correctional institution for not less than 15 days and not more than six months, or by a fine of not less than \$100.00 and not more than \$500.00, or by both such fine and imprisonment.

*State – Missouri –* Obtained from Missouri Revised Statutes Chapter 311 Liquor Control Law at <http://revisor.mo.gov/main/Home.aspx> and Chapter 195 Drug Regulations at <http://revisor.mo.gov/main/Home.aspx>.

In most cases, the penalty for persons convicted of possession and trafficking of illicit drugs in Missouri includes imprisonment for a class A felony unless an offense involves smaller quantities (35 gms. or less), which is punishable by a class C felony charge or class A misdemeanor charge.

For a class A felony, a term of years not less than ten years and not to exceed thirty years, or life imprisonment

For a class C felony, a term of years not to exceed seven years; For a class A misdemeanor, a term not to exceed one year;

*Federal Law –* Obtained from <https://www.dea.gov/drug-information> under “Federal Drug Trafficking Penalties”- see the following charts obtained from *Drugs of Abuse: A DEA Resource Guide: 2017 EDITION*

## FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture	100 gm or more pure or 1 kg or more mixture		
<b>PENALTIES</b>				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.  <b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.  <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Flunitrazepam (Schedule IV)	Other than 1 gram or more			
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

## FEDERAL TRAFFICKING PENALTIES—MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life and a fine up to \$20 million if an individual and \$75 million if other than an individual.

For additional information on programs and policies of U.S. College campuses see the Safe Supportive Learning website: <http://safesupportivelearning.ed.gov/>

### **Biennial Review of the Nazarene Theological Seminary Drug Abuse Prevention Program**

The Drug and Alcohol Abuse Prevention Program of Nazarene Theological Seminary will be reviewed biennially in even numbered years to a) determine its effectiveness and implement changes if they are needed; b) to ensure that the sanctions developed are consistently enforced.

Any questions concerning this Drug and Alcohol Abuse Prevention Program may be directed to Dr. Glenn Miller, Dean for Administration/CFO and Student Services.

## CAMPUS CRIME REPORT

January 1 to December 31

\*Hate crimes or “prejudice” crimes are those which show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, national origin or disability.

Criminal Offences	2017						2018						2019					
	Campus		Public Property	Non-Campus	Hate Crimes	Total	Campus		Public Property	Non-Campus	Hate Crimes	Total	Campus		Public Property	Non-Campus	Hate Crimes	Total
	On-Campus	Housing					On-Campus	Housing					On-Campus	Housing				
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism/Property Damage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENCES</b>																		
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARREST</b>																		
Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY ACTIONS</b>																		
Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The above statistical report is available to the general public at <https://ope.ed.gov/campussafety/#/>. Nazarene Theological Seminary provides a website to its current crime report, at <https://www.nts.edu/accreditation-compliance/>.

If you would like more details regarding the crimes mentioned above or you would like to review any reported crimes for the past three years, please contact the Dean for Administration/CFO in the Business Office.

Nazarene Theological Seminary will provide timely warning to the campus community of any occurrences of the above crimes that are reported to the Incident Response Coordinator or local police agencies and are considered to represent a threat to students and/or employees.

### **Annual Fire Safety Report**

Each of the houses owned by the Seminary and rented to students and staff is a private residence. As such, just as with any house, they are equipped with a smoke detector in order to alert the resident of a possible fire.

Since these are residences, there are no fire drills performed for these houses. For the same reason, there are no official evacuation procedures for these residences.

Electrical appliances and open flames are allowed at the resident's discretion. Smoking is prohibited.

As a small commuter school of graduate students, there is no official training program for fire safety, however, all NTS employees will be trained annually on the proper use of a fire extinguisher according to the NTS Incident Response Plan. Further, a thorough reading of the emergency fire procedures outlined previously in this Annual Fire Safety and Security Report may provide a well-rounded understanding on how to respond to a fire emergency. All fire alarms are clearly marked in each of the three hallways and all exits are clearly marked. It is the assumption of the institution that students, staff, and faculty have reasonable ability to remain safe in the case of a fire on campus.

Any fire defined as: "any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner," should be reported to the Dr. Glenn Miller, Dean for Administration/CFO or Steve Garrow, Physical Plant Coordinator. The report will be recorded in the fire log.







**Fire Statistics: January 1 through December 31**

- House 01 – 6348 Woodland Ave. Kansas City, MO 64131
- House 02 – 6400 Woodland Ave. Kansas City, MO 64131
- House 03 – 6405 Woodland Ave. Kansas City, MO 64131
- House 04 – 6407A Woodland Ave. Kansas City, MO 64131
- House 05 – 6407B Woodland Ave. Kansas City, MO 64131
- House 06 – 6427 Woodland Ave. Kansas City, MO 64131
- House 07 – 6429 Woodland Ave. Kansas City, MO 64131
- House 08 – 6435 Woodland Ave. Kansas City, MO 64131
- House 09 – 6441 Woodland Ave. Kansas City, MO 64131
- House 10 – 6445 Woodland Ave. Kansas City, MO 64131
- House 11 – 6501 Woodland Ave. Kansas City, MO 64131
- House 12 – 6519 Woodland Ave. Kansas City, MO 64131
- House 13 – 6523 Woodland Ave. Kansas City, MO 64131

There were no reported fires in any of the above facilities for the reporting year. Therefore, the following statistics represent all the above houses.

<b>Unintentional Fire:</b>	<b>2019</b>
Cooking	0
Smoking Materials	0
Open Flames	0
Electrical	0
Heating Equipment	0
Hazardous Products	0
Machinery/Industrial	0
Natural	0
Other	0
<b>Intentional Fire:</b>	<b>2019</b>
	0
<b>Undetermined Fire:</b>	<b>2019</b>
	0

Number of injuries resulting in medical treatment: 0  
Number of fire related deaths: 0  
Property damage value: 0