



CONCORDIA UNIVERSITY
Ann Arbor, Michigan

2023-2024 Academic Year

Annual Security and Fire Safety Report

Including Ann Arbor Main Campus and North Building

Prepared by Campus Safety

Includes Policy Statements for the 2023-2024 Academic Year

Crime Statistics for Calendar Years 2020, 2021, 2022



Table of Contents

Concordia University 2023/2024 Annual Security and Fire Safety Report Introduction	
Crime/Emergency Reporting and University Response.....	1
o Reporting Crimes and Other Emergencies.....	1
o Response to Reports.....	2
Responsibilities of Concordia University Community for their own personal safety and security and the safety and security of others.....	2
o Voluntary Confidential Reporting.....	2
o Confidential Reporting.....	3
o Anonymous Reporting.....	3
Statistical Disclosure of reported incidents.....	3
Reporting a Crime to Ann Arbor Police.....	3
Monitoring and Recording Criminal Activity at Non-campus locations.....	4
Campus Safety Authority and Jurisdiction.....	4
o Campus Safety Enforcement Authority.....	4
o Campus Safety Arrest Authority.....	4
o Campus Safety Jurisdiction.....	4
Security of and Access to Campus Facilities.....	4
o Academic and Administrative Buildings.....	4
o Residence Halls.....	5
Security Considerations used in the Maintenance of Campus Facilities.....	5
Campus Safety's Working Relationships with Local and State Law Enforcement Agencies.....	5
o Written Memorandums of Understanding with local police.....	5
Timely Warning Notices-Notifying Concordia University Community about crimes.....	5
o Timely Warning Distribution Matrix.....	7
Public Safety Notices.....	7
Daily Crime and Fire Log.....	8
Preparation of Annual Disclosure of Crime Statistics & Clery Compliance.....	8
o Specific Information About Classifying Crime Statistics.....	9
o Clery Act Reporting.....	9
o Geography Definitions from the Clery Act.....	10
Campus Crime Statistics for Concordia University.....	11
o Calendar Years (CY) 2020-2022.....	11
o Hate Crime.....	15
o Unfounded Crimes.....	15
Emergency Response and Evacuation Procedures.....	15
o Emergency Preparedness.....	15
o Emergency Response.....	16
o Emergency Evacuation Procedures.....	16
o Building Evacuation.....	17
o Large Scale Campus Evacuation.....	17
o General Evacuation Procedures.....	17
o Shelter-in-Place Procedures and Guidelines.....	17
o How you will know to Shelter in Place.....	18
o How to Shelter-in-place.....	18
o Off-Campus Emergencies.....	18
Emergency/Immediate Notification.....	18
o Emergency/Immediate Distribution Matrix.....	20
o Emergency Mass Notification System Testing.....	21
Alcohol and Other Drugs Education and Outreach.....	21
o Drug Free Schools and Communities Act (DFSCA) Compliance.....	22
Sexual Misconduct Policies, Services, Resources, and Protocols.....	23
o Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking.....	23
o Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking.....	24
o Concordia University's Definition of Consent as it Relates to Sexual Activity as Follows.....	25
o How to Be an Active Bystander.....	25
o Risk Reduction.....	27
o Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking.....	28
o Primary Prevention and Awareness Programs.....	29
o Ongoing Prevention and Awareness Campaigns.....	29
Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking Occurs.....	29
o Involvement of Law Enforcement and Campus Authorities.....	30
o Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking.....	30
o Procedures the University will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking is reported.....	30
o Facilitated Anonymous Reporting Through the Counseling Center/Pastoral Counselors.....	33
o Anonymous Online Reporting.....	33
o Employee Assistance Program.....	33
o Assistance for Victims-Rights and Options.....	33
o Rights of Victim's in Institutions Responsibilities for Orders of Protection, No Contact Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution.....	33
o Accommodations and Protective Measures Available for Victims.....	33
o Confidentiality.....	34

o	On and Off Campus services for Victims.....	34
o	Adjudication of Violations.....	36
o	If the Victim does not wish to pursue Resolution.....	36
Student and Employee Disciplinary Proceedings Utilized in cases of Alleged Domestic Violence, Sexual Assault and Stalking.....		37
o	Organizational Behavior.....	37
o	Statement on Privacy.....	37
Title IX Student and Employee Grievance Process.....		38
o	University Sexual Misconduct.....	39
o	Sexual Harrassment.....	39
o	Non-consensual sexual intercourse.....	39
o	Non-consensual sexual contact.....	39
o	Sexual Exploitation.....	40
o	Stalking.....	40
o	Dating Violence.....	40
o	Domestic Violence.....	41
o	Retaliation.....	41
o	Improper Restraint.....	41
o	Fraud/Lying.....	41
Sexual Misconduct Sanctions for Students.....		42
o	Definition of Sanction Terms.....	42
o	Definition of Remedy Terms for Students.....	43
Sexual Misconduct Sanctions for Employees.....		43
o	Definition of Sanctions.....	43
Appeal Process.....		44
o	Procedures.....	45
o	Grounds.....	45
Employee Reporting Responsibility.....		46
o	Mandatory Reporters.....	46
o	Confidential Employees.....	46
o	Discretionary Employees.....	47
Community Resources.....		47
Notification of Victims of Crimes of Violence.....		48
Sex Offender Registry and Access to Related Information.....		48
Weapons Policy.....		49
Missing Student Notification Procedures and Policies.....		49
Emergency Medical Response Procedures.....		49
Crime Prevention, Fire Safety, and Safety Awareness Programming.....		50
Michigan Antihazing Law.....		50
Crime Definitions.....		51
Annual Fire Safety Report Academic Year (AY) 2023-2024.....		57
o	Fire Safety Report Overview.....	58
o	General Residence Hall Fire Safety.....	58
o	Special Notes.....	58
o	Reporting a Fire for Inclusion in the Fire Statistics.....	58
o	Procedures for Students and Employees in the Event of a Fire.....	59
o	Student Residence Hall Fire Evacuation Procedures in case of a Fire.....	59
o	Plans for Future Improvements in Fire Safety.....	60
o	Prohibited Items.....	60
Emergency Building Evacuation Drills.....		62
Fire Investigation/Arson.....		62
Fire Safety Systems in Concordia University On-Campus Residential Facilities.....		63
Annual Fire Safety Report/Fire Statistics On-Campus Residential Facilities for CY (2020, 2021, 2022).....		64

The Annual Campus Security and Fire Safety Report - Introduction

Concordia University publishes this report in compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**. The Clery Act requires institutions to prepare, publish, and distribute an annual security report containing specific information about campus security policies and campus crime statistics. The Concordia University Campus Safety Office is responsible for preparing and distributing this report in accordance with the Clery Act.

The Campus Safety Office works with many other departments and agencies to compile the information required for this report. Other campus offices such as the Office of Residence Life, Student Life, Athletics, Health & Wellness, etc., all provide critical information concerning campus security policies and campus crime statistics for inclusion in this report. The City of Ann Arbor Police Department also provides information concerning crime statistics for disclosure in this report. The crime statistics included in this report are from the 2020-2022 calendar years.

This report also contains the Annual Fire Safety Report. This year's report contains fire statistics for the 2020-2022 calendar years and information about the universities fire alarm systems and safety procedures. The Annual Fire Safety Report is prepared by the Campus Safety Director and the university's Environmental Health and Safety Officer.

We encourage all members of the Concordia University community to use this report as a guide for safe practices on and off-campus. It outlines campus policies and provides important safety and crime prevention tips. If you have any questions about this report please feel free to contact me at **734-995-7507** or e-mail Dieter.Heren@cuaa.edu

Sincerely,



Dieter Heren
Director of Campus Safety

Crime/Emergency Reporting and University Response

Reporting Crimes and Other Emergencies

To help provide a secure and safe environment, all members of Concordia University community- students, faculty, staff, visitors and guests are encouraged to report any criminal activity, emergencies, suspicious behavior or other public safety related incidents occurring within the University's Clery geography to the Campus Safety Office in an accurate, prompt and timely manner. The University's Clery Geography includes:

- On-Campus property including central campus, residence halls, building and/or facilities;
- North Building;
- Designated Non-Campus properties and facilities;
- All public property including thoroughfares, streets, sidewalks, parking facilities, that are within the campus or immediately adjacent to and accessible from the campus or non-campus property/facilities.

Campus Safety has been designated by Concordia University as the official office for campus crime and emergency reporting. Campus Safety strongly encourages the accurate and prompt reporting of crimes. Accurate and prompt reporting ensures Campus Safety is able to evaluate, consider and send timely warning notices, disclose crimes through ongoing disclosure processes such as the posting of crimes in the Daily Crime Log and accurately documenting reportable crimes in its annual statistical disclosure. Concordia University further encourages accurate and prompt reporting to Campus Safety and/or the local police (Ann Arbor Police) when the victim of a crime elects to make such a report. Campus Safety can be reached by dialing 734-358-1340 or by dialing 7502 from any campus phone and are available to respond to both Central Campus and the North Building.

Criminal incidents or incidents on or off campus or the North Building can be reported to the local Ann Arbor Police Department by dialing 911 or 734-994-2911 or to the local police department having jurisdiction over the location. Additionally, as outlined below, the University has also identified a list of Primary Campus Security Authorities (CSA) or preferred receivers of reports to whom crimes can be reported.

Concordia University Ann Arbor Primary Campus Security Authorities		
Title	Office	Phone
Dean of Students	SS 108	734-995-7419
Director of Athletics	Student Union Office of the President	734-995-7525
Campus Pastor	Kreft 205	734-995-7328
School of Education	Krieger 123	734-995-7309
Assistant Vice President Academics	Kreft 235	734-995-7391
Assistant Dean School of Health Professions	North 305	734-995-7443
Director of Residence Life	SS 109	734-995-7342
Resident Life Director	SS 107	734-995-7461
Student Engagement	SS 106	734-995-7563
Director of Counseling	SS 115	734-995-7441

Sex offenses and other incidents of sexual or relationship violence can also be reported to the University's Title IX Office, by dialing 734-995-7419 or dialing 7419 from a campus phone or in person at the Residence Life Office SS 108. Incidents involving employees should contact the office of Human Resources (HR) by dialing 734-995-7499 or on campus extension 7499, or in person at the HR office located in the Student Services building room SS 133.

Response to Reports

Campus Safety is available 24 hours a day by calling 734-358-1340 or on campus extension 7502 and will respond to your location. Response times may be affected by various factors, such as the number and location of available personnel and/or their involvement at the time a report is received. While responding to your call for service, Campus Safety Officer's may request the involvement of additional University personnel including a member from the Counseling Center, Building and Grounds personnel, or housekeeping personnel.

To obtain information or request any public safety or safety escort services, community members should call Campus Safety at 734-358-1340 or on campus at extension 7502.

As mentioned, crimes should be reported to Campus Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning Campus Safety Alert notices to the community when appropriate. For example, a crime that was reported only to the Concordia University counseling center would not be known to Campus Safety, a campus security authority (CSA) or other university official.

Responsibilities of The Concordia University community for their own personal safety and security and the safety and security of others

Members of the Concordia University community must assume responsibility for their own personal safety and the security of their personal property and are encouraged to assist others. The following precautions provide guidance and are given at the fall welcome back:

- Report all suspicious activity to Campus Safety immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. Use Campus Safety's campus escort service.
- Limit alcohol consumption, and leave social functions that get too loud, too crowded, or that too many people are drinking excessively. Remember to call Campus Safety or Ann Arbor Police for help at the first sign of trouble.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home. **DO NOT PROP INTERIOR OR EXTERIOR DOORS.**
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

Voluntary Confidential Reporting

Concordia University encourages anyone who is the victim or witness of any crime to promptly report the incident to Campus Safety or the Ann Arbor Police Department. Campus Safety does not have a voluntary confidential reporting process because Campus Safety reports are educational records and not law enforcement reports, thus Campus Safety cannot hold reports of crime in confidence.

Confidential Reporting

Students may make confidential reports to Pastoral Counselors and/or Professional Counselors assigned to the Counseling and Psychological Services (CAPS) Center. Pastoral Counselors and Professional Counselors when acting in their capacity and function as Concordia University counselors do not make identifiable reports of incidents to the Official On-Campus Resources unless the student specifically requests them to do so; however, the University encourages counselors, if and when they deem it appropriate, to inform students they can report incidents of crime to Campus Safety, which can be done directly or anonymously through the anonymous reporting processes as outlined below. Receivers of confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to the Director or Assistant Director of Campus Safety.

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.

Anonymous Reporting

The Concordia University Campus Safety Office will assist in the anonymous reporting of incidents through: <https://www.cuaa.edu/academics/services/campus-safety/anonymous-tip-form.html> The University allows faculty, staff and students opportunities to report incidents anonymously, which allows a reporting person to complete a report without providing any personal identifying information. Anonymous reporting can be accomplished using the Campus Safety page on the Concordia University website.

While anonymous reporting is available by these means, the University's ability to investigate and appropriately address allegations of misconduct will be significantly limited. Crimes reported confidentially to the counseling center or pastoral counselors are not disclosed in the University's crime statistics or reporting processes, unless those crimes are reported to Campus Safety through the facilitated anonymous reporting process.

The purpose of an anonymous report is to possibly take steps to promote safety. In addition, Concordia University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the Institution.

Statistical Disclosure of Reported Incidents

Incidents reported to Campus Safety that fall into one of the required reporting classifications as defined by the Clery Act and Michigan Uniform Crime Reporting (UCR) Act that occur within the University's Clery geography will be disclosed as a statistic in the appropriate crime table within this annual security and fire safety report published by Campus Safety.

Reporting a Crime to the Ann Arbor Police Department

A person reporting a crime to Campus Safety has the right to report the crime to the Ann Arbor Police Department by calling 911 or if non-emergency 734-994-2911. Campus Safety Officers regularly discuss this option with the victim of a crime and will assist the victim with that process. If the Ann Arbor Police Department is contacted about criminal activity off campus involving Concordia University students, the police may notify Campus Safety. Students in these cases may be subject to arrest by the local police and University disciplinary proceedings through the Residence Life

Office.

Monitoring and Recording Criminal Activity at Non-Campus locations of student organizations

Concordia University has no officially recognized student organizations that own or control housing facilities. These facilities would be identified as part of the University's Clery "non-campus" geography. Campus Safety does not patrol or provide oversight of privately-owned property/residences rented by students that fall outside of the University's Clery Geography.

Campus Safety Office authority and jurisdiction

Campus Safety Enforcement Authority

The Campus Safety Office is responsible for providing security services for the Concordia University Campus. Campus Safety Officers and staff are responsible to Concordia University for the enforcement of University policies and Federal and State laws for campus administrative purposes only. Campus Safety investigates campus criminal incidents for administrative purposes as they relate to its campus judicial process. Criminal incidents may be investigated for possible criminal prosecution by the local Ann Arbor Police Department or other law enforcement agencies with jurisdiction. The Dean of Students, Title IX Coordinator, and Human Resources (as it relates to employee conduct), coordinate disciplinary action for matters that are violations of University rules.

Campus Safety employs security officers to staff special events, perform asset security, conduct security patrols, assist with vehicle and crowd control, and perform duties as access monitors. These security officers enforce University policy under the leadership and supervision of the Director of Campus Safety and report incidents and crimes immediately to Ann Arbor police if required.

Campus Safety Arrest Authority

Campus Safety personnel are non-sworn security personnel for Concordia University and have no official powers of arrest authority. Concordia University Campus Safety will summon support from the Ann Arbor Police or other applicable law enforcement entities to affect an arrest on or within campus-owned, controlled, leased or other recognized property.

Campus Safety Jurisdiction

Campus Safety's jurisdiction encompasses its Clery geography which includes its core or main campus, campus residence halls, buildings, and/or facilities; public property adjacent to and accessible from on-campus property; and leased, rented, otherwise recognized and/or controlled buildings, spaces, and/or facilities that are also within the City of Ann Arbor or local township. Campus Safety does not have an expanded patrol jurisdiction beyond the buildings, facilities and property the University owns or otherwise controls.

Security of and Access to Campus Facilities

Academic and Administrative Buildings

During normal business hours, the Concordia University campus is generally open and accessible to students, faculty, staff, and visitors of the University. The majority of academic and administrative buildings are open during normal business hours (typically Monday through Friday, from 8a-5p, except holidays) and are typically secured during the late evening hours, depending upon class schedules, special event scheduling, and community usage. The designated 24-hour academic/administrative buildings are typically secured from 11p-6a each night, and access is gained to these buildings via Campus Safety. Members of Campus Safety regularly patrol the interiors and exteriors of all campus

facilities.

Campus Safety officers patrol the campus grounds via foot, vehicle or bicycle, conduct regular interior and exterior checks of academic and administrative buildings and respond to incidents occurring anywhere within the university's Clery Geography. Campus Safety will provide security escorts when requested for staff members, students, and faculty.

Residence Halls

Access to residence halls is restricted to Concordia University students and authorized staff, and the halls are secured by lock and key systems 24 hours a day/7 days a week. Members of Campus Safety routinely patrol the interior common areas, spaces, and hallways of buildings equipped with such common spaces and regularly patrol the exteriors of all campus residence halls. Residence hall student staff also enforce campus policies and security measures within the residence halls to achieve a community respectful of individual group rights and responsibilities.

Security Considerations Used in the Maintenance of Campus Facilities

Concordia University facilities and landscaping are maintained in a manner that minimizes hazardous and unsafe conditions. Parking lots and most pathways are illuminated with lighting. Campus Safety regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Buildings and Grounds for corrections. Campus community members can additionally report hazards directly to Buildings and Grounds through an online service response reporting process. The campus' overall safety and security program is supplemented by a variety of technological systems including: access control; closed circuit television; and fire detection, suppression, and reporting systems. Other members of the University community are helpful when they report equipment problems to Buildings and Grounds. Campus Safety is often consulted on security measures during construction and renovation of capital project meetings.

Campus Safety's Working Relationship with Other Local and State Law Enforcement Agencies

Campus Safety maintains a close working relationship with the Ann Arbor Police Department, Washtenaw County Sheriff, and Michigan State Police. Collaborative meetings and training sessions are occasionally held to review issues and incidents occurring within the multiple local jurisdictions. Campus Safety is comfortable with and capable of reaching out to these responsive law enforcement entities for support and assistance as it relates to the safety and security of the campus community.

Campus Safety officers and local law enforcement officers communicate regularly on the scene of incidents that occur in and around the campus area. Campus Safety investigators work closely with local law enforcement investigators when incidents arise that require joint communication efforts.

Written Memorandums of Understanding with Local Police

Concordia University currently has no active written agreements or Memorandums of Understanding (MOU) with Ann Arbor Police Department (AAPD) or any other law enforcement agency for the investigations of alleged criminal incidents or for any other reasons.

Campus Safety Alerts (Timely Warning Notices)-Notifying the Concordia University Community About Crimes

In an effort to provide timely notice to the Concordia University community in the event of a criminal situation that, in the judgement of the Director of Campus Safety or designee, may pose a serious or continuing threat to members of the campus community, a Campus Safety Alert (timely warning notice) will be issued.

Campus Safety Alerts will be distributed as soon as pertinent information is available, in a manner that is timely, that

withholds the names of the victims as confidential, and with the goal of aiding in the prevention of similar crimes or occurrences.

Campus Safety Alerts are primarily distributed by blast email to all students and employees on campus as soon as pertinent information is available. Alerts can also be sent/communicated via Concordia's text/voice messaging system and a variety of other notification methods as outlined in the Emergency/Immediate Notification section of this annual report. The intent of a Campus Safety Alert is to warn the campus regarding a criminal incident, providing individuals an opportunity to take reasonable precautions to protect themselves.

Campus Safety Alerts are generally written and distributed to the campus community by the Director of Campus Safety or the Assistant Director of Campus Safety, and they are routinely reviewed and approved by the Dean of Students or a designated associate of Residence Life prior to distribution. The Director of Campus Safety or the Assistant Director of Campus Safety have the authority to issue a Campus Safety Alert without such consultation if consultation time is not available. Should the Director or the Assistant Director of Campus Safety be directly impacted and involved in an incident response or otherwise unavailable, the Dean of Students could write and send a Campus Safety Alert.

Campus Safety Alerts are sent to the university community to notify members of the community about specific Clery Act crimes (as described below) that have been reported to Campus Safety and that have occurred on or within the university's Clery geography (on-campus, non-campus or public property), where after review and assessment it is determined that the incident may pose a serious or continuing threat to members of the University community.

Crimes that occur outside the campus' primary Clery geography, as stipulated or other non-Clery specific crimes, will be evaluated on a case-by-case basis. Information related to these crimes may be distributed to the campus as a Public Safety Notice, as outlined and described in the below policy statement for "Public Safety Notices".

Updates to the campus community, when deemed necessary, about any particular case resulting in a Campus Safety Alert may be: distributed via blast email and/or posted on the university website. Campus Safety Alert posters may also be posted in campus buildings and posted in lobby/entrance areas of key buildings for a time-period determined by the Director of Campus Safety or designee. Concordia University professional staff are informed of their responsibility to share Alert information with their sponsored visitors and/or guests. Conference staff are instructed to inform conference attendees, camp counselors, and/or directors/leaders about Alerts and Alert posters that may be posted in areas or residence halls where conference or camp attendees are visiting and/or occupying.

Campus Safety Alerts are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger Concordia University community).
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Director or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. All cases of sexual assault including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Campus Safety Alert.
- Major incidents of Arson
- Other Clery crimes as determined necessary by the Director of Campus Safety or their designee.

Typically, alerts are not issued for any incidents reported that are older than ten (10) days from the date of occurrence,

as such a delay in reporting has not afforded the University an opportunity to react or respond in a timely manner.

Campus Safety Officers confer with the Director of Campus Safety and/or the Assistant Director of Campus Safety during the response to a crime to ensure a proper review of all Clery crimes (and other criminal incidents, as deemed appropriate to determine if there is a serious or continuing threat to the community and if the distribution of a Campus Safety Alert is warranted).

Campus officials not subject to the timely reporting requirement are those with significant counseling responsibilities who were providing confidential assistance to a crime victim. At Concordia University, this would only apply to professional counselors from the Counseling and Psychological Services (CAPS) center and pastoral counselors who are performing that specific function and role as their primary employment with the University.

Campus Safety Alert Distribution Matrix

Primary Method	Primary Message Creator	Backup Message Creator	Authority to approve/send	Primary Message Sender	Backup Message Sender
Mass Email	Director of Campus Safety	Assistant Director of Campus Safety or their designee; or Any trained member of Marketing and Communications	If time allows, consult with Dean of Residence Life; or their designee; or If time does not permit, the primary or back up creator/sender can proceed	Director of Campus Safety	Assistant Director of Campus Safety or their designee; or Any trained member of Marketing and Communications
CUAA Website	Director of Campus Safety	Assistant Director of Campus Safety or their designee; or Any trained member of Marketing and Communications	Director of Campus Safety; or designee	Information Technology	Any trained member of Marketing and Communications

Public Safety Notices

A Public Safety Notice may be sent to the campus community for general crime prevention purposes, to inform the community of crimes and/or incidents that are not generally time sensitive or considered to be a continuing threat, but important to be aware of, and/or to inform the campus of incidents occurring on, around, or even off campus that do not meet the requirements or specifications for distribution of a Campus Safety Alert, as outline above.

A Public Safety Notice may be sent to the electronic campus community message boards, or they may be sent via blast email to all students and employees on campus. A Public Safety Notice is generally written and distributed to the campus community by the Director of Campus Safety or Assistant Director of Campus Safety, and they are routinely reviewed and approved by the Dean of Students.

Updates to the campus community about any particular case resulting in a Public Safety Notice, when deemed necessary, and may be distributed via blast email, posted on the University website, included on electronic message boards, and may be distributed by the Director of Campus Safety as deemed necessary and appropriate.

Daily Crime and Fire Log

Campus Safety combines its Daily Crime Log and Fire Log into one public document. Campus Safety makes the Daily Crime and Fire Logs for the most recent 60-day period open to public inspection during normal business hours (typically Monday through Friday, from 8a-5p, except holidays) at the Campus Safety Office in the Student Services building room 114. Any portion of these crime and fire logs that are older than 60 days are made available for public inspection within two business days of a written request. All confirmed fires occurring within on-campus residential facilities will also be included in the Daily Crime and Fire Log. The information in the crime and fire log typically includes the incident number, crime classification or nature of the fire, date reported, date occurred, general location of crime or fire, and disposition of each reported crime or fire. Faculty, staff, and students are encouraged to review these logs periodically to become more familiar with the types and locations of criminal incidents and fires that may impact the University's campus community.

Additionally, in accordance with the Michigan Uniform Crime Reporting (UCR) Act, the personal identifying information (name and address) of all non-juveniles arrested (by summons, citation, or custodial arrest) during an incident that gets listed in the Daily Crime and Fire Log will be included in the log's disposition category. The names of crime victims will not be listed on the Daily Crime and Fire Log.

Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes/incidents within the University's Clery geography and updated information regarding previously reported crimes are entered into the Daily Crime and Fire Log within two (2) business days of when it is reported to Campus Safety. It is important to note that Campus Safety has no expanded patrol jurisdiction outside of its identified Clery Geography.

Preparation of Annual Disclosure of Crime Statistics & Clery Compliance

The following information provides context for the crime statistics reported as part of compliance with the Clery Act. Concordia University Campus Safety is primarily responsible for preparing the Annual Security and Fire Safety Report. This responsibility is specifically designated to the Director of Campus Safety or designee. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: the Concordia University Campus Safety Office, the Ann Arbor Police Department (AAPD), the Washtenaw County Sheriff's Office (WCSO), the Michigan State Police (MSP), law enforcement agencies with jurisdiction for international and domestic non-campus property locations, and non-police or public safety personnel who have been designated Campus Security Authorities or CSAs. The office of Residence Life, Title IX Office, and Human Resources Department are key offices from which drug, liquor, and weapon offense referral data is obtained along with sexual offenses and potential reports of other Clery Crimes. Final report preparation is coordinated by the Director of Campus Safety with Human Resources, Residence Life, and the Title IX Coordinator.

A written request for statistical information is made at least on an annual basis to all Campus Security Authorities or CSAs (as defined by federal law). CSAs are also informed in writing and/or through training to report crimes to Campus Safety in a timely manner so those crimes can be evaluated for timely warning purposes. A Campus Security Authority or CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

- A campus police department or campus security of an institution
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or campus security department (e.g., an individual who is responsible for monitoring the entrance into an institutional property)
- An individual or organization specified in an institution's state of campus security or policy as an individual or

- organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but limited to, student housing, student discipline, and campus judicial proceedings. An Official is defined as any person who has the authority and the duty to act or respond to particular issues on behalf of the institution.

Statistical information is not requested from, nor is it provided by, Professional Counselors of Counseling and Psychological Services (CAPS) or Pastoral Counselors who are performing that function and role as their employment with the University. Professional and Pastoral counselors are not required by law to provide statistics for this compliance document. Counseling and Pastoral Professionals, as defined by the Federal law, who act in such capacities, have been advised that, while they are not obligated to report crimes for the purpose of compiling these statistics, they are encouraged, when they deem it appropriate, to inform the persons they are counseling of their ability to report any crimes to Campus Safety for inclusion in the annual statistics. The CAPS and Pastoral Counselors facilitate anonymous reporting, as outlined earlier in the Annual Security and Fire Safety Report.

All statistics are gathered, compiled, and reported to the University community via this report, entitled the “Annual Security and Fire Safety Report”, which is published by Campus Safety no later than October 1st of each year. Campus Safety submits the annual crime statistics published in this brochure via a Web-based reporting system to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

Concordia University sends an email to every enrolled student and current employee on an annual basis informing them of the availability of the Annual Security and Fire Safety Report (ASFSR). Additionally, notification letters (via campus mail) are sent to individual campus departments. The email and letter include a brief summary of the contents of this report. The email and letter also include the address for the University website where the ASFSR can be found online, and notification that a physical copy may be obtained by making a request to Campus Safety by calling 734-995-7502 or in person at the Campus Safety office 114 in the Student Services building. The availability of the ASFSR is also posted on the admissions application website and included on all Human Resources employment application forms informing prospective students and employees how to access the ASFSR and obtain a copy.

Specific Information about Classifying Crime Statistics

The statistics in this brochure are published in accordance with the definitions and many of the standards and guidelines used by the FBI Uniform Crime Reporting (UCR) Handbook, National Incident-Based Reporting System (NIBRS), relevant Federal law (the Clery Act), and applicable State Law.

Clery Act Reporting

For Clery Act reporting purposes, the number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons Law violations, the statistics indicate the number of people arrested by law enforcement or referred to the Residence Life or Human Resources for possible disciplinary action for violations of those specific laws.

Hate crimes are reported in narrative form and are separated by category of prejudice. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense that was motivated by the offender’s bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit

the offense because of their bias against the victim's race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate crime for Clery Act purposes.

Hate Crimes include any of the following offenses that are motivated by the offender's bias: Murder and Non-negligent Manslaughter, Sexual Offenses (rape, fondling, incest and statutory rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property.

Campus SaVE was signed into law on March 7, 2013, as part of the reauthorization of the Violence Against Women Act (VAWA); it covers students and staff of institutions of higher education and amends the Jeanne Clery Act to include new reporting requirements for Domestic Violence, Dating Violence, and Stalking and additional policy statements and training requirements.

Geography Definitions from the Clery Act

On-Campus defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property defined as: 1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately-owned fraternity); or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

The Non-Campus geography definition includes building or properties under temporary control during institutionally sponsored short-stay-away domestic or international trips for students of more than one night, or buildings or properties under temporary control during institutionally sponsored domestic or international trips for students to repeated locations.

- For example, students in the debate club take a trip to Washington, D.C. and stay at the same hotel every year. In this example, the institution must include in their Clery Act Crime statistics any Clery Act crimes that occur in the rooms used by the students and any common areas used to access those rooms; including the lobby, elevator and staircases.

Public Property is defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus or non-campus property/facilities. The Concordia University crime statistics do not include crimes that occur in privately-owned homes or businesses within or adjacent to the campus boundaries.

On-campus Student Housing Facility defined as: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This category is a considered subset of the On-Campus category.

Reasonably Contiguous is defined as: Any building or property an institution owns or controls that is in a location that students consider to be, and treat as, part of the "campus". Generally speaking, Concordia University considers locations within one mile from the core or main campus border to be reasonably contiguous with the campus.

Campus Crime Statistics for Concordia University Ann Arbor

(Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act)

Central Campus Calendar Years (CY) 2020-2022

Criminal Offenses or Primary Crimes (Crimes Reported by Hierarchy)	Calendar Year	On Campus Including Residential	Non- Campus	Public Property	Total	On Campus (Residential Only)
Murder & Non-Negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Rape	2022	2	0	0	2	2
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Fondling	2022	5	0	0	5	5
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Incest	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Burglary	2022	1	0	0	1	0
	2021	1	0	0	1	1
	2020	0	0	0	0	0
Motor Vehicle Theft	2022	1	1	0	2	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Arson*	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
<p>* Arson is always counted regardless of the nature of any other offense committed during the same incident. When multiple offenses are committed during the same distinct operation as an Arson Offense, the most serious offense along with Arson is counted.</p>						

VAWA Offenses; and Arrests and Referrals for Disciplinary Action for Weapons, Drug Abuse, and Liquor Law Violations (Crimes Not Reported by Hierarchy)	Calendar Year	On Campus Including Residential	Non-Campus	Public Property	Total	On Campus (Residential Only)
Domestic Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Dating Violence	2022	3	0	0	3	2
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Stalking	2022	0	0	0	0	0
	2021	1	0	0	1	0
	2020	0	0	0	0	0
Liquor Law Violation Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Drug Law Violation Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Law Violation Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Liquor Law Violation Referred for Disciplinary Action	2022	13	0	0	13	13
	2021	2	0	0	2	2
	2020	3	0	0	3	3
Drug Law Violation Referred for Disciplinary Action	2022	1	0	0	1	1
	2021	3	0	0	3	1
	2020	1	0	0	1	0
Weapons Law Violation Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	1	0	0	1	0
	2020	0	0	0	0	0

"Reported crimes" are allegations of crimes reported in good faith to CSAs. These crimes do not have to be investigated or adjudicated in order to count as a reported crime statistic in the ASFSR. Reported crimes may involve individuals not associated or affiliated with Concordia University. Reported crimes may include information received from an anonymous reporting source. Residential Facility crime statistics are a subset of the On-Campus category, i.e. they are counted in both categories

Hate Crime Statistics	
2022	Zero (0) hate crimes, as defined by applicable federal law, were reported to Concordia University in 2022
2021	Zero (0) hate crimes, as defined by applicable federal law, were reported to Concordia University in 2021
2020	Zero (0) hate crimes, as defined by applicable federal law, were reported to Concordia University in 2020

Unfounded Crime Statistics	
2022	Zero (0) unfounded crimes for calendar year 2022.
2021	Zero (0) unfounded crimes for calendar year 2021.
2020	Zero (0) unfounded crimes for calendar year 2020.

North Building Crime Statistics

Criminal Offenses or Primary Crimes (Crimes Reported by Hierarchy)	Calendar Year	On Campus Including Residential	Non- Campus	Public Property	Total	On Campus (Residential Only)
Murder & Non-Negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Fondling	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Incest	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Burglary	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Arson*	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

* Arson is always counted regardless of the nature of any other offense committed during the same incident. When multiple offenses are committed during the same distinct operation as an Arson Offense, the most serious offense along with Arson is counted.

VAWA Offenses; and Arrests and Referrals for Disciplinary Action for Weapons, Drug Abuse, and Liquor Law Violations (Crimes Not Reported by Hierarchy)	Calendar Year	On Campus Including Residential	Non-Campus	Public Property	Total	On Campus (Residential Only)
Domestic Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Dating Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Stalking	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Liquor Law Violation Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Drug Law Violation Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Law Violation Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Liquor Law Violation Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Drug Law Violation Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Law Violation Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

"Reported crimes" are allegations of crimes reported in good faith to CSAs. These crimes do not have to be investigated or adjudicated in order to count as a reported crime statistic in the ASFSR. Reported crimes may involve individuals not associated or affiliated with Concordia University. Reported crimes may include information received from an anonymous reporting source. Residential Facility crime statistics are a subset of the On-Campus category, i.e. they are counted in both categories

Hate Crime Statistics	
2022	Zero (0) hate crimes, as defined by applicable federal law, were reported to Concordia University in 2022.
2021	Zero (0) hate crimes, as defined by applicable federal law, were reported to Concordia University in 2021.
2020	Zero (0) hate crimes, as defined by applicable federal law, were reported to Concordia University in 2020.

Unfounded Crime Statistics	
2022	Zero (0) unfounded crimes for calendar year 2022.
2021	Zero (0) unfounded crimes for calendar year 2021.
2020	Zero (0) unfounded crimes for calendar year 2020.

Note: The University made a reasonable and good faith effort to request and retrieve statistics from all local law enforcement agencies with jurisdiction over the University’s identified Clery geography. Reportable Clery Crime data received from agencies who responded to these requests are included in the crime statistics above. Not all of these agencies responded to these requests for crime statistics.

Unfounded Crimes

If a Clery Act crime is reported as occurring in any of the University’s Clery Act geographic categories and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be “unfounded”. Only sworn or commissioned law enforcement personnel may unfound a crime after a thorough investigative process.

Emergency Response and Evacuation Procedures

Emergency Preparedness

Concordia University has an Emergency Operating Plan that establishes policies, procedures, and an organizational hierarchy for response to emergencies on campus. The plan outlines incident priorities, campus organization, and the role and operation of Concordia University personnel during an emergency. Emergency operations planning at Concordia University means preventing, preparing for, responding to, and recovering from any and all emergencies that could affect the University and local Ann Arbor communities. Emergency Preparedness at Concordia University is managed by Campus Safety. The emergency response and evacuation protocols and procedures outlined within this Annual report are reflective of both on-campus and non-campus buildings, facilities, and residence halls.

Emergency Response

Any emergency occurring on campus should be reported to Campus Safety by dialing (734) 358-1340 or on-campus extension 7502, or by dialing 911 for outside emergency responders.

In conjunction with other emergency agencies, the university conducts emergency response drills and exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced are designed to assess and evaluate the emergency plans and capabilities of the institution. After-action reviews will be conducted following each test and/or exercise that documents the test/exercise, provides a description for each test/exercise, the date, time, whether the test was announced or unannounced, and an assessment of the lessons learned from the exercise. Campus Safety publicizes a summary of the emergency response and evacuation procedures via email to all students, faculty and staff once each year in conjunction with a test (exercise and drill) that meets all the requirements of the Higher Education Opportunity Act (HEOA).

Emergency Evacuation Procedures

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the residence halls as well as the academic and administrative buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Campus Safety officers do not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases Campus Safety staff on scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or another emergency. At Concordia University, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

Campus Safety will assist with the safe evacuation of all persons utilizing the University’s facilities in the event of natural disasters, civil disturbances, and active threats. The level of necessity will determine the response by Campus Safety. If large scale events occur that are beyond the resource capabilities of Campus Safety and the University, officials will request assistance from outside emergency resources such as the Ann Arbor Police and Fire, Washtenaw County Sheriff, Washtenaw County Emergency Management, Michigan State Police, and/or state departments of emergency management. The need to implement evacuation from a campus building or the entire campus shall be based upon information received by or furnished to Concordia University.

The information may be in the form of instructions or advice from the Washtenaw County Emergency Management, the Governor’s Office, or other officially recognized agencies. Full or partial evacuations may be necessary as a protective action to reduce campus community members’ exposure to a hazard. Protective actions reduce time of exposure, create distance, or provide shielding from a specific hazard. Hazards that may require an evacuation include:

- Fire
- HAZMAT release
- Bomb threat or suspicious device/package
- Hostile intruder
- Massive utility failure
- Severe Weather Conditions
- Hazard that renders facilities uninhabitable

Scope of an Evacuation: The scope of an evacuation can include a single building, a group of buildings, and/or a large geographical area. The scope could go beyond the borders of the institution, and/or the university may be impacted by an evacuation initiated by the local authorities. Size and scope consideration must be included in the overall decision-making process.

Building Evacuation

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized University official, such as a Campus Safety Officer.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the exit stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.
- Remain at least three hundred (300) feet outside of the building and await further instructions. Keep roadways open, and be aware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability.

Large-scale Campus Evacuation

- If evacuation of part or all of the campus is necessary, monitor text message/voice alert system, email, and the University's website for additional information.
- Those in need of transportation will be directed to areas to await transport to an off-campus site.

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Campus Safety by dialing (734) 358-1340 or on-campus extension 7502 or by dialing 911 for outside emergency responders.

- Remain Calm.
- Do NOT use elevators, use the stairs.
- Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform Campus Safety or the responding Fire Department of the individual's location.
- Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
- Make sure all personnel are out of the building.
- Do not re-enter the building.

Shelter-in-Place Procedures- What it Means to "Shelter-in-place"

University authorities may instruct campus community members to "shelter-in-place" if a condition exists that is potentially life threatening and has an immediate threat to health and personal safety of the campus community. Immediate threats would include, but are not limited to: active shooter incidents, mass acts of violence, tornadoes, terrorist attacks, or hazardous materials incidents. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside. Community members should remain in a shelter-in-place status until the all-clear is communicated by emergency response personnel via an emergency rapid communications system(s).

Basic "Shelter-in-Place" Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of

the elevators). Once you have evacuated, seek shelter at the nearest university building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, Campus Safety, Residence Life, other University Employees, local law enforcement or outside emergency services, or other authorities utilizing the university’s emergency communication tools.

How to “Shelter-in-Place”

No matter where you are, the basics steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions for emergency personnel on scene.
- Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Shut and lock all windows (tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able. Concordia University staff will turn off the ventilation as quickly as possible.
- Make a list of the people with you and ask someone to call the list in to Campus Safety so they know where you are sheltering.
- Turn on a radio or TV and listen for further instructions if available.
- Make yourself comfortable.

Off Campus emergencies

Campus Safety officials receive emergency information from the Washtenaw County 911 Center regarding incidents in Washtenaw County that could imminently impact the safety of the Concordia University community. When appropriate, Campus Safety notifies the campus community of off-campus threats that could also represent a threat to the health or safety of students and employees.

Emergency/Immediate Notification

Concordia University has developed a process to notify the campus community in cases of an emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

Emergencies occurring on or within any of the University’s Clery Geography (as defined in the “Geography Definitions” elsewhere in the Annual Report) should be reported to Campus Safety by dialing (734) 358-1340 or on-campus extension 7502, or by dialing 911 for outside emergency responders.

The emergency/immediate notification capability of the emergency mass notification system is designed to assist the University in immediately notifying the campus community upon confirmation of a significant emergency or dangerous

situation occurring on or near the campus that involves an immediate threat to the health or safety of students or employees. A threat is imminent when the need for action is instant, overwhelming, and leaves no moment for deliberation. Such situations would include, but are not limited to, a hazardous materials incident requiring shelter-in-place or evacuation, an armed intruder on or near campus, an approaching tornado, or a fire actively raging in a campus building.

The University will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system to the appropriate segment or segments of the campus community, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

Immediate notification to the campus can be accomplished through a variety of communication methods. Notification will be made by using some or all of the following multi-modal notification methods depending on the type of emergency: University's Emergency Mass Notification System (which contains email, cell phone text, voice message alert); select in-building audible voice notification devices, fire alarm (where available); public address systems/outdoor speakers (where available); social media; digital signage (where available), local media, webpages, and/or alert sirens. If any of these systems fail or the University deems it appropriate, in person communication may be used to communicate an emergency. Confirmation of the existence of an emergency typically involves the response and assessment of Campus Safety officers, sometimes in conjunction with campus administrators and other University officials, local police and first responders, and/or the national weather service.

When on-duty Campus Safety officers become aware of a situation that may warrant the issuing of an immediate notification, the on-duty Campus Safety Officer confirms (through response, investigation, or collaboration with emergency responders) that there is a significant emergency and then immediately contacts the Director of Campus Safety or Assistant Director of Campus Safety, who quickly evaluates the situation to determine if an alert is warranted, develops the content of the notification message, and then identifies the appropriate segment or segments of the campus community who will receive the notification.

The Director of Campus Safety or Assistant Director of Campus Safety has the ability and authority to issue an alert without delay and without further consultation with any other University official. Notification message content is determined based on the type of incident, the context with which it is occurring, and the immediate danger or threat to the campus community and the need to advise campus community members to take action. The University will endeavor to make such notification sufficiently specific, so as to enable recipients to take an appropriate response to the threat. Pre-canned messages have been prepared as part of the emergency notification system to aid in rapid communication processes. In situations lacking the presence of an imminent threat, the Director of Campus Safety or Assistant Director of Campus Safety consults with the President and/or Dean of Students.

Follow-up notices/communications will be provided as necessary during an active incident and may be provided by the Director of Campus Safety or the Assistant Director of Campus Safety. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the aforementioned communications methods. Additionally, updates regarding a prolonged and ongoing emergency situation such as a health emergency (norovirus, serious illness, pandemic, etc.) can be provided by creating a banner (webpage) at the top of the University's homepage that would contain specific status update information along with links to public health agencies (for example) or other relevant entities.

When the emergency mass notification system is fully activated using the siren, email, and cell phone text /voice messaging, university officials will notify campus community members of the emergency situation, its location, and will most likely request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the "shelter-in-place" concept. Local police, emergency responders, and select local officials are also alerted of any actual on-campus emergency that poses a threat to campus and/or the immediate local community.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

Emergency/Immediate Distribution Matrix

Primary Methods	Primary Message Creator	Backup Message Creator	Authority to Approve/send	Primary Message Sender	Backup Message Sender
Mass Email	Director of Campus Safety	Assistant Director of Campus Safety or their designee	If time allows, consult with Dean of Students or their designee; or, if time does not permit, the primary or backup creator/sender can proceed	Director of Campus Safety	Assistant Director of Campus Safety or their designee
Concordia Messaging Alert System(Text/Voice/Email/Audible Notification)	Director of Campus Safety	Assistant Director of Campus Safety or their designee	If time allows, consult with Dean of Students or their designee; or, if time does not permit, the primary or backup creator/sender can proceed	Director of Campus Safety	Assistant Director of Campus Safety or their designee

Secondary Methods	Primary Message Creator	Backup Message Creator	Authority to Approve/send	Primary Message Sender	Backup Message Sender
Campus Siren Shelter-in-Place Notification Only	City of Ann Arbor	City of Ann Arbor	City of Ann Arbor	City of Ann Arbor	City of Ann Arbor
Digital Signage	Director of Campus Safety	Assistant Director of Campus Safety or their designee	Director of Campus Safety or their designee	Information Technology	Information Technology
Social Media Platforms	Marketing and Communications	Director of Campus Safety or their designee	Director of Campus Safety or their designee	Marketing and Communications	Marketing and Communications Office Designee
University Website	Marketing and Communications	Director of Campus Safety or their designee	Director of Campus Safety or their designee	Marketing and Communications	Marketing and Communications Office Designee
Face-to-Face Communication and Alarm Systems	Director of Campus Safety	Assistant Director of Campus Safety or their designee	Director of Campus Safety or their designee	Director of Campus Safety	Assistant Director of Campus Safety or their designee

Emergency Mass Notification System Testing and Registration

The Emergency Mass Notification System (EMNS) will be tested at least each academic semester to ensure that all systems are working properly and that emergency managers maintain a working knowledge of the system. These tests will also be educational moments for the campus community to remind them that this system does exist, and that it is a working and functioning system that they can rely upon. In conjunction with at least one of the annual test notifications, information is shared with the campus community related to the campus' emergency response and evacuation procedure.

Students, staff, and faculty are informed through the University's Emergency Mass Notification System program and evacuation processes annually during training and through written notification once per semester. This includes dissemination of information about how to respond during the activation of the EMNS in response to a significant incident on campus or within the immediate area of the campus that potentially directly impacts the safety of campus community members. Additionally, EMNS posters are posted in classrooms and public areas throughout campus. These posters provide quick actions for community members to take in the event of an EMNS activation, including shelter-in-place actions, etc. Campus Safety Officers additionally test evacuation procedures for all residence halls at least once each semester as part of fire drill and safe evacuation programs.

The EMNS processes are tested once each semester including the activation of the cell phone/text messaging systems. The City of Ann Arbor tests the sirens every second Tuesday of the month. These tests are usually announced tests, but they may be unannounced. Available student and staff cell phone numbers are loaded into the cell/text/email notification system(s). Students and staff may opt out of receiving text messages by either texting the word STOP to 226787 or by going to <https://www.getrave.com/manageProfile/profileDashboard.action>. Individuals are not able to opt out of email messages. Employees and students are encouraged to update or add family email addresses, cell phone numbers, or voice only phone numbers on their Rave profile also.

Alcohol/Drug Policies and the Points System

In accordance with the federal Drug-Free Workplace Act of 1988, the federal Drug-Free Schools and Communities Act (DFSCA) of 1989, and state policies on Alcohol and Other Drugs, Concordia University prohibits the possession, use, sale, manufacture, distribution, or dispensation of alcohol and other drugs by employees and students in the workplace, on University property or as part of any campus activity. Employee or student violators are subject to disciplinary action, up to and including termination of employment and expulsion.

The University's Campus Safety Office reports violations of law to the appropriate university department and may work in collaboration with the state and local police, who are responsible for enforcing the laws of the State of Michigan, including laws relative to the possession, use, and sale of alcoholic beverages. This includes the enforcement of State of Michigan underage drinking laws and Federal and State drug laws. Student violations of the policies and guidelines pertaining to alcohol and drugs specified in the Concordia University Student Code of Conduct will result in sanctions appropriate to the degree of the violation. Sanctions will increase in severity for repeated violations. Student sanctions will include, but are not limited to points, fines, education, referrals for counseling, community service, probations, residence hall separation, or suspension or expulsion from the University.

There are also serious legal repercussions for driving under the influence of alcohol. Drivers under the age of 21 with a BAC (Blood Alcohol Content) of more than .08 will be charged with Driving Under the Influence. Drivers 21 and over with a BAC of .08 or higher will be charged with Driving Under the Influence.

The use of narcotics and controlled substances without a prescription on University premises, as elsewhere, is illegal. Illegal possession, use, and/or sale of drugs or narcotics by students, employees, or guests constitutes unacceptable and illegal conduct. The University's Campus Safety Office reports violations of law to the appropriate University department and may work in collaboration with state and federal law enforcement and local police, who are responsible

for enforcing the laws of the State of Michigan, including laws relative to the possession, use, and sale of narcotics and controlled substances. When students are receiving Federal Title IV financial aid (including Federal Pell Grants and Federal Direct Student Loans), it is their responsibility to inform the Financial Aid Office within 5 days of any criminal illegal drug statute conviction. Students also agree to abide by the conditions of the drug-free workplace certifications.

The Points System was designed in order to provide clarity around how the University will respond to alcohol, drug, and related violations. Students will meet with the appropriate student conduct administrator or hearing body in order to determine if a violation of policy did occur. Once this determination is made, the corresponding number of points and other required sanctions will be assigned. Students will receive this information from the student conduct administrator in writing once the administrator or Student Conduct Review Board hearing is complete. Anyone having questions about the Points System should contact Residence Life by dialing (734) 995-7419, from a campus phone dial extension 7419 or visit them in SS 108.

The Code of Student Conduct also specifies the prohibitions and penalties for violations of these prohibitions and is part of the Student Code of Conduct, which is published under separate cover and is available through the Office of Residence Life. It can also be found online at <https://catalog.cuw.edu/undergraduate/student-conduct/>.

Drug Free Schools and Communities Act (DFSCA) Compliance

Concordia University's Drug and Alcohol Abuse Prevention Program (DAAPP) is emailed to all employees and all students annually. A copy of the most current DAAPP can be reviewed and obtained by contacting Campus Safety in person in Student Services SS114 or by on campus phone 7502 or by dialing 734-358-1340.

Additional alcohol and drug policies, standards of conduct, applicable disciplinary sanctions, health risks, counseling and treatment, processes, goals, and objectives can be found within the DAAPP. The biennial report, developed in accordance with the Drug Free Schools and Communities Act (DFSCA) of 1989, can also be obtained by contacting Campus Safety as outlined above.

Alcohol and other drugs (AOD) Education and Outreach

- The University is a dry campus.
- Through non-alcoholic programming, student organizations and student government promote health norms.
- The University uses a points system when working with students who violate the University's alcohol policies, and all first-year students participate in a session at orientation that introduces the University's alcohol policy and point system. The point system is designed to facilitate good decision making on the part of students surrounding issues of alcohol and use.

Resources related to AOD

National Institute of Drug Abuse www.drugabuse.gov

National Institute of Alcohol Abuse and Alcoholism www.niaa.nih.gov

Violence Against Women (VAWA) Reauthorization

Sexual Misconduct Policies, Services, Resources, and Protocols

Concordia University prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the University community. Toward that end, Concordia University issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a University official.

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

Domestic Violence

- i. A Felony or misdemeanor crime of violence committed by—
 - a. A current or former spouse or intimated partner of the victim;
 - b. A person with whom the victim shares a child in common;
 - c. A person who is cohabitating with, or has cohabitated with the victim as a spouse or intimate partner;
 - d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - e. 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 in which the crime of violence occurred.
- ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Definition of a Crime of Violence: According to Section 16 of Title 18 of the United States Code, the term “crime of violence” means:

- i. An offense that has an element of the use, attempted use, or threatened use of physical force against the person or property of another; or,
- ii. Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

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

- i. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- ii. For the purposes of this definition—
 - a. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b. Dating violence does not include acts covered under the definition of domestic violence.
- iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

- Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
- Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

Stalking:

- i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - a. Fear for the person’s safety or the safety of others; or,
 - b. Suffer substantial emotional distress.
- ii. For the purposes of this definition—
 - a. Course of Conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
 - b. Reasonable Person means a reasonable person under similar circumstances and with similar identities to the victim.
 - c. Substantial Emotional Distress means significant mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.
- iii. For the purposes of complying with the requirements of this section and section §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Domestic Violence is defined by the occurrence of any of the following acts by a person that is not an act of self-defense: [MCL 400.1501 (d) Definitions]

Causing or attempting to cause physical or mental harm to a family or household member.

- i. Placing a family or household member in fear of physical or mental harm.
- ii. Causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force, or duress.
- iii. Engaging in activity toward a family or household member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

In Michigan, domestic violence also includes an individual who assaults or assaults and batters his or her spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of his or her household. [MCL 750.81 (2)]

Dating Violence: In Michigan, dating violence is an act of domestic violence against an individual with whom the perpetrator has or has had a dating relationship. A dating relationship means “frequent, intimate associations primarily characterized by the expectation of affectional involvement. It does not include a causal relationship or an ordinary fraternization between 2 individuals in a business or social context.” [MCL 400.1501 (b)]

Sexual Assault is defined as assault with intent to commit criminal sexual conduct [MCL 600.2157a (c)]. Michigan law has four degrees of criminal sexual conduct. First and Third Degree require sexual penetration defined as “sexual intercourse, cunnilingus, fellatio, anal intercourse or any other intrusion, however slight, of any part of a person’s body or of any object into the genital or anal openings of another person’s body, but emission of semen is not required.” [MCL 750.520a (r)] Second Degree and Fourth Degree require sexual contact and includes “the intentional touching of the victim’s or actor’s intimate parts or the intentional touching of the clothing covering the immediate area of the victim’s or actor’s intimate parts, if that intentional touching can reasonably be construed as being for the purpose of sexual arousal or gratification, done for a sexual purpose, or in a sexual manner for: revenge, to inflict humiliation, out of anger.” [MCL 750.520a (q)]

Stalking is defined as a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested. [MCL 750.41h(1)(d)].

The State of Michigan does not define consent within it’s Michigan Compiled Laws.

Concordia University’s Definition of Consent as it Relates to Sexual Activity is as follows:

Consent is defined as knowing , voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows or should know, that the other person is physically or mentally incapacitated and/or lacks capacity has violated this policy. It is not an excuse that the individual respondent of sexual misconduct was intoxicated and therefore, did not realize the incapacity/lack of capacity of the other.

How to Be an Active Bystander

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and to act to intervene.

Bystanders play a critical role in the prevention of sexual and relationship violence. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger call Campus Safety at (734) 358-1340, or the local police by dialing 911. This might be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt. For more information on Active Bystander’s go to <https://rainn.org/articles/steps-you-can-take-prevent-sexual-assault> .

Practicing Active Bystander Intervention

Everyone has a role to play in preventing sexual assault and there are many different ways you can step up to make a difference, notably through bystander intervention. An active bystander is someone who interrupts a potentially harmful situation, especially when it comes to sexual violence. They may not be directly involved but they do have the choice and opportunity to speak up and intervene.

We can all be bystanders at any point. Every day events and potentially unsafe situations unfold around us at an alarming rate. In these situations, you can play an important role in addressing interpersonal violence on and off campus. There may be many situations that happen that require you to intervene and act accordingly. Taking action and interfering safely is an essential skill. Stepping in can make all the difference, but it should never put your own safety at risk.

Below are ways you can be an effective, active bystander without posing risk to yourself.

Create a Distraction

Distracting is a subtle and innovative way of intervening. The purpose of distraction is to interrupt the incident, safely, by communicating with the individual at risk and giving them an opportunity to safely exit the potentially dangerous situation. Try creating a distraction as early as possible.

This technique can be used to de-escalate the situation and re-direct the attention of the aggressor or the individual at risk to something else. For example, creating a conversation with the individual at risk is helpful. At this moment, make sure not to leave them alone. This technique can be used to dilute the tension before it escalates to further danger.

Other ideas include:

Cut off the conversation with a diversion like, "Let's get pizza, I'm starving," or "This party is lame. Let's try somewhere else."

Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about. Start an activity that draws other people in, like a game, a debate, or a dance party.

Ask Directly

Asking directly to the individual at risk can help you determine if an action needs to be taken immediately to ensure a safe environment. You can address the individual at risk directly. You can ask the following, "Do you need help?" or "Would you like me to stay with you?" or "Would you like to get out of here and go somewhere safe?"

Make sure to ask the question when the perpetrator is not listening or nearby in order to de-escalate the situation from turning into a crisis. Asking them if they need any support or assistance at the moment can help you determine if an authority needs to be contacted. If the answer is yes, proceed to contacting safe emergency personnel.

Rally Others

It can be intimidating to approach a situation alone. If you need to, enlist another person to support you:

Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.

Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.

Enlist the friend of the person you're concerned about. "Your friend looks like they've had a lot to drink. Can you check on them?"

Sometimes the safest way to intervene is to enlist an authority figure like a resident assistant, bartender, bouncer, or security guard. This option will allow you to have others on your side and can offer additional safety from the

perpetrator.

If the situation has escalated and involves imminent danger and actual harm, the best intervention technique that can be used is to call 9-1-1. When calling, be prepared to identify yourself, your location, and the nature of the situation. Be sure to stay present when help arrives and near the individual that was harmed. Remain calm, friendly, and supportive.

Extend Support

After experiencing such a situation, the individual at risk may feel panicked and be unsure about what to do next. Extending a helping hand and empathetic ear can make a huge difference. Offer them appropriate resources and options for how you can support them. You can ask: “Do you want me to walk with you to your destination?” or “Is there anything I can do to support you?” or “Would you like resources for support and guidance following this incident?” If they want resources, you can extend contact numbers of your campus’ health center, student support, and advocacy centers. You can also share the National Sexual Assault Hotline (800.656-HOPE (4673) or rainn.org); it’s free, confidential, and available 24/7. Extending support is an important part of bystander intervention because it allows the individual at risk to heal and connect with a supportive community for recovery and restoration.

Your Actions Matter

Whether or not you were able to change the outcome, by stepping in you are helping to change the way people think about their role in preventing sexual assault. If you suspect that someone you know has been sexually assaulted, there are steps you can take to support that person and show you care. You can learn more at www.rainn.org/TALK. To speak with someone who is trained to help, call the National Sexual Assault Hotline at 800.656.HOPE (4673) or chat online at online.rainn.org.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org).

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don’t know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money and/or an on-demand driver app loaded.
- Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the US.)
- Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
- Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured and carry it yourself. At parties don’t drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of

alcohol they've had, or is acting out of character, get them to a safe place immediately.

- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.) Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

- Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: need to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

If you and/or the other person have been drinking, you can say that you rather wait until you both have your full judgement before doing anything you may regret later.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Concordia University's educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students that:

- Clearly communicate that the institution prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act);
- Provides the definitions of domestic violence, dating violence, sexual assault, and stalking according to any applicable jurisdictional definitions of the terms.
- Define consent and describe what behaviors and actions constitute consent, in reference to sexual activity as defined by the student and employee codes of conduct;
- Provide a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Provide information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;
- Provide an overview of information contained in the Annual Security and Fire Safety Report in compliance with the Clery Act;
- Provide information regarding:

1. Procedures victims should follow if a crime of domestic violence, dating violence, sexual assault or stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this Annual Report);
2. How the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in the Annual Report);
3. Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both in the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this Annual Report); and
4. Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this Annual Report);
5. Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking (as described in “Adjudication of Violations” elsewhere in the Annual Report).

Primary Prevention and Awareness Programs

The University provides primary prevention and awareness programs to all incoming students and employees that involves the distribution of educational materials to new students, participating and presenting information and materials during new student and employee orientations and to take courses related to sexual assault and high-risk drinking awareness and education. These trainings include:

- Clearly articulated statements that the University prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking;
- The federal and state definitions of domestic violence, dating violence, sexual assault and stalking;
- The University definition of consent;
- A description of safe and positive options for bystander intervention;
- Information on specific risk reduction strategies.

Ongoing Prevention and Awareness Campaigns

The University provides an annual educational campaign for all students and employees designed to provide ongoing education and programming around issues of sexual violence – including sexual assault, domestic violence, dating violence, and stalking. Campaign strategies include face-to-face presentations, online training programs, and printed materials.

The following are some specific examples of annual programs currently offered by the University. This list is not all inclusive:

- Online Education: Employees receive online education through Vector Solutions.
- Orientation Programming: Incoming first year students participate in a series of information sessions about the Sexual Misconduct Policy, bystander intervention and resources. New faculty and employees receive Title IX information through Vector Solutions.
- Peer Education Monologues/Performances. Performances focus on alcohol and other drugs, in addition to educating on sexual violence and bystander intervention.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking Occurs

After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible at St. Joseph Mercy or University of Michigan Hospital Emergency Department. Sexual Assault Nurse Examiners at the hospitals are trained and certified in physical evidentiary recovery kit collection.

Evidence may be collected, even if the victim chooses not to make a report to law enforcement.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved that may assist in proving that the alleged criminal activity occurred/or is occurring, or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to University adjudicators/investigators or local police.

Involvement of Law Enforcement and Campus Authorities

Although the University strongly encourages all members of its community to report violations of this policy to Campus Safety and the Ann Arbor Police, it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement.

However, Campus Safety will assist any victim with notifying law enforcement if the victim so desires. The Ann Arbor Police Department may also be reached directly by calling (734) 994-2911 during normal business hours or 911 during emergencies or off hours; or in person at the Ann Arbor Police Department located at 301 E. Huon St. in Ann Arbor. Additional information about the Ann Arbor Police department may be found at www.a2gov.org

Note: In the State of Michigan, employees of institutions of higher learning who suspect incidents of child abuse (including incidents of child sexual abuse) must report such incidents to Child Protective Services by dialing 855-444-3911.

Michigan recognizes that matriculated students under the age of 18 as "children" for purposes of this law and as such, the university is mandated to report a criminal complaint of abuse or sexual abuse involving any student victim under the age of 18 immediate to Protective Services and the police having jurisdiction. Law Enforcement authorities may notify the victim's parents or guardians as stipulated by law. The obligation to report applies when the subject of suspected abuse is under the age of 18, regardless of whether the person is an employee, matriculated student, participant in youth camp or overnight guest.

Concordia University uses the preponderance of the evidence (e.g., more likely than not) as the standard of proof. This standard is also employed when making determinations regarding interim restrictions/actions.

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking you should report the incident promptly to the Title IX Coordinator (office: Student Services Building 108; phone 734-995-7419) by calling, writing, or coming into the office to report in person. Reports of all domestic violence, dating violence, sexual assault, and stalking made to Campus Safety will automatically be referred to the Title IX Coordinator for review. The Title IX Coordinator is not a confidential reporting entity and is required to report criminal incidents to Campus Safety.

Procedures the University Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking is Reported

The University has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges; as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on-and/or off-campus; as well as additional remedies to prevent contact between a complainant and an

accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will assist in making such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Students and employees should contact the Title IX Coordinator (office: Student Services 108, phone 734-995-7419) by calling, writing, or coming into the office to report in person. The Title IX Coordinator will collaborate and coordinate with the Dean of Students for student cases and Human Resources for employee cases.

Incident Being Reported	Procedures Institution Will Follow
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (Immediate or delayed report), institution will provide victim with access to medical care. 2. Institution will assess immediate safety needs of victim. 3. Institution will assist victim with contacting local police if complainant requests AND provide the victim with contact information for local police department. 4. Institution will provide victim with referrals to on- and off-campus mental health providers. 5. Institution will assess need to implement interim long-term protective measures, if appropriate. 6. Institution will provide the victim with written explanation of the victim's rights and options. 7. Institution will provide a "no trespass" or "no contact" directive to the accused party if deemed appropriate. 8. Institution will provide written instructions on how to apply for a protective order. 9. Institution will provide a copy of the policy applicable to Sexual Assault to the victim and inform the victim regarding timeframes for inquiry, investigation and resolution. 10. Institution will inform the victim of the outcome of the investigation, whether or not the accused will be administratively charged, and what the outcome of the hearing is. 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for reporting sex-based discrimination or for assisting in the investigation

Incident Being Reported	Procedures Institution Will Follow
Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of victim. 2. Institution will assist victim with contacting local police if complainant request AND provide the victim with contact information for the local police department. 3. Institution will provide written instruction on how to apply for Protective Order. 4. Institution will provide written information to victim on how to preserve evidence. 5. Institution will assess need to implement interim or long-term protective measures to protect the victim if appropriate. 6. Institution will provide the victim with a written explanation of the victim's rights and options. 7. Institution will provide a "No trespass" or "No contact" directive to accused party if deemed appropriate.
Dating Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of victim. 2. Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department. 3. Institution will provide written instruction on how to apply for Protective Order. 4. Institution will provide written information to victim on how to preserve evidence. 5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate. 6. Institution will provide the victim with a written explanation of the victim's rights and options. 7. Institution will provide a "No Trespass" or "No Contact" directive to accused party if deemed appropriate.
Domestic Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of victim. 2. Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department. 3. Institution will provide written instruction on how to apply for Protective Order. 4. Institution will provide written information to victim on how to preserve evidence. 5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate. 6. Institution will provide the victim with a written explanation of the victim's rights and options. 7. Institution will provide a "No Trespass" or "No Contact" directive to accused party if deemed appropriate.

Facilitated Anonymous Reporting Through the Counseling Center (CAPS)/Pastoral Counselors

Professional Counselors assigned to CAPS and practicing pastoral counselors are confidential resources and do not report incidents. In their capacity and function, they do not make identifiable reports of incidents to the official on-campus resources unless the student specifically requests them to do so; however, the University encourages counselors to inform the student that they can report incidents of crime to Campus Safety, which can be done directly or anonymously (as described in the “Anonymous and Confidential Reporting” elsewhere in this Annual Report). Student may request the Counseling Center to facilitate anonymous reporting using an internal form designed to capture general details about the incident (date, time, location, and brief description of the incident type) for inclusion in the University’s Annual Security and Fire Safety Report.

Anonymous Online Reporting

Students and employees of the University may additionally file a report about sexual misconduct anonymously through the University’s online reporting system (as described in “Anonymous and Confidential Reporting” elsewhere in this Annual Report), but note, while anonymous reports are accepted, the University’s ability to address the misconduct reported in this manner is significantly limited. The amount of detail provided in these reports may enable the University to initiate an investigation into the circumstances surrounding the report. Such an investigation may jeopardize the anonymity of the reporting person or complainant.

Employee Assistance Program

Concordia University also provides an Employee Assistance Program (EAP) for use by employees. The EAP is available to provide full-time employees assistance with such problems as sexual or physical abuse, depression, marital and relationship conflict, stress, grief, critical incident stress, anxiety, and other personal matters. All full-time employees, regardless of performance, are eligible. The contact number of the EAP is listed in the “On and Off-Campus Resources” section of this Annual Report.

All information relating to an employee’s EAP participation is strictly confidential. Only the EAP provider maintains EAP records. The EAP provider does not release specific information about an employee’s use of EAP services, unless the employee gives their advance written consent. The EAP does not report incidents to any Official On-Campus Resources unless the employee specifically gives them permission to do so.

Assistance for Victims – Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;
- Information about how the institution will protect the confidentiality of victims and other necessary parties;
- A statement that the institution will provide written notification to students and employees about victim services in the institution and in the community;
- A statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- An explanation of the procedures for institutional disciplinary action.

Rights of Victims and the Institutions Responsibilities for Orders of Protection, No-Contact Orders, Restraining Orders, or Similar Lawful orders issued by a Criminal, Civil, or Tribal Court or by the Institution

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Concordia University will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, University offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, or transportation situations regardless of whether the victim chooses to report the crime to law enforcement.

Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc. Issuance of a full, partial, or modified trespass notice to the respondent may also be appropriate.

To request changes to academic, living, transportation, and/or working situations, or protective measures a victim should:

- Students: Contact the Title IX Coordinator and/or the Dean of Students for assistance.
- Employees/Faculty: Contact the Office of Human Resources.

If the victim wishes to receive assistance in requesting these accommodations, the victim should contact the Title IX Coordinator.

Confidentiality

Victims may request that directory information on file with the University be withheld by request. This request can be made by contacting the Registrar at (734) 995-7583 or in Student Services Building SS104. Employees can contact the Office of Human Resources to make a similar request regarding directory information at (734) 995-7499 or in person by visiting Student Services SS133.

Regardless of whether a victim has opted-out of allowing the University to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know basis, the institution will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publicly release the name of crime victims or other identifiable information regarding victims in the Daily Crime and Fire Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Campus Safety Alert is issued on the basis of a report of domestic violence, dating violence, sexual assault, or stalking, the names of the victim and other personally identifiable information about the victim will be withheld; this could include the specific location where an incident is reported to have occurred when reporting the location could inadvertently identify the victim.

On and Off-campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Concordia University will provide written notification to students and employees about existing assistance with and/or information about

obtaining resources and services, including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and assistance in notifying appropriate local law enforcement. If a sexual assault or rape should occur on campus, staff on-scene, including Campus Safety, will offer the victim a wide variety of services. This information regarding “resources” is not provided to infer that those resources are “crime reporting entities” for Concordia University.

On Campus	Employees	Students
Counseling/Mental Health		Concordia University CAPS office Phone:734-995-7441 *Confidential Resource. (Can make recommendations for local confidential counseling and psychiatric services in the local area)
Title IX Director	Title IX 734-995-7419 Human Resources 734-995-7499	Title IX: 734-995-7419
Visa and Immigration Assistance/International Student Support Services	U.S. Citizenship and Immigration Services Detroit Field Office 11411 E. Jefferson Avenue Detroit, MI. 48214 800-375-5283	International Student Services CUAA 734-995-4804
Student Financial Aid		Financial Aid Office Phone 734-995-7408
Pastoral Counseling		Campus Pastor 734-995-7328
Campus Safety	734-358-1340 or 734-995-7502	734-358-1340 or 734-995-7502
Ann Arbor Police	734-994-2911 or 911	734-994-2911 or 911
Dean of Students		734-995-7419
Multicultural Engagement		734-995-7358

Off Campus	Employees	Students
Counseling/Mental Health	Employee Assistance Program (EAP) Cigna Assistance 1-866-726-5267	
Health Services	IHA Urgent Care Clinic-Domino's Farms 4200 Whitehall Dr. First Floor Suite 150 Ann Arbor, MI. 48105 Phone 734-995-0308 Hours M-F 8:00a-10:00p Sat and Sun 9a-7p. No appointment necessary	IHA Urgent Care Clinic-Domino's Farms 4200 Whitehall Dr. First Floor Suite 150 Ann Arbor, MI. 48105 Phone 734-995-0308 Hours M-F 8:00a-10:00p Sat and Sun 9a-7p. No appointment necessary
Domestic Violence/Safe House Center	Safehouse 734-995-5444	Safehouse 734-995-5444
National Domestic Violence Hotline	Hotline 800-799-7233 TDD 800-787-3224	Hotline 800-799-7233 TDD 800-787-3224
National Sexual Assault Hotline	800-656-4673	800-656-4673
SOS Community Services	734-485-8730	734-485-8730
National Center on Drug Abuse Hotline	800-662-Help (4357)	800-662-Help (4357)

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> Rape, Abuse and Incest National Network

<https://www.justice.gov/ovw/sexual-assault> Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

Adjudication of Violations

The University's disciplinary process includes a prompt, fair and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. University officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault, and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The complainant and the respondent will have timely notice for meetings at which the complainant or respondent, or both may be present;
2. The complainant, the respondent, and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or respondent.
4. The complainant and the respondent will have the same opportunities to have others present during any institutional disciplinary proceeding. The complainant and the respondent each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or presence for either the complainant or the respondent in any meeting or institutional disciplinary proceeding. An advisor is someone who acts as an advisor to the complainant or respondent involved in an investigation or disciplinary proceeding under the University's policies. The advisor is permitted to be part of any meetings their student may have. University employees who provide confidential support services (Counseling/Pastoral Counselors) or have an actual or perceived conflict of interest (Title IX coordinator, Campus Safety, Dean of Students, for example) may not serve as advisors. A student or employee should select as an advisor a person whose schedule allows attendance at the scheduled date and time for any meetings, because delays will not normally be allowed due to the scheduling conflicts of an advisor.
5. The advisor may not speak aloud during the meetings involving the student and an investigator/adjudicator, but may confer quietly or by means of written notes with their advisee. The Student Conduct Administrator keeps a list of trained advisors. Although the Parties are not required to select a trained advisor, because knowledge of the disciplinary process is important to the advisor's role, it is highly recommended that they do so. The complainant and respondent are not obligated to accept the counsel of an advisor.
6. The complainant and the respondent will be notified simultaneously, in writing, of any initial, interim, and final decision of any disciplinary proceeding; and,
7. Where an appeal or grievance is permitted under the applicable policy, the complainant and the respondent will be notified simultaneously in writing of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal or grievance is filed, the complainant and the respondent will be notified simultaneously in writing of any change to the result prior to the time that it becomes final, as well as of the final result once the appeal is resolved.

If the Victim Does Not Wish to Pursue Resolution

All reported cases of sexual misconduct will be referred to the Title IX Coordinator for a preliminary assessment. In

cases where the Victim does not wish to become a complainant, the University has two (2) options:

1. The University may attempt to resolve the complaint in a manner consistent with the Victim's request. This may include holding the report for action at a later date.
2. The University may pursue a judicial hearing against the Respondent named in the investigation. Under these circumstances, the University would take into consideration the nature of the assault, the safety of the Victim and the campus community, as well as the previous disciplinary history and previous allegations of sexual misconduct.

Whether or not criminal charges are filed, the University or a person may file a complaint under the sexual misconduct and grievance procedures outlined in the following section, depending upon the status of the accused (student or employee).

Student and Employee Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Organizational Behavior

Student groups are subject to the conduct expectations detailed throughout this policy. Any behavior, patterns of behavior, or information suggesting patterns of behavior that creates or contributes to the creation of hostile environment, retaliation, discrimination, or harassment will be investigated and could result in organizational and/or individual charges.

Any member of the University may bring allegations against a student group/organization for violation of the Sexual Misconduct and Relationship Violence Policy. The University will conduct a preliminary investigation into an incident. An investigation will be conducted to determine if the allegations have merit and have met the threshold (defined below) to move forward with charges.

Statement on Privacy

The University will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking (to the fullest extent of the law). Additionally, the University will take all reasonable steps to investigate and respond to the complaint consistent with any request for privacy or request not to pursue an investigation. However, its ability to do so may be limited based on the nature of the request by the Complainant. If the Victim requests anonymity or that the University not pursue an investigation, the University must balance this request in the context of its responsibility to provide a safe environment for all University community members. In cases where the University cannot respect the wishes of the Victim, the University will consult with the Victim and keep them informed about the University's course of action.

If the report of misconduct discloses an immediate threat to the University campus community, where timely notice must be given to protect the health or safety of the community, the University will maintain the privacy of the Victim or Respondent's identities, understanding that in a small community a Campus Safety Alert may make members of the community feel known or singled out.

The University will assess any barriers to proceeding, including retaliation, and in cases where informal or formal resolution will take place, the University will inform the Respondent that Title IX prohibits retaliation and the University will take strong responsive action to protect the Complainant. The University has designated individuals to evaluate requests for privacy once the University is aware of alleged sexual violence. That process is coordinated by the Title IX Coordinator.

Title IX Student and Employee Grievance Process

The Sexual Misconduct Grievance process will be used in cases where a student engaged in sexual misconduct that does not fall within sexual harassment definition under Title IX. For allegations where a faculty member or employee engaged in sexual misconduct that does not fall within the sexual harassment definition under Title IX, the Employee Handbook will be used.

After the Complainant meets with the Title IX Coordinator to learn about their procedural options and what supportive/interim measures are available to them, the Complainant can decide to move forward with an investigation of the reported behavior. For the investigation to proceed the Complainant will need to provide to the University a signed formal complaint.

The University will take prompt action to investigate and adjudicate the complaint. A written notice of investigation will be given to the Complainant and the Respondent informing them of the allegations, resources, and rights in the process at least five (5) business days prior to the investigation meeting. Investigations will include timely notice of meetings for both the Complainant and the Respondent throughout the process.

During the investigative process, all parties will have an opportunity to review the draft investigative report prior to it going to the Title IX coordinator. The parties will have five (5) business days to review the draft of the investigative report and submit in writing comments about content, requests for additional meetings with the investigator to conduct further investigation or questions. The draft of the investigative report will be able to be reviewed, however the parties will not be able to take the draft of the investigative report with them during the draft period. This information will be included in the final documents that will be reviewed by the Title IX Coordinator and adjudicator(s), if applicable.

The parties may request one (1) extension that may be granted, if reasonable, at the discretion of the investigator. Any extension granted to one party will be granted to the other party. Failure to make submissions within five (5) business days or any approved extension will result in a forfeiture of the right to do so later. Both parties will be provided the final report, statements, and equal access to all evidence prior to the adjudication process.

If the student wishes to participate in a police investigation, the University may wait a reasonable amount of time (usually 7 to 10 business days but could be extended at the request of the Police Chief or District Attorney or their designee) to allow the police to conduct initial fact finding and the gathering of evidence in the criminal investigation. The Campus Safety Director or designee and the Police Chief or designee may regularly confer on the status of an active investigation to ensure compliance with federal requirements while maintaining the integrity of any active criminal process. The University does not have a written Memorandum of Understanding (MOU) with the Ann Arbor Police Department regarding the criminal and administrative investigation of incidents of sexual violence and the distribution of timely warning notices or campus safety alerts and immediate or emergency notifications.

The University will conduct a prompt, fair, impartial investigation in a timely manner designed to provide all parties with resolution. However, there may be times where the process may take longer and the University will communicate on and on-going basis with the parties a realistic timeline, and the circumstances regarding the same. In every investigation conducted under this policy, the burden is on the University-not on the parties- to gather sufficient evidence to reach a fair, impartial determination as to whether sexual misconduct has occurred and, if so, whether a hostile environment has been created that must be redressed.

Investigation will be conducted by one or more of the following: Campus Safety, the Title IX Coordinator, an external investigator, or other investigator designated by the Dean of Students. This designee may be an employee of the University, an external investigator, or both. All reasonable efforts will be made to keep information private during the University's investigation and adjudication of a complaint. Investigators receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an objective and impartial investigation and hearing process that protects the safety of victims, promotes accountability, and ensures investigative

techniques do not apply sex stereotypes and generalizations. Should a complainant or respondent feel that the investigator assigned to the report would not be able to be objective or impartial throughout the investigation, they must contact the Title IX Coordinator to request a different investigator be assigned to the report. The Title IX Coordinator will determine based on the concerns from the complainant or the respondent, if there is enough cause to have a different investigator assigned to the report.

The Investigation is a process that involves obtaining and evaluating information given by persons having personal knowledge of the events or circumstances concerning the reported incident. This may include the collection of all statements (both oral and written), pertinent facts, and/or evidence. This process will be exhaustive and is likely to include the interviewing and re-interviewing of involved parties so as to ensure as much clarity around conflicting or differing statements as may be possible. The Dean of Students, Title IX Coordinator or designees may refer an investigative report back to Campus Safety for further follow-up pending the availability of new information, for additional clarity regarding conflicting or inconsistent information/reports, or for any other reason necessary to ensure further clarity or strengthen the final report.

At the conclusion of the investigation, the investigator will prepare a report setting forth the facts gathered. The report will provide the score of the reported incident, statements from the parties involved in the incident, evidence provided to the investigator by the parties involved, and an overview of the facts in agreement and facts in contention.

University Sexual Misconduct

Formal complaints that do not fall under the above Title IX Offenses but meet the definitions described below will be investigated and adjudicated by the Title IX Office including conduct occurring off campus and outside of the United States.

Sexual Harassment

- a. Quid Pro Quo Harassment: An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.
- b. Sexual Harassment: Unwelcome conduct determined by a reasonable person to be so severe and pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is defined as any sexual penetration or intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force.

- o Note: "Sexual penetration" includes actual or attempted vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact (see Statement on Consent below).

Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is defined as any intentional sexual touching or attempts, however slight, with any object, by a person upon another person that is without consent and/or by force.

- Note: “Sexual touching” includes any actual or attempted bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner (see Statement on Consent below).

Sexual Exploitation

Sexual Exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute sexual harassment.

Examples of sexual exploitation include, but not limited to...

- Invasion of sexual privacy.
- Non-consensual digital, video, or audio recording of nudity or sexual activity.
- Unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity.
- Engaging in voyeurism.
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you have consensual sex).
- Knowingly exposing someone to or transmitting an STI, STD, or HIV to another person.
- Intentionally or recklessly exposing one’s genitals in nonconsensual circumstances or inducing another to expose their genitals.
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Stalking

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person...

- to fear for the person’s safety or the safety of others; or
- suffer substantial emotional distress.
- For the purpose of this definition...
 - course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
 - reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
 - substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Dating Violence

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

- The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition,
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

- Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence

Domestic Violence is defined as a felony or misdemeanor crime of violence committed:

- by a current or former spouse or intimate partner of the complainant;
- by a person with whom the complainant shares a child in common;
- by a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner;
- by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Retaliation

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or other University policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation or other University investigation, proceeding, or hearing.

- Note 1: Acts of alleged retaliation should be reported immediately to the Title IX Coordinator, the Chief Student Affairs Officer, Dean of Students, Human Resources, or Campus Safety and will be promptly investigated. The University will take all appropriate actions to protect individuals who fear that they may be subjected to retaliation.
- Note 2: Charges against an individual for code of conduct/employee handbook violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.
- Note 3: Charging an individual with a code of conduct/employee handbook violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Improper Restraint or Detention

The detaining of a person without the person's consent and/or against the person's will to leave is prohibited.

- "Improper Restraint or Detention" can apply to any act in which a person intentionally restricts another person's freedom or liberty to move or to leave without consent. This can occur on or off campus, in a building, on the streets, in a vehicle, or any other place in which a person is restrained, against their will, from moving, whether physically, by threat, or intimidation.
- This can also include but is not limited to, removing that person's means of leaving (e.g. taking and/or holding someone's keys, wallet, phone, or other means that would provide that individual with the means to leave the vicinity).
- **Note:** This policy applies to restricting a person from leaving a resident hall room and/or failing to leave a resident's room when requested to do so. However, this policy does not apply to authorized personnel acting within the scope of their responsibilities (e.g. Campus Safety Officers, Resident Hall Staff).

Fraud/Lying

Lying or fraudulent behavior in, or with regard to, any transaction with the University, whether oral or written, is prohibited, including but not limited to misrepresenting the truth before a hearing of the University or knowingly making a false statement orally or in writing to any University official.

Sexual Misconduct Sanctions for Students

The sanctions below apply to students who have been found responsible for violating the University Sexual Misconduct Policy. Therefore, the general University Code of Student Conduct adjudication process and sanctions do not apply to the Sexual Misconduct Policy.

The University also recognizes that it has a responsibility to effectively implement remedies designed to restore or preserve a complainant's equal educational access any time a respondent is found responsible for sexual harassment. It will be the Title IX Coordinator's (or designee) responsibility to supervise the assigned remedies.

- Note 1: Because sexual misconduct can manifest itself in a range of severity, the University has established 3 levels of severity. The Title IX Coordinator or Administrative Hearing Panel reserves the right to evaluate the gravity of the student's behavior (e.g. assign a level) and impose any of the sanctions listed below.
- Note 2: Individuals with previous violations of the Sexual Misconduct Policy or previous Code of Student Conduct/Academic violations will be sanctioned at a higher level. Sexual Misconduct violations accumulate over the student's entire academic career. The Administrative Hearing Panel has the authority to sanction outside the parameters of this matrix for mitigating or aggravating case factors. Fines and points will not be assessed for suspension or expulsion sanctions.

Definition of Sanctioning Terms

Reprimand: An official written notice that the student has violated University policies and that more severe conduct action will result should the student engage in additional violations while enrolled at the University.

University Probation: Any subsequent violation of the University Sexual Misconduct Policy during the specified probationary period will result in suspension or expulsion.

Points: Points are awarded for violations as listed in the "Sexual Misconduct Sanction Matrix for Students". Yearly points awarded for violations occurring after room selection of the current year carry over to the next academic year. Current resident students who accumulate more than 19 points in the current year are not eligible to participate in the following year's room selection process. All accumulated points affect a student's housing priority. All students who accumulate a yearly student conduct point total of more than 24 points are subject to immediate resident hall suspension or expulsion or University suspension or expulsion.

- Note: It will not be necessary for points to be awarded when the sanction results in either suspension or expulsion from the University.

Suspension: Separation from the University for a specified period of time after which the student is eligible to return subject to the satisfaction of specific conditions noted at the time of suspension. The student is typically required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to the Title IX Coordinator. During the suspension period, the student is banned from University property, functions (on and off campus), events, and activities unless the student receives prior written approval from the Title IX Coordinator.

Expulsion: This sanction is a permanent separation from the University. The student is banned from University property and the student's presence at any University-sponsored activity or event (on or off campus) is prohibited. This action may be enforced with a trespass action, as necessary.

Definition of Remedy Terms for Students

Education or Remediation: Assigned action intended to educate or correct behavior that resulted in a violation of the University Sexual Misconduct Policy. The assigned action may include, but is not limited to, online education program; counseling; and/or mediation.

No Contact Order (NCO): A NCO requires that both parties refrain from contacting the other party through any means (e.g. fact-to-face, in writing, through friends or other persons, electronically/social media). A NCO will stay in effect until such time as both parties are officially notified in writing that the NCO has been terminated. Violations of the NCO will be considered a form of retaliation. Following a minimum of one semester NCO, either party may petition, in writing, the Title IX Coordinator to contact the other party to terminate the NCO. If both parties agree, in writing to the Title IX Coordinator and the Title IX Coordinators agrees that the lifting of the NCO is appropriate, the Title IX Coordinator will notify both parties that the NCO is terminated.

Note: At no time can either party contact the other party to lift the NCO.

Resident Hall Relocation: Relocation, for resident students, to another resident hall floor or hall.

Academic Relocation: Assignment to another academic class section or on-line class; if one is not available the respondent may be removed from that class.

Facility Ban: The inability to enter, use, or access a specific building, facility, or area of campus or off campus activity/event for a specified period of time.

Sexual Misconduct Sanctions for Employees

The sanctions below apply to employees who have been found responsible for violating the University Sexual Misconduct Policy.

- Note 1: Because sexual misconduct can manifest itself in a range of severity, the University has established 3 levels of severity. The Title IX Coordinator or Administrative Hearing Panel reserves the right to evaluate the gravity of the employee's behavior (e.g. assign a level) and impose any of the sanctions listed below.
- Note 2: Individuals with previous violations of the Sexual Misconduct Policy or previous Employee Handbook violations will be sanctioned at a higher level. The Title IX Coordinator or Administrative Hearing Panel has the authority to sanction outside the parameters of this matrix for mitigating or aggravating case factors.

Definition of Sanctioning Terms

Reprimand: An official written notice that the employee has violated University policies and that more severe action will result should the employee engage in additional violations while employed by the University.

University Probation: Notice that any subsequent violation of the University Sexual Misconduct Policy during the specified probationary period will result in employment termination.

Education and/or Remediation: Assigned action intended to educate or correct behavior that resulted in a violation of the University Sexual Misconduct Policy. The assigned action may include, but is not limited to, online education program; counseling; and/or mediation.

No Contact Order (NCO): A NCO requires that both parties refrain from contacting the other party through any means (e.g. fact-to-face, in writing, through friends or other persons, electronically/social media). A NCO will stay in effect until such time as both parties are officially notified in writing that the NCO has been terminated. Violations of the NCO will be considered a form of retaliation.

Facility Ban: The inability to enter, use, or access a specific building, facility, or area of campus or off campus activity/event for a specified period of time.

Suspension: Separation from the University for a specified period of time after which the employee is eligible to return subject to the satisfaction of specific conditions noted at the time of suspension. The employee is typically required to immediately vacate the campus upon notification of the action, though this deadline may be extended upon application to the Title IX Coordinator. During the suspension period, the employee is banned from University property, functions (on and off campus), events, and activities unless the employee receives prior written approval from the Title IX Coordinator. The suspension may either be a paid or unpaid suspension.

Employment Termination: This sanction is a permanent separation from the University. The employee is banned from University property and the employee's presence at any University-sponsored activity or event (on or off campus) is prohibited. This action may be enforced with a trespass action, as necessary.

Appeal Process

Requirements:

1. The Complainant (party) or Respondent (party) may submit a written appeal using the following link: https://cm.maxient.com/reportingform.php?ConcordiaUnivWis&layout_id=4 (hereafter "RFA") to the Appeal Officer through the Title IX Coordinator.
2. The written appeal will be sent to the Title IX Coordinator who will forward the appeal to the appropriate Appeal Officer and the other party.
3. Any party to a complaint may only file one appeal per incident, exigent circumstances notwithstanding.
4. Sanctions instituted by the Administrative Hearing Panel are to be implemented following the appeal determination.
5. The presumptive stance of the Appeal Officer is that the Administrative Hearing Panel (hereafter AHP) finding(s) and sanction(s) were correct in their finding. The burden is on the party to show that an error occurred as outlined below in the Grounds for Appeal.
6. Appeals are not intended to be re-interviews of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original investigation and adjudication of the case. Interviewing of or testimony by the parties is not appropriate - exigent circumstances notwithstanding.
7. The Appeal Officer may, at his/her discretion, request information regarding procedure from the Investigator, Title IX Coordinator, or Hearing Panel Chair. Ideally, this information would not be necessary, as it should be included in the written requests and/or responses.

Procedures for Appeals

1. Following the conclusion of an AHP, both parties are required to daily check their University email for the notification of the AHP findings.
2. The RFA must be submitted within 3 business days of notification of the AHP's findings and include all evidence substantiating the appeal. Find the appeal form at the following link:
https://cm.maxient.com/reportingform.php?ConcordiaUnivWis&layout_id=4
3. Any RFA not filed in a timely fashion will be denied. No exceptions to this timeline are permissible without the express permission of the Appeal Officer.
4. Any RFA will be shared with all parties (Complainant, Respondent, Title IX Coordinator, and AHP Chair) who may respond in writing to the Appeal Officer.
 - o All responses must be submitted to the Appeal Officer within three (3) business days of the notification that an appeal has been filed and all responses will be shared with all parties.

Grounds for Appeal

1. A procedural error or omission occurred that significantly impacted the outcome of the process (e.g. material deviation from established procedures).
2. To consider new evidence, unavailable during the original investigation or adjudication, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

NOTE: When a party fails to provide a statement/evidence (e.g. under advice of counsel/ advisor) during an investigation, and subsequent to the interview/hearing decides to provide the statement/evidence, it will not be considered "new evidence" for the purposes of this ground. Additionally, subsequent findings of a criminal or civil court (e.g. dismissals, plea bargains, settlements) alone do not constitute sufficient grounds for appeal, but may be considered if new evidence was the grounds for said finding.

3. A conflict of interest or bias by an investigator, coordinator, or AHP member that substantially impacted the outcome of the investigation or adjudication.

NOTE: Parties have the ability to address an investigator's, coordinator's, or AHP member's potential conflict of interest or bias for or against a given party at the time of notification of the individual's involvement in the case. Therefore, in the appeal, the party must also explain why the party did not exercise this opportunity at the time the investigator, coordinator, or AHP member's name was disclosed.

Appeals Under Consideration

1. The Appeal Officer, after considering the original appeal and all associated responses, will make a decision on the appeal and communicate one of the following determinations within three (3) business days of receiving the final response - exigent circumstances notwithstanding.

The decisions are limited to the following:

- a. Affirming the decision of the original AHP and or investigation.

- b. In cases where it is determined that the procedural error did significantly impact the finding or sanction, the Appeal Officer will require one of the following two remedies:
 - o Remand the case back to the original coordinators, investigators and/or AHP with instruction to repair the procedural error.
 - o Remand the case back to be reinvestigated by new investigators, new coordinator, and/or new AHP. This is typically done in cases where the procedural error is so profound as to render the original investigation and/or adjudication too biased or influenced.
2. In cases where it is determined that the new evidence, unavailable during the original investigation, is now available and could substantially impact the original finding or sanctions of the AHP, the Appeal Officer will remand the case back to the original AHP with instruction to consider the new evidence.
 - a. In these cases, the original AHP will convene solely to consider the new evidence.

Employee Reporting Responsibilities

In developing a “Employee Reporting Responsibilities policy”, the University has assigned all employees to one of three designations: 1) Mandatory Reporters, 2) Confidential Employees, and 3) Discretionary Employees. The criteria for each designation is listed below.

Mandatory Reporters

Mandatory Reporters are those required to report to the Title IX Coordinator in a prompt manner any allegations of a violation of the University Sexual Misconduct Policy which come to their attention. Mandatory Reporters are the University President and all those employees who are subordinate to the President and fit one or more of the following classifications:

- o Members of the Title IX Staff (Coordinators and Investigators)
- o Members of the Resident Hall Staff (including Residents Assistants)
- o All Campus Safety Staff (full and part-time)
- o “Provost” and subordinates with Provost or Vice President in their Job Title
- o “Vice Presidents” and subordinates with Vice President in their Job Title
- o “Deans” and subordinates with Deans in their Job Title
- o “Director” and subordinates with Director in their Job Title
- o Athletic Administrative Staff, Coaches, and Athletic Trainers

Confidential Employees

Confidential Employees are those employees who hold a professional license or state recognized privilege (e.g. LCMS Pastors) and are hired to provide that service to the University Community. Confidential employees are **NOT required** by the Sexual Misconduct Policy or Title IX to report **ANY** information to the Title IX Coordinator or designee under the terms of their license or ordination. Confidential Employees are those employees who fit one or more of the following classifications:

- o Licensed members of the University Counseling staff
- o Licensed members of the University Health Services staff
- o Members of the University Campus Ministry staff

- Ordained Clergy who teach in the Theology Department and who are not mandatory reporters as outlined directly above

Discretionary Employees

Discretionary Employees are all those who are not covered in the above two designations. Discretionary Employees have the option to report or not report allegations of a violation of the University Sexual Misconduct Policy which come to their attention.

Community Resources

There are a variety of resources and options that will support any member of the campus community who experiences gender discrimination, sexual harassment, sexual violence, dating violence, domestic violence, stalking, other sexual misconduct, or who have been documented for a violation of the University sexual misconduct policy. These resources are available regardless of whether a report or complaint is filed.

If you have been a victim of sexual harassment, sexual violence, dating or domestic violence, stalking, or any other form of sex discrimination and wish to talk with someone in a confidential manner, a number of individuals are available to you. A Title IX Coordinator can also assist you in connecting with one of the Confidential Resources. Also, if you have been accused of violating the Sexual Misconduct policy and wish to talk with someone in confidence, this resource is also available to you and a Title IX Coordinator can assist you in connecting with one of the Confidential Resources.

Community Resources

The Title IX Staff can assist you in making any connections with the community resources below.

Police Departments

Call 911 for Police emergency assistance

Ann Arbor Police Department
301 E Huron Street, Ann Arbor, MI 48104
Phone: (734) 994-2911 (non-emergency)

Washtenaw County Sheriff's Department
2201 Hogback Road, Ann Arbor, MI 48105
Phone: (734)971-8400 (non-emergency)

National Sexual Assault Hotline

Free, confidential counseling 24 hours a day - As a national service organization, they can help connect you to local providers.

Phone: 1-800-656- HOPE

Sexual Assault Treatment Center

St. Joseph Mercy Hospital
5301 McAuley Drive, Ypsilanti, MI 48197
Phone: (734) 712-3456

Crisis Centers

SafeHouse Center

4100 Clark Road, Ann Arbor, MI 48105

Phone: (734) 995-5444

- Provides support for those impacted by domestic violence or sexual assault
- Free and confidential services
- Emergency shelter for those in danger of being hurt or killed
- Counseling, legal advocacy, support groups, and especially, hope

Legal Advice

The reporting party and/or the responding may wish to consult with an attorney. The State Bar of Michigan is a resource to consider when looking for legal advice.

Michael Franck Building

306 Townsend St., Lansing, MI 48933-2012

Phone: (517) 346-6300

Questions can also be addressed to:

U.S. Department of Education, Office of Civil Rights

500 W. Madison St., Suite 1475, Chicago, IL.

Phone: (312) 730-1560

Email: OCR.Chicago@ed.gov

Notification of Victims of Crimes of Violence

In accordance with the Higher Education Opportunity Act (HEOA), the University will, upon written request, disclose to 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 the University against a student or employee who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Sex Offender Registry and Access to Related Information

The Adam Walsh Child Protection and Safety Act of 2006 provides for the registration and tracking of sex offenders. Institutions of higher education are required to issue a statement advising the campus community of where to obtain law enforcement agency information provided by a state concerning registered sex offenders. The law also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

In the State of Michigan, information regarding registered sex offenders who are subject to community notification may be obtained from a community member's respective local municipal police agency and/or the Michigan State Police. To find the State Police list online click here <https://www.michigan.gov/msp/services/sex-offender-reg>. In Ann Arbor, information regarding registered sex offenders who are subject to community notification may be obtained at the Ann Arbor Police Department, located at 301 E. Huron St. Ann Arbor, MI. Their telephone number is 734-994-2911.

Weapons Policy

Concordia University Campus Safety officers are unarmed and do not carry firearms. Outside law enforcement personnel who are authorized to possess weapons may do so within the scope of their authority. No other persons are permitted to possess weapons on University property, even if such weapons are legally registered.

University Missing Student Policy

In compliance with the “Higher Education Opportunity Act, P.L. 110-315, sec. 488, 122 Stat. 3301 (2008)” Missing Student Notification Policy and Procedures, it is the policy of the Office of Campus Safety to actively investigate any report of a missing resident who is enrolled at the University and residing in on-campus housing. Each resident will be notified of the Missing Student Notification Policy and Procedures via the Code of Conduct.

For purposes of this policy, a student may be considered to be a “missing person” if the person’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, where there are concerns for drug or alcohol use, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

Each resident, on or before checking into his/her assigned room, has the option to identify the name and contact number of the individual(s) who are a primary contact to be notified in case of an emergency or in the event that the resident is reported missing (see Emergency Contact Information at the beginning of this document). In the event the resident is under the age of 18 or is not emancipated, the University is required to have the primary emergency contact be a custodial parent or guardian who will be notified as well as the emergency contact. The contact for missing persons shall remain registered confidentially and the information will be accessible only to authorized campus officials and law enforcement and may not be disclosed outside of a missing person investigation.

If a member of the University community has reason to believe that a student is missing, Campus Safety should immediately be notified.

Note: This notification can be made anonymously.

Upon receiving notification, Campus Safety, through the Vice President of Student Life/Dean of Students, will make reasonable efforts to locate the student to determine his or her state of health and well-being. These efforts may include, but are not limited to, checking the resident’s room, class schedule, friends, ID card access, locating the resident’s vehicle, and calling his/her reported cell phone number. As part of the investigation, the University reserves the right to contact the individual(s) whom the student has identified as his/her emergency contacts person(s) to help determine the whereabouts of the resident.

If, upon investigation by Campus Safety and concurred by the Vice President of Student Life/Dean of Students, that the resident has been determined to be missing for at least 24 hours, the following will occur. A University representative will contact the resident’s designated emergency contact and the Director of Campus Safety or his designee will contact the Local Police Department and request a missing person report initiating a police investigation. Even if a student has not registered a contact person, the local law enforcement agency will be notified that the student is missing. Investigation will continue in collaboration with law enforcement officers as appropriate.

Emergency Medical Response Procedures

Students, faculty, staff, and guests should report any emergency medical situations to Campus Safety immediately at 734-358-1340, or Washtenaw Metro Dispatch by dialing 911. Campus Safety officers are trained as emergency medical

responders to provide medical assessment and basic emergency care. Campus Safety can summon an ambulance through Washtenaw Metro Dispatch.

Crime Prevention, Fire Safety, and Safety Awareness Programming

Concordia University offers many programs designed to inform students and employees about campus safety and security procedures and practices and the prevention of crimes. A common theme of all awareness and crime prevention programs to encourage students and employees to be responsible for their own safety and for the safety of others on campus. Crime prevention programs on personal safety and security are sponsored by various campus organizations throughout the year.

These programs include general crime prevention and security awareness programs, such as safety education forums, programs, and discussions about topics such as alcohol abuse, sexual assault awareness and prevention, relationship violence awareness and preventions, bystander intervention, fire safety, emergency response and evacuation procedures, crime and risk reduction strategies, and theft prevention. Campus Safety, Residence Life, and the Title IX Coordinator participate in forums, panels, meetings, and programs in residence halls to explain University security, campus safety, campus policies, and expectations related to student conduct and behavior and fire safety measures and procedures at Concordia University with all incoming students during the fall orientation program.

Additional safety awareness and crime prevention training/programming occurs at the end of each fire/evacuation drill, during RA training, and during other special campus events and safety forums throughout the year.

Michigan Antihazing Law

Garret's Law Michigan's Antihazing Law was signed into Michigan law in August 2004. The law requires that public and private middle school, junior high school, high school, vocational school, college, or university located in this state abide by this law. The law requires that a person who attends, is employed by, or is a volunteer of an educational institution shall not engage in or participate in the hazing of an individual.

- A criminal penalty provided for under this section may be imposed in addition to any penalty that may be imposed for any other criminal offense arising for the same conduct.
- This does not apply to an individual who is the subject of the hazing, regardless of whether the individual voluntarily allowed himself or herself to be hazed.
- This does not apply to an activity that is normal and customary in an athletic, physical education, military training, or similar program sanctioned by the educational institution.
- It is not a defense to a prosecution for a crime under this section that the individual against whom the hazing was directed consented to or acquiesced in the hazing.

"Hazing" means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Hazing includes any of the following that is done for such a purpose:

- Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity.
- Physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.

- Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
- Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

Crime Definitions

The following definitions are to be used for reporting the crimes listed in the Clery Act, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program.

- The definitions of murder/non-manslaughter by negligence, rape, robbery, aggravated assault, burglary, motor vehicle theft, weapons: carrying, possessing, etc., law violations, drug abuse violations, and liquor law violations are from the "Summary Reporting System (SRS) User Manual" from the FBI's UCR Program.
- The definitions of fondling, incest, and statutory rape are excerpted from the "National Incident-Based Reporting System (NIBRS) User Manual" from the FBI's UCR Program.
- The definitions of larceny-theft (except motor vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property are from the "Hate Crime Data Collection Guidelines and Training Manual" from the FBI's UCR Program.

Crime Definitions from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program

Arson:

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

Criminal Homicide—Manslaughter by Negligence: The killing of another person through gross negligence.

Criminal Homicide—Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

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

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

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

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (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.)

Weapons: Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other

deadly weapons.

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

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

Unfounded Crime Reports:

According to Uniform Crime Report (UCR) guidelines, a reported offense can be cleared as unfounded by a sworn law enforcement authority "if the investigation shows that no offense occurred nor was attempted." These cases thus remain as official crime reports and are included in the departmental statistics; however, they are explicitly labeled as "unfounded" cases within UCR reports on the various index crimes. According to UCR guidelines, the statistics on unfounded cases should include crime reports that are either: False or Baseless.

Crime Definitions from the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program

Sex Offenses

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

- A. *Fondling:* The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- B. *Incest:* Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- C. *Statutory Rape:* Sexual intercourse with a person who is under the statutory age of consent.

Crime Definitions from the Hate Crime Data Collection Guidelines and Training Manual from the FBI's UCR Program

Hate Crimes: any of the above offenses, and any other crime involving bodily injury, reported to local police agencies or campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrator's bias, or the perpetrator perceived the person to be in one of the protected group categories. Additionally, on August 14, 2008, the Clery Act was amended to include larceny/simple assault, intimidation, and destruction/damage/vandalism (except arson) as reportable categories of hate crimes. These new reporting categories are only reported if motivated by bias as determined by one of the designated bias categories. The types of bias categories include: race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, and disability.

Hate Crime Definitions: To ensure uniformity in reporting nationwide, the following definitions have been adopted for use in hate crime reporting:

Bias: a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity/national origin.

Bias Crime: a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as Hate Crime.

Note: Even if the offender was mistaken in their perception that the victim was a member of the group the offender was acting

against, the offense is still a bias crime because the offender was motivated by bias against the group.

Larceny-Theft (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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

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

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

Unfounded Crime Reports: According to Uniform Crime Report (UCR) guidelines, a reported offense can be cleared as unfounded by a sworn law enforcement authority "if the investigation shows that no offense occurred nor was attempted." These cases thus remain as official crime reports and are included in the departmental statistics; however, they are explicitly labeled as "unfounded" cases within UCR reports on the various index crimes. According to UCR guidelines, the statistics on unfounded cases should include crime reports that are either : False or Baseless

Domestic Violence, Dating Violence, and Stalking additions from the 2014 VAWA Negotiated Rulemaking Final Consensus Language

The Federal definition (from VAWA) of Domestic Violence: a felony or misdemeanor crime of violence committed:

- by a current or former spouse or intimate partner of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

The Federal definition (from VAWA) of Dating Violence: the term "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
- The existence of such a relationship shall be determined based on the reporting party's statement with consideration of:
 - the length of the relationship;
 - the type of relationship;
 - the frequency of interaction between the persons involved in the relationship
- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
- Dating violence does not include acts covered under the definition of domestic violence

The Federal definition (from VAWA) of Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for the person's safety or the safety of others; or
- suffer substantial emotional distress

For the purposes of this definition:

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

The Uniform Crime Reporting (UCR) program divides offenses into two groups, Part I and Part II crimes.

Part I Offenses

Criminal Homicide:

Murder and Non-negligent Manslaughter: the willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded. The program classifies justifiable homicides separately, and limits the definition to:

- The killing of a felon by law enforcement officer in the line of duty; or
- The killing of a felon, during the commission of a felony by a private citizen.

Manslaughter by Negligence: the killing of another person through gross negligence. Traffic fatalities excluded.

Rape:

Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Statutory offenses (no force used—victim under age of consent) are excluded.

Robbery:

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

Aggravated Assault:

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

Burglary (Breaking or Entering):

The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

Larceny:

Theft (except Motor Vehicle Theft)—The unlawful taking, carrying, leading, or riding away of property from the possession of another. Examples are thefts of bicycles or automobile accessories, shoplifting, pocket picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Human Trafficking:

Involuntary Servitude: The obtaining of a person(s) through recruitment, harboring, transportation, or provision, and subjecting such persons by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (excludes Commercial Sex Acts).

Commercial Sex Acts: inducing a person by force, fraud, or coercion to participate in commercial sex acts, or in which the person induced to perform such act(s) has not attained 18 years of age.

Motor Vehicle Theft:

The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

Arson:

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

Part II Offenses

Other Assaults (Simple):

Assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim. Includes subjecting a person to unlawful physical attack or in fear of bodily harm by word or action.

Forgery and Counterfeiting:

The altering, copying, or imitating of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud. Attempts are included.

Fraud:

The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right. Fraudulent conversion and obtaining of money or property by false pretenses, confidence games and bad checks, except forgeries and counterfeiting, are included.

Embezzlement:

The unlawful misappropriation of misapplication by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.

Stolen Property; Buying, Receiving, Possessing:

Buying, receiving, possessing, selling, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc. Attempts are included.

Vandalism:

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

Weapons: Carrying, Possessing, etc.:

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

Prostitution and Commercialized Vice:

The unlawful promotion of or participation in sexual activities for profit. Including attempts.

Sex Offenses (except forcible rape, prostitution, and commercialized vice):

Statutory rape, offenses against chastity, common decency, morals, and the like. Includes the offense of Fondling, Incest, and non-forcible statutory offenses. Attempts are included.

Drug Abuse Violations:

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violation of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The following drug categories are specified: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics that can cause true addiction (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

Gambling:

To unlawfully bet or wager money or something else of value; assist promote, or operate a game of chance for money or some other stake; possess or transmit wagering information; manufacture, sell, purchase, possess, or transport gambling equipment, devices, or goods; or tamper with the outcome of a sporting event or contest to gain a gambling advantage.

Against the Family and Children:

Unlawful nonviolent acts by a family member (or legal guardian) that threaten the physical, mental, or economic well-being or morals of another family member and that are not classifiable as other offenses, such as Assault or Sex Offenses. Attempts are included.

Driving Under the Influence:

Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

Liquor Laws:

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

Drunkenness:

To drink alcoholic beverages to the extent that one's mental faculties and physical coordination are substantially impaired. Excludes driving under the influence.

Disorderly Conduct:

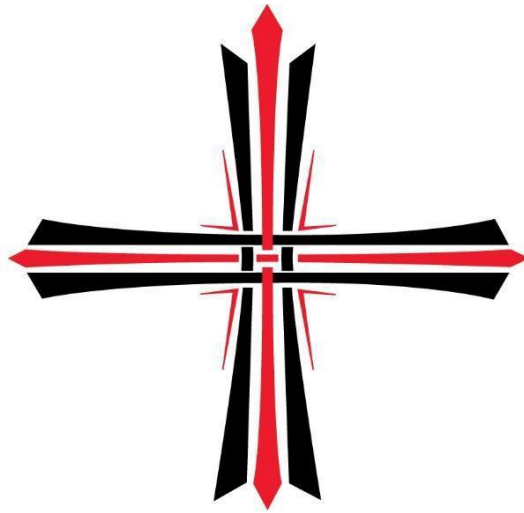
Any behavior that tends to disturb the public peace or decorum, scandalizes the community, or shocks the public sense of morality.

Vagrancy:

The violation of a court order, regulation, ordinance, or law requiring the withdrawal of persons from the streets or other specified areas; prohibiting persons from remaining in an area or place in an idle or aimless manner; or prohibiting persons from going from place to place without visible means of support.

All Other Offenses:

All violations of state or local laws not specifically identified as Part I or Part II offenses, except traffic violations.



CONCORDIA UNIVERSITY

Ann Arbor, Michigan

2023-2024 FIRE SAFETY REPORT

ABSTRACT

This report contains the University policies and procedures relating to fire safety for Concordia University Ann Arbor Campus and the annual fire statistics for the 2020-2022 calendar year as required by the Higher Education Opportunity Act of 2008 as part of the Jeanine Clery Disclosure of Campus Security Policy and Campus Crimes Act

Fire Safety Report Overview

The Higher Education Opportunity Act of 2008 (HEOA) requires all academic institutions with on-campus student residential facilities to develop and publish an annual fire safety report. The following report includes the information required by the HEOA, as it relates to the Concordia University campus.

Campus Safety publishes this Fire Safety Report as part of its annual Clery Act Compliance document, via this annual report, which contains information with respect to the fire safety practices and standards for Concordia University. This report includes statistics concerning the number of fires within on-campus residential facilities, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. The compliance document is available for review 24 hours a day on the Concordia University Campus Safety website, and a physical copy may be obtained by making a request to Campus Safety by calling (734) 358-1340, or by visiting Campus Safety in person at 114 Student Services Building.

General Residence Hall Fire Safety

With exceptions as noted below, all of Concordia University's on-campus residential student housing facilities are covered by a hard-wired addressable fire alarm systems, which are monitored remotely twenty-four hours a day, seven days a week by Stanley Fire Systems.

Special Notes

- For the 2020/2021 Academic Year (AY), the University temporarily leased/rented additional residential space in the Double Tree by Hilton Ann Arbor North, in response to its efforts to procure isolation and quarantine space as part of its overall COVID-19 mitigation planning. The DoubleTree fire alarm systems are all monitored by an offsite private entity. The hotel common areas and residential spaces are all sprinklered with smoke detection systems.

In addition, on-campus residential facilities have the following life safety systems: portable fire extinguishers, emergency lighting, emergency exit signs and doors. A quality control program ensures that each building is inspected by trained building inspectors on a regular basis to ensure that these systems are in working condition, and includes a yearly fire alarm system test and inspection. Every student room has an emergency evacuation map installed on the inside of the front door as well, to direct occupants to primary and secondary exits. Fire drills are conducted each semester.

Reporting a Fire for Inclusion in the Fire Statistics

If a fire occurs in a Concordia University -owned, rented, leased or otherwise controlled building, community members should immediately notify the local fire department by dialing 911. Campus Safety can be contacted at (734) 358-1340. Campus Safety will initiate a response to all fire alarms or reports it receives. Upon confirmation of a fire, Campus Safety will immediately summon the local fire department for assistance by contacting the 911 system.

Fires should be immediately reported to the Campus Safety office. If a member of the Concordia University community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety has already responded, the community member should immediately notify Campus Safety to investigate and document the incident. For example, if a housekeeper finds evidence of a fire in a trash can in the hallway of a residence hall, they should not touch the trash can, and should report the incident to Campus Safety immediately and wait for an officer's response. The officer will document the incident prior to removing the trash can.

Fire alarms alert community members of potential hazards, and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in the facility. Use the nearest stairwell and/or exit to leave the building immediately. Do not use the elevator. Community members should familiarize themselves with the exits in each building. When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building.

Procedures for Students and Employees in the Event of a Fire

Find nearest pull station and sound central alarm, or call 911, or contact Campus Safety directly at (734)358-1340 or 7502 from an on-campus phone.

- Shut all doors and windows in the vicinity of the fire.
- If the fire is small, use fire extinguishers to put it out.
- Exit by the nearest safe stairway.
- Do not use the elevators.
- Do not run.
- If there is smoke in the room, keep low to the floor.
- Try to exit the room, feel the doorknob, if it is hot, do not open the door.
 - If the doorknob is not hot, brace yourself against the door and crack it open
 - If there is heat or heavy smoke, close the door and stay in your room.
- Don't panic.
- Seal up the cracks under the door with sheets, or towels.
- If there is smoke in the room, crack the windows at the bottom and top, if possible, to allow for ventilation.
- Hang a sheet or towel from the window to announce that you are in your room.
- Call Campus Safety at: (734) 358-1340; be sure to give your room number and location.
- If you can exit the room, put on shoes (and if necessary a coat). If smoke is evident, get a wet towel to cover your face.
- Close all doors.
- If in exiting the building you are blocked by fire, go to the safest fire-free area, or stairwell. If a phone is available call Campus Safety; or find a window, and signal that you are still in the building.

Student Residence Hall Fire Evacuation Procedures in Case of a Fire:

- The fire alarm system may be used to evacuate a building(s) if there is a potential threat to the health and safety of that segment of the community.
- Activate the building fire alarm if it is not already sounding. Pull a fire alarm station on the way out.
- Leave the building by using the nearest exit.
- Crawl if there is smoke. Cleaner, cooler air will be near the floor. Get low and go.
- Before opening any doors, feel the metal knob. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay out of the room.
- Go to the nearest exit or stairway. If the nearest exit is blocked by fire, heat, or smoke, go to another exit.
- Close as many doors as possible as you leave. This helps to confine the fire. Total and immediate evacuation is safest. Only use a fire extinguisher if the fire is very small and you know how to do it safely. Do not delay calling emergency responders or activating the building fire alarm.
- If you cannot put out the fire, leave immediately. Make sure the fire department is

- called, even if you think the fire is out.
- If you get trapped, keep the doors closed. Place cloth material (wet, if possible) around and under door to prevent smoke from entering. Be prepared to signal your presence from a window.
- Be prepared to signal your presence from a window.
- Signal for help. Hang an object at the window (jacket, shirt) to attract the fire department's attention. If there is a phone in the room, call 9-911 or 7502 from an on-campus phone, or 911 or (734) 358-1340 from a cellular phone, and report that you are trapped. Be sure to give your room number and location. If all exits from a floor are blocked, go back to your room, close the door, seal cracks, open the windows if safe, wave something out the window, and shout or phone for help.
- If you are on fire, stop, drop and roll, wherever you are. Rolling smother's fire.
- Cool burns. Use cool tap water on burns immediately. Don't use ointments. If skin is blistered or charred, call for an ambulance.
- Be aware of obstacles. Storage of any items in the corridors, such as bicycles, chairs, desks, and other items is prohibited in all exit ways, including stairwells. Blocked exits and obstacles impede evacuation, especially during dark and smoky conditions.
- If you are a person with a disability (even temporarily), you should do the following:
 - Learn about fire safety
 - Plan ahead for fire emergencies

Future Fire Safety Improvements

The following future fire safety improvements shall be made as deemed appropriate by the University:

1. Continuing a program of replacement of safety equipment in all buildings.

Prohibited Items and Prohibited Conduct

If a student's behavior does not meet Concordia University community expectations or is in violation of the policies outlined in the Residence Hall Housing License Agreement or the Student Code of Conduct, they may expect conduct action. Concordia University expects students, as adults, to maintain a standard of personal discipline that is in harmony with the educational goals of the institution, federal, state, and local laws, and to respect the rights, privileges, and property of fellow students, faculty and staff, and administrators.

Students are responsible for the items contained in their rooms and the events that occur in their rooms. Special surveillance resources may be utilized by the University when conduct issues become chronic or disruptive.

Policies Regarding Portable Electric Appliances, Smoking, Open Flames, and Fire Safety Equipment in Student Housing Facilities

The following are Concordia University policies governing portable Electric Appliances, Smoking, and Open Flames in campus residence halls. These policies apply to resident and non-resident students (commuters) and employees when inside a residence hall. Concordia University fees, disciplinary sanctions and/or points will be assessed by the level identified with each offense. The following is taken from the Concordia University Student Code of Conduct.

Cooking: Cooking in a residence hall room using anything other than the University-approved appliances is prohibited. Leaving food cooking unattended in a residence hall kitchen is prohibited.

Appliances: Only University approved appliances are permitted in the residence hall. For questions about any appliance or device, see the Residence Life Staff. No open coil devices are permitted.

Approved for residence hall use:

- Hair dryers, coffee makers, hot pots, popcorn poppers, irons, University approved micro-fridges, TV's, sandwich makers, toasters, blenders, mug warmers, and stereos.

Unapproved for residence hall use:

- Hot plates, toaster ovens, space heaters, woks, quesadilla makers, pizza ovens, electric frying pan, deep fryers, slow cookers/crock pots, rice cookers, George Forman grills, electric blankets, sun lamps, halogen lamps, spider lamps, extension cords and air conditioners. It is impossible to list all electrical appliances which are hazardous for use in the residence halls, although a general guideline is that an appliance is prohibited if it is rated over six amps (700 watts), if it has an exposed element, or if it is not UL listed.

Personal grills are not permitted on campus. Only grills provided by the University in their designated locations will be permitted.

Tobacco/Smoking: Use of smoking materials within all rooms and buildings and outside within 100 feet perimeter of any building except within designated and posted areas is prohibited, including but not limited to cigarettes, electronic cigarettes, cigars, pipes, hookahs, and smokeless/chewing tobacco.

Candles: Candles, incense, incense burners, flammable liquids (e.g. gas/oil), or other items that present a fire hazard are prohibited. For questions about any device, see the Residence Life staff.

Weapons/Explosives: the unauthorized possession or use of firearms, or weapons of any other kind (including but not limited to two-and-a-half-inch blade knives, slingshots, metal knuckles, razors, paintball guns, BB guns, air pistols, Tasers, stun guns, batons, brass knuckles, folding knives with lock blades) is prohibited. The ignition or detonation of anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion or similar means is prohibited. Possession of anything in the nature of fireworks, explosives or chemical explosives is prohibited on any property owned or operated by the University or off-campus University-sponsored events without prior University authorization.

- Food Preparation knives, such as common kitchen knives, with blades not to exceed five inches, are exempt from this policy.
- Any student who violates this section of the Student Code of Conduct shall be notified of the violation and will be referred to the Office of Student Conduct. Concordia University may also refer the matter to the local police for prosecution. Any weapon on campus in violation of the Policy may be confiscated by Campus Safety and turned over to the local police.
- Any student with a reasonable basis for believing another person is in possession of a firearm, ammunition or weapon of any kind in violation of this policy is required to report the suspected act immediately. Reports should be made to Ann Arbor Police by dialing 9-911 or Campus Safety at 7502 from any on-campus phone. From a non-campus phone to make a report call 911 or (734) 358-1340. Students may be asked to provide a written statement regarding the weapon incident to Campus Safety within 24 hours of the incident. Any student who makes such a report in good faith will not be subjected to retaliation of any kind; however, failure to report such activity may result in a referral to the Office of Student Conduct. A student may choose to remain anonymous by going to the Concordia University website at <https://www.cuaa.edu/academics/services/campus-safety/anonymous-tip-form.html>

Fire Alarms/Safety Equipment: No person shall make, or cause to be made, a false fire alarm or emergency report of any kind. No person shall tamper with, damage, disable or misuse fire safety equipment including, but not limited to, fire extinguishers, fire hoses, fire alarms and fire doors. Tampering with or disabling any fire safety equipment in a residence

hall may result in a student's immediate removal from Concordia University housing and a fine. Students are required to evacuate any Concordia University building when a fire alarm is sounding and/or when instructed to do so in an emergency or drill by University staff.

Fire Safety Education and Training Programs

All faculty and staff are required by the University to attend an annual safety education program which includes fire safety. All Resident Directors and Resident Assistants receive additional fire safety training that takes place before the general student population arrives prior to the Fall Semester. This training includes, but is not limited to: hands on fire extinguisher practice, how and when to conduct fire evacuation fire drills, fire alarm system operation, spill prevention control and countermeasure training, hazardous waste training and blood born pathogens training. Members of the maintenance staff receive expanded safety training as well. A log of training is maintained by the University's Environmental, Health and Safety Officer.

Emergency Building Evacuation drills

Fire/emergency building evacuation drills are conducted each semester in residence halls, academic, and administrative facilities. Emergency Building Evacuation Drills are conducted to familiarize occupants with emergency egress from a building and to establish conduct of the drill to a matter of routine. Drills will include suitable procedures, such as potential room-to-room checks, to ensure that all person's subject to the drill participate. Any person who fails to participate in a drill will be subject to disciplinary action by the appropriate authority. In the conduct of drills, emphasis shall be placed on orderly evacuation rather than speed.

Drills shall be held at expected and unexpected times, and under varying conditions to simulate the unusual conditions that can occur in an actual emergency. Participants shall relocate to a safe location outside the building and remain at such location until a recall signal is given or further instruction.

Fire Investigations/Arson

Every fire that is not known to be accidental (such as a cooking fire) is investigated by a trained arson investigator. The primary investigator in response to fire incidents is Concordia University's Environmental, Health and Safety Officer. Fires determined through investigation to be willfully or maliciously set are classified as arsons for Clery reporting purposes.

Fire Safety Systems in Concordia University On-Campus Residential Facilities (2022)

Current Fire Safety Systems in place within On-Campus Residential Facilities as of Calendar Year 2022

Facility	Clery Classification	Fire Alarm Monitoring	Fully Sprinklered	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (fire) drills each calendar year
Barnabus	On-Campus	Yes	No	Yes	Yes	Yes	2
David	On-Campus	Yes	No	Yes	Yes	Yes	2
Esther	On-Campus	Yes	No	Yes	Yes	Yes	2
Hannah	On-Campus	Yes	No	Yes	Yes	Yes	2
John Mark	On-Campus	Yes	No	Yes	Yes	Yes	2
Jonathan	On-Campus	Yes	No	Yes	Yes	Yes	2
Luke	On-Campus	Yes	No	Yes	Yes	Yes	2
Miriam	On-Campus	Yes	No	Yes	Yes	Yes	2
Paul	On-Campus	Yes	No	Yes	Yes	Yes	2
Rebekah	On-Campus	Yes	No	Yes	Yes	Yes	2
Ruth	On-Campus	Yes	No	Yes	Yes	Yes	2
Sarah	On-Campus	Yes	No	Yes	Yes	Yes	2
Silas	On-Campus	Yes	No	Yes	Yes	Yes	2
Stephen	On-Campus	Yes	No	Yes	Yes	Yes	2
Timothy	On-Campus	Yes	No	Yes	Yes	Yes	2
Titus	On-Campus	Yes	No	Yes	Yes	Yes	2

Annual Fire Safety Report/Fire Statistics On-Campus Residential Facilities (2020, 2021, 2022)

On-Campus Residential Facilities – Calendar Year 2022

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities (CY 2021)						
Residential Facility	Total Fires	Fire Number	Cause of Fire	Number of Injuries that required Treatment at Medical Facility	Number of Deaths Related to a fire	Value of Property Damage Caused by Fire
Barnabas	0	0	N/A	0	0	N/A
David	0	0	N/A	0	0	N/A
Esther	0	0	N/A	0	0	N/A
Hannah	0	0	N/A	0	0	N/A
John Mark	0	0	N/A	0	0	N/A
Jonathan	0	0	N/A	0	0	N/A
Luke	0	0	N/A	0	0	N/A
Miriam	0	0	N/A	0	0	N/A
Paul	0	0	N/A	0	0	N/A
Rebekah	0	0	N/A	0	0	N/A
Ruth	0	0	N/A	0	0	N/A
Sarah	0	0	N/A	0	0	N/A
Silas	0	0	N/A	0	0	N/A
Stephen	0	0	N/A	0	0	N/A
Timothy	1	1	Accidental: Cooking	0	0	\$900
Titus	0	0	N/A	0	0	N/A

On-Campus Residential Facilities – Calendar Year 2021

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities (CY 2021)						
Residential Facility	Total Fires	Fire Number	Cause of Fire	Number of Injuries that required Treatment at Medical Facility	Number of Deaths Related to a fire	Value of Property Damage Caused by Fire
Barnabas	0	0	N/A	0	0	N/A
David	0	0	N/A	0	0	N/A
Esther	0	0	N/A	0	0	N/A
Hannah	0	0	N/A	0	0	N/A
John Mark	0	0	N/A	0	0	N/A
Jonathan	0	0	N/A	0	0	N/A
Luke	0	0	N/A	0	0	N/A
Miriam	0	0	N/A	0	0	N/A
Paul	0	0	N/A	0	0	N/A
Rebekah	0	0	N/A	0	0	N/A
Ruth	0	0	N/A	0	0	N/A
Sarah	0	0	N/A	0	0	N/A
Silas	0	0	N/A	0	0	N/A
Stephen	0	0	N/A	0	0	N/A
Timothy	0	0	N/A	0	0	N/A
Titus	0	0	N/A	0	0	N/A

On-Campus Residential Facilities – Calendar Year 2020

Statistics and Related Information Regarding Fires in On-Campus Residential facilities (CY 2020)						
Residential Facility	Total Fires	Fire Number	Cause of Fire	Number of Injuries that required Treatment at Medical Facility	Number of Deaths Related to a fire	Value of Property Damage Caused by Fire
Barnabas	0	0	N/A	0	0	N/A
David	0	0	N/A	0	0	N/A
Esther	0	0	N/A	0	0	N/A
Hannah	0	0	N/A	0	0	N/A
John Mark	0	0	N/A	0	0	N/A
Jonathan	0	0	N/A	0	0	N/A
Luke	0	0	N/A	0	0	N/A
Miriam	0	0	N/A	0	0	N/A
Paul	0	0	N/A	0	0	N/A
Rebekah	0	0	N/A	0	0	N/A
Ruth	0	0	N/A	0	0	N/A
Sarah	0	0	N/A	0	0	N/A
Silas	0	0	N/A	0	0	N/A
Stephen	0	0	N/A	0	0	N/A
Timothy	0	0	N/A	0	0	N/A
Titus	0	0	N/A	0	0	N/A
Double Tree	0	0	N/A	0	0	N/A
****Double Tree was used as isolation for Covid-19 from 11/1/2020 to 11/19/2020						



CONCORDIA UNIVERSITY

Ann Arbor, Michigan

This information is provided as part of Concordia University's continuing commitment to safety and security on campus in compliance with the Michigan Compiled Laws and the Jeanne Clery Act. Concerns, questions, or complaints related to this document or the applicable statutes should be directed to the Director of Campus Safety either by mail at Concordia University, 4090 Geddes Rd. Ann Arbor, MI. 48105; or by telephone at (734) 995-7507.