



# BETHEL UNIVERSITY

## Annual Security Report

# 2023

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*In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), this document contains the policies, crime, and fire statistics for the University's campus locations.*

**Bethel  
University**

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## About this Report

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)* is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. The *Higher Education Opportunity Act (HEOA)* amends the *Clery Act* and adds a number of safety and security related requirements to the *Higher Education Act of 1965*, as amended (*HEA*). All public and private postsecondary institutions that participate in Title IV student financial assistance programs must comply with *HEA*. In 2013, the *Violence Against Women Reauthorization Act (VAWA)* included amendments to the *Clery Act*. Those changes required institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assaults and stalking, among other changes. This document is intended to familiarize readers with issues of safety and security at Bethel University.

The Office of Safety and Security is responsible for preparing and distributing this document. We work with a number of other University departments and outside agencies to compile this information. Information in this packet includes crime statistics for the Saint Paul campus, the Seminary as well as the Seminary branch in San Diego. Campus Safety and Security works in conjunction with the Ramsey County Sheriff's Department and San Diego (Auburn) police departments to compile the necessary data.

We rely on every community member to contribute to the safety and security on campus by reporting crime and suspicious activities in a timely manner and using common sense when going about daily activities. Safety is a shared responsibility. We hope that you will use the provided information to help foster a safe environment for yourself and others.

## Data Collection and Publication

As required by the *Clery Act*, crime, arrest and student disciplinary referral data is requested from various sources including surrounding law enforcement agencies and University Campus Security Authorities. As statistics are available from these sources, they are then included in this report, which is available on-line at the Bethel University Campus Safety and Security web site. University community members, via a multi-campus e-announcements, are notified of the availability of this report and the related web address where it can be accessed (<https://www.bethel.edu/safety-security/>). Bethel University community members and prospective students / employees may request paper copies of this report by contacting Campus Safety and Security at [safety-security@bethel.edu](mailto:safety-security@bethel.edu) or by calling 651.638.6000.

## Office of Safety and Security

Bethel University Campus Safety and Security has the primary responsibility of developing and deploying services, programs and strategies for maintaining a reasonably safe campus. Specifically, Campus Safety and Security is responsible for crime prevention education and awareness, enforcement, emergency response, special event security, parking control, and various other

community services on the Saint Paul campus. Safety and Security officers patrol campus on foot and by vehicle.

Safety and Security provides a full range of campus services 24 hours a day, year-round. Some of these services include a security escort program, a campus shuttle, emergency response, investigating reported crimes, conducting follow-ups as necessary, and referring matters (as appropriate) to law enforcement agencies. Security operations are supported by trained personnel who answer calls for service, dispatch officers to incidents, and monitor CCTV systems, intrusion, fire and environmental alarms.

## Crime and Emergency Reporting

All students, employees, and guests of the St. Paul campus are encouraged to promptly report criminal incidents, suspicious activity, and other public safety related emergencies and incidents to Campus Safety and Security.

In **emergency situations**, it is always recommended to activate the local emergency response system by dialing 911. At the St. Paul campus, then call Safety and Security at 651.638.6000 so security officers can both respond immediately and guide emergency vehicles when they arrive. At Bethel Seminary San Diego, call 911.

In **non-emergency situations** or to report a crime on the St. Paul campus, contact Campus Safety and Security at 651.638.6000. At Bethel Seminary San Diego please call San Diego Mid-City Division non-emergency services at 619.516.3000.

## Campus Security Authorities (CSA)

To further encourage the timely reporting of crimes on campus, the *Clery Act* identifies Campus Security Authorities (CSA) as University faculty and staff members with “significant responsibility” for students and campus activities. They are campus officials who manage or otherwise oversee student and campus activities. Some examples of CSA’s include, but are not limited to, security officers, deans, directors, department heads, athletic coaches, activities coordinators, resident assistants in residence halls, residential life staff and student life staff.

Pastoral counselors and professional counselors are exempt from reporting duties as a CSA.

Timely notification of crimes and/or other emergencies by community members to Campus Safety and Security and/or a CSA will allow Bethel University personnel the opportunity to review whether or not a Bethel Alert (warning notification) should be issued and would assist Bethel University in maintaining accurate crime data.

The CSA crime report form (available for submission in paper form), and definition sheets are available [online](#), at the Campus Safety and Security office in HC 103 or by email request to [safety-security@bethel.edu](mailto:safety-security@bethel.edu).

## Responding to Sexual Assault

Any student or employee who is aware of a sexual assault is encouraged to immediately contact Safety and Security and / or another CSA. Whether or not a sexual assault survivor decides to report an incident to the police, the survivor is encouraged to immediately seek medical treatment and access counseling resources.

### Medical Attention following a Sexual Assault

It is important to seek immediate and follow-up medical attention for several reasons. These include assessing and treating any physical injuries, determining the risk of sexually transmitted diseases or pregnancy, and gathering evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 72 hours. It may be collected later than this (up to 10 days depending on a hospital's resources), but the quality and quantity of the evidence may be diminished. Even if a survivor has not been physically hurt, the medical examination (associated with a reported sexual assault) is strongly recommended to maintain all legal options. After the evidence is collected, it can be stored in case criminal charges are pressed at a later date. In Ramsey County, where the St. Paul campus is located, a publicly funded *Sexual Assault Nurse Examiner* program is available through Regions Hospital, at no cost to the victim if the exam is conducted within 10 days of an assault.

### Counseling and Support Resources

Counseling and support resources for sexual assault survivors are available through the Office of Student Life, Health Services, The Office of Christian Formation, and the Counseling Services office on the St. Paul campus. Counseling Services, Health Services, and The Office of Christian Formation are **the only confidential resources** for sexual assault available on campus. People outside of the counseling relationship are not informed of the counseling unless:

1. The client gives permission to release the information
2. A client's behavior poses a threat to his or her safety or the safety of others;
3. Hospitalization is required; or
4. The counselor needs to consult with another member of the counseling staff regarding a therapeutic issue(s).

In the event that point 2 or 3 is the case, parents or other appropriate parties may be notified. On occasion the student life office may refer a student to counseling services. The conditions of the referral will be specified and communicated to the student at that time. Counseling services are free to Bethel students, staff and faculty. Appointments can be made in person at the Counseling Center in Townhouse H or by calling the center at 651.635.8540. More information can be obtained online at: <https://www.bethel.edu/counseling-services/>.

### Notifying Campus Safety and Security

Campus Safety and Security can assist in reviewing options and identifying and facilitating support resources, which include: medical attention; legal procedures; University administrative



procedures/options; counseling resources; and contact with appropriate University and community services.

Reporting a sexual assault to the police will assist in gaining information that may lead to the arrest of an offender or aid in the investigation of other assaults. The investigation and prosecution, or discipline, of the suspect may help prevent future assaults. Reporting the incident does not mean a sexual assault survivor is obligated to take the offender to court (i.e. prosecute).

## **Sexual Misconduct Policy and Procedures**

### **Purpose, Scope, and Policy**

Bethel University and the Bethel University Foundation (together referred to in this document as “Bethel”) are committed to maintaining a Christ-centered community, free of discrimination, including sexual harassment, sexual violence, and sexual misconduct in all of its forms. Bethel prohibits domestic violence, dating violence, sexual assault, and stalking. Bethel will not tolerate sexual misconduct by or against its students, faculty, or staff. In addition, visitors, volunteers, vendors, consultants, third parties, or any person that provides services to Bethel are required to comply with the provisions of this policy. All community members must comply with this policy, whether on campus or off campus, when engaged in activities sponsored by Bethel, or otherwise related to Bethel or its business. Such activities include, but are not limited to classes, seminars, meetings, and study abroad programs.

All employees are required to report any instance of sexual harassment, sexual violence, and sexual misconduct to the Compliance Officer except confidential resources. The only exception to being a mandatory reporter is if one is a confidential resource. Persons who are confidential resources are listed at the end of this policy.

The purposes of this policy include:

- Prohibiting all forms of sexual misconduct,
- Creating a work environment that is free from sexual misconduct,
- Encouraging good faith complaints when sexual misconduct has occurred, and
- Providing options for addressing and resolving complaints of sexual misconduct.

All incoming students and new employees are required to complete training on primary prevention and awareness.

Persons who believe that they have experienced sexual misconduct or have witnessed sexual misconduct of another community member are expected to bring the conduct to the attention of appropriate individuals so that Bethel can take prompt corrective action. Bethel will take prompt corrective action against any sexual misconduct by or against its community members. All Bethel community members are directed to implement and abide by the procedures outlined in this policy.

All complaints will be taken seriously and no one who acts in good faith to report sexual misconduct, including third parties (e.g., vendors), will suffer actual or threatened retaliation or reprisal. Complaints of sexual misconduct will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and take corrective action. If it is determined through an appropriate and prompt investigation that sexual misconduct has occurred, effective corrective action will be taken to eliminate the sexual misconduct, attempt to ensure that it does not recur, and appropriately care for those who may have been harmed. Depending on circumstances and the severity of the conduct, corrective action will vary. Resolution steps taken in response to a complaint may include one or more of the following for students: counseling, advising or coaching from student life or other similar professionals, reflection paper, behavioral probation, suspension, dismissal, or expulsion. For employees resolution steps could include one or more of the following: counseling, training, advising or coaching from a professional, verbal or written warning, termination, and referred to law enforcement authorities

## Definitions

### Sexual Misconduct

Sexual misconduct is the broad and overarching term used to identify any conduct that constitutes a form of sex discrimination which violates federal and state law, including Title VII of the Civil Rights Act of 1964; the Minnesota Human Rights Act and Bethel policy. All sexual misconduct is prohibited and includes, but is not limited to sexual harassment, sexual violence, domestic violence, dating violence, actual or attempted sexual assault, stalking, sexual coercion, sexual exploitation, and going beyond the boundaries of consent.

### Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, electronic or digital conduct or communication of a sexual or gender-based nature, when submission to or rejection of the conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working, learning, or living environment. Sexual violence is a form of sexual harassment which may also constitute criminal conduct.

There are two kinds of sexual harassment:

- Quid pro quo harassment, in which the harasser either provides or denies an employment or educational benefit in exchange for sexual favors, or makes an adverse employment or educational decision on the basis of rejection of sexual advances.
- Hostile environment harassment, in which the working or learning environment is made abusive. An abusive or hostile environment is one that is reasonably and actually perceived by the complaining party as abusive by making it more difficult to do one's job or pursue one's education. Any act of sexual violence creates a hostile environment in violation of this policy.

Examples of quid pro quo sexual harassment include, but are not limited to, the following: a supervisor granting a promotion to an employee because the employee unwillingly consents to have

sexual relations with the supervisor; a supervisor firing an employee because the employee refuses to have sexual relations with the supervisor; a faculty member providing an undeserved failing grade to a student because the student refuses to have sexual relations with the faculty member; a faculty member giving an undeserved high grade to a student because the student consents to have unwanted sexual relations with the faculty member; or a supervisor providing positive references or evaluations for an employee or student in exchange for sexual favors.

Examples of hostile environment harassment include, but are not limited to, the following: requests for sexual favors, persistent sexual slurs, repeated requests for an unwelcome sexual relationship, continual sexually suggestive jokes, gestures or sounds, a pattern of widespread favoritism based on sexual relationships, pornographic or suggestive materials offensive to others, or unwelcome sexual touching. A hostile environment can exist by virtue of a combination of individual incidents that would not, individually, constitute sexual harassment. In order for these examples or other behaviors to constitute hostile environment harassment, the effect of the harassment must create an abusive or hostile environment, usually over a period of time. Even one serious incident may, however, constitute hostile environment harassment, such as an occurrence of sexual violence.

Both men and women are protected from sexual harassment, whether that harassment is perpetrated by a member of the same or opposite sex. Sexual harassment may be committed by a male or a female toward either a male or a female

### **Sexual Assault**

Sexual assault is a form of sexual violence and is sexual contact or intercourse without consent. Specifically, sexual assault is an offense that meets any of the following definitions: 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), fondling (the touching of the private body parts including the genital area, groin, inner thigh, buttocks, or breast of another person for the purpose of sexual gratification, without the consent of the victim), incest (sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law), statutory rape (sexual intercourse with a person who is under the statutory age of consent). *Sexual assault is also prohibited by Minnesota law. See [Minnesota Statutes Section 609.341 et seq.](#)*

### **Sexual Exploitation**

Sexual exploitation is defined as taking non-consensual, unjust, or abusive sexual advantage of another. Examples include, but are not limited to (1) prostituting another person; (2) non-consensual video or audio-taping of sexual activity; (3) going beyond the boundaries of consent, such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity; (4) engaging in non-consensual voyeurism; or (5) knowingly transmitting or exposing a sexually transmitted disease (STD) or HIV to another person without the knowledge of the other person.

## Sexual Violence

Sexual violence is the most severe form of sexual harassment. Safety is of primary concern in situations of sexual violence. Under this policy it is defined as any actual, attempted, or threatened physical sexual act with another person without that person's consent. It includes, but is not limited to sexual acts perpetrated by force (expressed or implied), or duress, deception, or coercion upon the victim. It includes acts referred to as "date rape" or "acquaintance rape," and specially includes sexual acts involving a victim who is incapable of giving consent due to age, disability, or intoxication by alcohol or drugs. Sexual violence generally will constitute a crime punishable under Minnesota statutes. The use of alcohol or drugs never makes the victim at fault for sexual violence.

## Consent

Consent means conduct or words that indicate a person freely and voluntarily agrees to engage in a sexual act at the time of the act. A person must be of legal age to give consent. A person who is incapacitated cannot give consent. Consent to a prior sexual act does not imply ongoing future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Silence, absence of resistance, or the failure to give a negative response does not imply consent. Consent can be withdrawn at any time.

The use of coercion, threat, or force takes away a person's ability to give consent. Sexual coercion is unreasonable pressure for sexual activity through words or circumstances that cause a person to reasonably fear that the other will inflict bodily harm. Force is the use of physical violence to gain sexual access, including threats, intimidation, and actual physical imposition.

## Consensual Relationships

Intimate or romantic relationships between employees, or between employees and students, even when within the bounds of acceptable Christian conduct, may nonetheless pose potentially serious moral, ethical, and legal concerns to the individuals and to Bethel.

Where a power differential between the parties exists, even consensual relationships may constitute sexual misconduct if the effect of such a relationship interferes with an individual's academic or professional performance or if it creates an intimidating environment. Further, conflicts of interest or breaches of professional ethics may arise if one party to the relationship evaluates the work or academic performance of the other, during the relationship or even after it ends. This includes situations in which a faculty member teaches a student or employee with whom he or she has had a relationship.

Employees are cautioned that such relationships could potentially result in a sexual misconduct charge, and could result in the individual with the power in the relationship bearing the burden of responsibility.

Bethel recommends that where such relationships develop, the individual in a position of authority notify his or her supervisor and that he or she surrenders responsibility for evaluation or supervision of the other party. Further, where an employee is called upon to supervise an individual with whom

he or she has had a past romantic relationship, he or she should discuss the situation with a supervisor. Bethel discourages romantic relationships between faculty members and students, and discourages faculty members teaching students with whom they have or have had an intimate or romantic relationship.

### Dating Violence

Dating violence is a form of sexual violence and is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The relationship existence is determined based on a consideration of the following factors (1) the length of the relationship; (2) the type of relationship; and (3) 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.

### Domestic Violence

Domestic violence is a felony or misdemeanor crime of violence committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under Minnesota domestic or family violence laws, or anyone else protected under applicable domestic or family violence laws. See *Minnesota Statutes Section 518B.01*, [www.revisor.leg.state.mn.us/statutes/?id=518B.01](http://www.revisor.leg.state.mn.us/statutes/?id=518B.01)

### Incapacitated

An incapacitated person is a person unable to consent to sexual activities due to the use of alcohol or drugs impairing judgment, lack of consciousness, being asleep, developmental disabilities, or who lacks full knowledge or information of what is happening. The use of drugs or alcohol by the accused is not a defense against allegations of sexual misconduct.

### Stalking

Stalking means to engage in conduct which the actor knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, distressed, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim. Stalking behavior includes, but is not limited to a person who (1) follows, monitors, or pursues another, whether in person or through any available technological or other means; (2) repeatedly makes telephone calls, sends text messages, or induces a victim to make telephone calls to the actor, whether or not conversation ensues; (3) makes or causes the telephone of another repeatedly or continuously to ring; or (4) repeatedly mails or delivers or causes the delivery by any means, including electronically, of letters, telegrams, messages, packages, through assistive devices for people with vision impairments or hearing loss, or any communication made through any available technologies. See *Minnesota Statutes Section 609.749*, [www.revisor.leg.state.mn.us/statutes/?id=609.749](http://www.revisor.leg.state.mn.us/statutes/?id=609.749). A victim means a reasonable person under similar circumstances and with similar identities to the victim who suffers mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## Terms

### Community Member

Community member refers to Bethel's students, faculty, staff, visitors, volunteers, vendors, consultants, third parties, and any person that provides services to Bethel.

### Complaint

A complaint is an allegation that a student, employee or applicant for admission or employment has been subjected to unlawful discrimination or sexual misconduct.

### Complainant

A complainant is an individual or group of individuals who believe that unlawful discrimination or sexual misconduct may have or has occurred.

### Compliance Officer

The Compliance Officer is the administrator to whom a complaint is reported. The Compliance Officer ensures the complaint is addressed according to policy and procedures. Cara Kuhn, the Title IX Coordinator & Compliance Specialist, serves as Compliance Officer with primary responsibility for oversight and enforcement of this policy, as well as identifying and addressing any systemic problems that arise during the review of complaints. Cara Kuhn may be contacted at 612.322.8908 or [title-ix@bethel.edu](mailto:title-ix@bethel.edu).

### Grievance Officer

A Grievance Officer is a faculty or staff member or administrator appointed by the President who is trained to respond to formal and informal complaints of sexual misconduct.

### Proceeding

The term proceeding includes all activities, including but not limited to proceedings (both informal and formal), related to a non-criminal resolution of an institutional complaint, including: fact-finding investigations and formal or informal meetings. It does not include meetings between parties and officials regarding accommodations or interim measures.

### Respondent

A respondent is an individual or group of individuals against whom an allegation of sexual misconduct is made.

### Responsible Officer

A Responsible Officer is an administrator who, in partnership with the senior administrator as applicable, adjudicates the complaint.

## **Result**

A result is any initial, interim, or final resolution or decision by any official or entity authorized to resolve complaint matters at Bethel. The result may include sanctions imposed. The result may also include the rationale for the result and the sanctions.

## **Retaliation**

Retaliation means any materially adverse action taken against a person who has or is believed to have exercised rights in good faith regarding a sexual misconduct policy violation.

## **Conflict of Interest**

As soon as possible after a complaint has been initiated under this policy, the Compliance Officer will certify both to the complainant and to the respondent, that inquiry has been made concerning any potential conflict of interest and a written assurance will be issued to the parties that all persons involved in the investigation of the complaint have certified they are aware of no conflicts of interest that would prevent them from conducting an impartial investigation or consideration of the case. To the extent possible, Grievance Officers will not have supervisory oversight over a complainant or respondent. If the Compliance Officer has a conflict of interest, said officer will withdraw from the case and the duty to certify that there is no conflict of interest will be assumed by the appropriate Responsible Officer assigned to the case, or another person designated by the University President, such that both parties are assured that no person with a conflict of interest shall be involved in the investigation or consideration of the case.

## **Education, Prevention and Awareness**

Sexual misconduct is a significant issue on college and university campuses. In order to educate the campus community and hopefully eliminate sexual misconduct on our campuses, Bethel provides mandatory training to all employees and students regarding sexual misconduct. In general, this training covers what sexual misconduct is, how to prevent it, and most importantly where those affected can go for help. For Bethel, we believe this training is important because of who we strive to be as a community of believers, one that is safe and thriving for all. Some of this training is provided in an online format through training videos which can be accessed through the Office of People and Culture website.

These training videos provide Awareness Programs and Primary Prevention Programs. Awareness Programs are specific programming for employees and students that contain initiatives and strategies to increase knowledge and share information and resources in order to prevent violence, promote safety and reduce perpetration. Primary Prevention Programs include Bethel's training videos that contain information on how to stop dating violence, domestic violence, sexual assault and stalking through promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

The mandatory training videos also provide information on Bystander Intervention and Risk Reduction. With respect to Bystander Intervention, it is important to understand safe and positive

options for individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Some options include: recognizing situations of potential harm; understanding institutional structures and cultural conditions that facilitate violence; overcoming barriers to intervene; identifying safe and effective intervention options; and, taking action to intervene. Risk Reduction serves to educate employees and students on options 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.

Bethel provides this training in an online format through links to four separate training videos: (1) Minnesota students, (2) Minnesota employees, (3) California students, and (4) California employees. Students take the training for the state they reside in during the academic year. Employees and students living in a state other than Minnesota or California take the Minnesota training and use the “Reference” tab for their state-specific information. Employees who are also students only need to take the employee training.

In addition to the mandatory online training video, Bethel provides ongoing prevention and awareness campaigns regarding sexual misconduct. Ongoing Prevention and Awareness Campaigns are programming, initiatives and strategies sustained over time, focused on increasing understanding of topics, relevant to, and skills for addressing dating violence, domestic violence, sexual assault and stalking through a range of strategies. More specifically, Bethel distributes educational materials on sexual misconduct and regularly trains study abroad leaders, confidential resources, first responders, campus security personnel, student life deans and resident directors on how to report, handle and respond to incidents involving sexual misconduct.

As employees and students, we all play an important role in this process. Everyone is responsible to report sexual misconduct so those involved can get the help they need.

### **Reporting Sexual Misconduct**

If you have personally experienced any form of sexual misconduct, tell someone as soon as possible. Bethel understands that this is a difficult situation. All persons involved will be treated with dignity. Immediate notification, ideally within the first 24 hours after any sexual misconduct occurs, helps assure the preservation of evidence. Campus Security, at the discretion of law enforcement authorities, shall assist with the preservation of evidence which may be necessary for the proof of criminal sexual misconduct or to obtain an order for protection. In an emergency, call 911 or call the Office of Safety and Security at 651.638.6000.

### **Reporting to Law Enforcement and Victim’s Crime Bill of Rights**

In addition to and separate from addressing sexual misconduct concerns within Bethel, complainants may notify or decline to notify local law enforcement. Bethel will give assistance to any complainant who requests help notifying law enforcement. For additional information about your rights when reporting a crime, visit the Minnesota Department of Public Safety for the [Crime Victim's Bill of Rights](#), or if in California, the [Sexual Assault Survivor’s Bill of Rights](#). A report to law enforcement is



not necessary for Bethel to proceed with interim measures, informal procedures, or formal procedures.

### **How do I initiate Bethel's response and resolution process?**

In order to initiate Bethel's response and resolution process under this Policy, you or another person must notify the Compliance Officer. If a member of the Bethel community has a concern or has become aware of an instance of possible sexual misconduct involving a student, faculty or staff member, the Compliance Officer must be contacted immediately. You may also choose to remain anonymous and submit an [online anonymous report](#). Anonymous reporting is separate from initiating an informal or formal complaint to the Compliance Officer.

### **What happens when reporting sexual misconduct also means reporting violation(s) of Bethel's standards for student conduct or other campus policies?**

When instances of sexual misconduct have been reported, Bethel's concern is focused solely on learning all that is possible about what happened. In order to have a full and thorough investigation, it is important that all facts are shared with the Grievance Officers, even if some of those facts involve disclosing violations of Bethel's standards for student conduct or other campus policies. It is important for complainants, respondents, and witnesses to know that they will not be disciplined in any manner, during or after the investigation, for reporting facts about the events that include violations of Bethel's standards for student conduct or other campus policies. Bethel's sole focus is learning everything possible about what happened during the incident so that a finding and resolutions can be reached.

### **Resources**

#### **Sexual Assault Nurse Examination (SANE)**

Following a sexual assault, the most important concern is for the health, safety, and care of the person who has experienced sexual assault. As difficult as it can be, we strongly encourage students to seek medical assistance at the nearest hospital emergency room immediately following a sexual assault. A medical examination is vital for the health and well-being of the person who has experienced the assault and also serves to collect and preserve evidence. This specific type of medical examination is called a Sexual Assault Nurse Examination or SANE.

Individuals may go to the nearest hospital emergency room by themselves or with a friend. This will allow for confidentiality in the event the individual chooses not to make a report to Bethel or law enforcement. With the occasional exception of a few preventative medications, there is no charge for care related to sexual assault.

While the first inclination of an individual may be to take a shower, it is important to not wash, shower, bathe, douche, brush teeth; or to change, destroy, or clean the clothes worn during the assault before having the exam. There is a limited window of time following an incident of sexual assault to preserve physical and other forms of evidence. It is important to bring a change of clothing if the individual goes to the hospital. It may be necessary for the nurse or law enforcement to keep

the clothes worn during the assault. If an individual has already changed clothes, the articles of clothing that were worn can be brought in a paper bag.

SANE exams are completely confidential. The results are not given to the law enforcement unless the individual consents. Individuals are not required to report the assault to the law enforcement or to the university through this process, but if they choose to do so, the support staff at the nearest hospital emergency room will assist them in the reporting process.

### **Support Services**

It is strongly recommended that any individual involved in the resolution of a sexual misconduct complaint seek personal support through relationships with a few trusted family members or friends. Additional support is available through Counseling Services, The Office of People and Culture, or the Office of Christian Formation. Bethel reserves the right to provide interim measures during the investigation process to create a safe and thriving environment.

### **Interim Measures**

Interim protective measures, such as changing the work, transportation, living or academic environment, will be considered immediately, regardless of whether the complainant chooses to report the crime to local law enforcement. Bethel will make information available to complainants on the right to seek orders for protection, no contact orders, or restraining orders.

Bethel will meet with the complainant and respondent, separately to discuss any interim measures that are needed or may be desirable. Examples of interim measures are: referring the student or employee to appropriate resources for developing a safety plan, seeking medical attention or counseling, or seeking legal assistance; providing alternative housing, academic, or workplace arrangements; providing safety escorts to and from campus; modifying workplace or academic schedules or responsibilities; assisting with a leave of absence from work or school; screening phone calls; transferring harassing calls to Safety and Security; and removing the employee's or student's name from all directories.

At any time, the complainant or respondent can request an interim measure by contacting the Compliance Officer. At the request of the complainant, Bethel will provide a complainant who transfers to another postsecondary institution with information about resources for victims of sexual assault at the institution to which the complainant is transferring.

### **Requests For Reasonable Accommodations**

Individuals who need a reasonable accommodation during the pendency of this complaint process should contact the Compliance Officer. Bethel University will consider requests for reasonable accommodations submitted to the Compliance Officer on a case-by-case basis. Accommodations Bethel University may provide include:

- Providing reasonable accommodations as required by law to an individual with a disability who requests an accommodation necessary to participate in the complaint resolution process.
- Providing an interpreter for individuals who are limited English-language proficient.

### Support Persons

The complainant and respondent are entitled to the same opportunities to have others present during a Bethel complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by one support person of their choice. Any support person that accompanies the complainant or respondent to a meeting must sign a Support Person Agreement (See Addendum B), which stipulates the role of the support person.

### Confidentiality

All those involved in the process (complainant, respondent, witnesses, Responsible Officers, Grievance Officers, and others) are required to keep all personal information confidential to the extent practicable, except as may be required by applicable law or court order. Medical and mental health professionals are generally required by law to protect confidential communications, unless he or she perceives an immediate or serious threat to a person or if there is an allegation of abuse to a person under 18 or a vulnerable adult.

### Governmental Recordkeeping

Under the Clery Act, Bethel is obligated to report annually sexual misconduct and issue a timely warning through the Office of Safety and Security. Any publicly available notice or recordkeeping will keep the victim's name confidential and any identifying information will be protected to the extent reasonably possible to take appropriate preventative measures or to comply with applicable law.

In accordance with Minnesota's Sexual Harassment and Violence Policy statute, Minn Stat. §135.A15, all postsecondary institutions are required to annually report statistics on sexual assault to the Minnesota Office of Higher Education as well as to their campus community. Data privacy laws require that data be suppressed and noted if the number is fewer than 10 students. The Minnesota Office of Higher Education defines sexual assault as rape, fondling and statutory rape. It is important to note that this report has different definitions than Clery so the data from the two reports may differ. The Office of Security has made these reports viewable on its [website](#).

### Investigation Overview

Bethel shall train all Responsible Officers and Grievance Officers appointed by the President to assist Bethel in responding to informal and formal complaints of sexual misconduct. In addition to both male and female representatives, representatives will include members of staff and faculty from

each of the schools to ensure an unbiased investigation. The Compliance Officer shall regularly review all currently trained and appointed Grievance Officers with the President and ensure their training is current.

There are two procedures to consider for addressing sexual misconduct concerns, the Informal Complaint Procedure and the Formal Complaint Procedure. All proceedings of informal and formal complaints are confidential and will be documented. If at any point in the process, the complainant declines to provide information or declines to participate further in the complaint process, Bethel will review the matter based upon all of the information gathered. The complainant and respondent shall be simultaneously informed in writing of the outcome of any proceeding, the right to appeal, any change in results that occurs prior to the time that such results become final, and the date when such results become final. Bethel shall provide a prompt, fair, and unbiased investigation and resolution.

### **Informal Complaint Procedure**

In the Informal Complaint Procedure, a complainant may discuss a sexual misconduct concern with the Compliance Officer without putting the complaint in writing. During this meeting, the Compliance Officer will provide the complainant with a copy of the policy, discuss the informal and formal complaint procedures, offer counseling or other support assistance, and discuss any interim measures that may be needed. A complainant has the right to access their description of the incident as it was reported to Bethel at any time. A complainant may elect to discontinue the informal complaint procedure and commence a formal complaint at any time. The informal complaint procedure will not be employed in cases of sexual assault.

If the complainant elects to move forward with the informal complaint procedure, the Compliance Officer will then notify the respondent of the informal complaint and set up a meeting to review the complaint with them. At this meeting the Compliance Officer will provide the respondent with a copy of the policy, discuss the informal and formal complaint procedures, and offer counseling, support assistance, and any interim measures that may be needed.

In order to promptly respond, the Compliance Officer shall attempt to complete the following procedure within ninety (90) calendar days of the date the complaint is received:

1. At least two (2) Grievance Officers, will meet with the complainant to understand the nature of the concern, collect any evidence, and obtain a list of witnesses. A written report of this meeting is completed and shared with the complainant for amendment.
2. The Grievance Officers will then meet with the respondent to understand the respondent's response to the complaint, collect any evidence, and obtain a list of witnesses. A written report of this meeting is completed and shared with the respondent for amendment.

3. The Grievance Officers will meet with any witnesses as necessary. A written report of each witness meeting is completed and shared with that witness for amendment.
4. The Grievance Officers will then meet with the complainant again to review any information gathered and to ask additional questions as needed.
5. The Grievance Officers will then meet with the respondent again to review any information gathered and to ask additional questions as needed.
6. The Grievance Officers provide a written summary of their recommended finding and resolutions to the Compliance Officer.
7. The Compliance Officer shares the Grievance Officers' finding and resolutions with the appropriate Responsible Officer(s) to determine the finding and resolutions.
8. The findings and resolutions are communicated to the complainant and respondent in writing.
9. If the parties agree, the resolutions are implemented and the informal process is concluded. If the parties do not agree upon a resolution, or at any time during the informal process, the complainant or respondent may initiate a formal complaint.

Whether or not the complainant files a formal complaint and/or the parties reach a resolution, Bethel may at its sole discretion initiate a formal investigation and take appropriate actions to attempt to fully resolve any harm that occurred and prevent any further harm.

### **Informal Complaint to Formal Complaint Procedure**

When either the complainant or respondent allege that the informal complaint procedures have failed to resolve the concern of sexual misconduct or are not possible or appropriate, either party may file a formal written complaint with the Compliance Officer.

The formal complaint procedure begins with an initial meeting between the complainant and the Compliance Officer in which the Compliance Officer will provide the complainant with a copy of the policy, discuss the formal complaint procedures, and discuss the support assistance and interim measures available. A complainant has the right to access their description of the incident as it was reported to Bethel at any time.

The following outlines the steps and timeline for the formal complaint procedure when pursued after the informal complaint procedure has been started or completed:

1. Within ten (10) working days of receiving the written communication detailing the decision and resolution of the informal complaint, the complainant or respondent involved in the prior informal complaint, can submit a formal written complaint. The written complaint should

describe in detail the alleged sexual misconduct and the action the complainant requests to resolve the matter. All written complaints must be signed and dated by the complainant and, where known, should contain the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, a detailed description of the actions constituting the alleged sexual misconduct, and any other relevant information. If possible, names, addresses, and phone numbers of witnesses or potential witnesses and any other evidence should also be included. Any information submitted during the informal complaint process will be retained as part of the formal complaint process. However, the complainant must make known which portion(s) should be included in the formal written complaint as that information must then be provided to the respondent. Complainants are strongly encouraged to include in the written complaint a comprehensive account of all significant incidents that have caused them concern, whenever they may have occurred.

2. After receipt of the signed complaint, the designated Grievance Officers will review the complaint to determine if the complaint sufficiently describes the alleged sexual misconduct.
  - If the complaint does not sufficiently describe a concern within the definition of sexual misconduct under this policy, the complaint will be returned and other assistance may be recommended.
  - If the complaint does not sufficiently describe the factual details of the concern so that a determination of sexual misconduct can be made, the complaint will be returned and the complainant may submit an amended complaint providing enough factual details to allow a determination to investigate.
3. After receiving a complaint or amended complaint, the Compliance Officer will notify the respondent that a formal complaint has been received and an investigation has begun. A copy of the written complaint and a copy of this policy will be provided to the respondent. At this meeting the Compliance Officer will discuss the formal complaint procedures and offer counseling, support assistance, and any interim measures that may be needed. The respondent will be offered the opportunity to provide a written response to the formal complaint. The response must be submitted to the Compliance Officer no later than 10 (ten) working days after receipt of the formal complaint. Respondents are strongly encouraged to reply in writing to the Compliance Officer to all specific incidents described in the complaint in a comprehensive manner.
4. After receiving the respondent's written response, the Grievance Officers will meet with the complainant to review the nature of the complaint and identify the scope and nature of the investigation. The Grievance Officers will also meet with the respondent to review the respondent's response to the complaint, request names of witnesses, request evidence, and to review with the respondent the scope and nature of the investigation. A written report of each meeting is completed and shared with the individual being interviewed for amendment.
5. The Grievance Officers shall thoroughly investigate the complaint. Witnesses interviewed during the informal complaint process will be recalled as needed. Prior to completing the investigation, the Grievance Officers shall meet again with the complainant and the respondent separately to give an overview of the steps taken during the investigation, to ask the complainant and the

respondent for the names of any others the investigators should speak with, and to request any additional information. A written report of each meeting is completed and shared with the individual being interviewed for amendment.

6. After completion of the investigation, the Grievance Officers shall meet with the Responsible Officer(s) and the senior administrator(s) responsible for the involved student, faculty or staff member to review the Grievance Officers' report and reach conclusion based on a preponderance of evidence (i.e., more likely than not standard) regarding the allegations and appropriate corrective action(s), if any.
7. It is the goal of these procedures that, to the extent possible, the above steps be completed within ninety (90) calendar days of receiving the formal complaint. Depending on the complexity and circumstances of the case, however, and any obstacles encountered to a thorough investigation, the timing may be altered at the discretion of the Compliance Officer. The Responsible Officer(s) and senior administrator(s) shall forward to the complainant and respondent all of the following in a notice of outcomes letter:
  - a summary of the investigative report including the conclusion reached as to whether sexual misconduct did or did not occur with respect to each allegation in the complaint and the rationale for that conclusion,
  - a description of resolutions, if any, to resolve any sexual misconduct that occurred, and to prevent similar issues from occurring in the future, and
  - a description of the complainant's and respondent's right to appeal either the finding or the appropriateness of the corrective action(s).

### **Formal Complaint Procedures**

When informal complaint procedures are not possible or appropriate or fail to satisfactorily resolve the concern of sexual misconduct, the complainant may file a formal written complaint with the Compliance Officer. The formal complaint procedure begins with an initial meeting between the complainant and the Compliance Officer in which the Compliance Officer will provide the complainant with a copy of the policy, discuss the formal complaint procedures, offer counseling or other support assistance, and discuss any interim measures that may be needed. A complainant has the right to access their description of the incident as it was reported to Bethel at any time.

The following outlines the steps and timeline for the formal complaint procedure:

1. The complaint should describe in detail the alleged sexual misconduct and the action the complainant requests to resolve the matter. All written complaints must be signed and dated by the complainant and, where known, should contain the name(s) of the individual(s)

involved, the date(s) of the event(s) at issue, a detailed description of the actions constituting the alleged unlawful discrimination or sexual misconduct, and any other relevant information. If possible, names, addresses, and phone numbers of witnesses or potential witnesses and any other evidence should also be included.

2. After receipt of the signed complaint, the designated Grievance Officers will review the complaint to determine if the complaint sufficiently describes the alleged sexual misconduct.
  - If the complaint does not sufficiently describe a concern within the definition of sexual misconduct under this policy, the complaint will be returned and other assistance may be recommended.
  - If the complaint does not sufficiently describe the factual details of the concern so that a determination of sexual misconduct can be made, the complaint will be returned and the complainant may submit an amended complaint providing enough factual details to allow a determination to investigate.
3. After receiving a complaint or amended complaint, the Compliance Officer will notify the respondent that a formal complaint has been received and an investigation has begun. A copy of the written complaint and a copy of this policy will be provided to the respondent. At this meeting the Compliance Officer will discuss the formal complaint procedures and offer counseling, support assistance, and any interim measures that may be needed.
4. The Grievance Officers will meet with the complainant to review the nature of the complaint and identify the scope and nature of the investigation. The Grievance Officers will also meet with the respondent to receive the respondent's response to the complaint, request names of witnesses, request evidence, and to review with the respondent the scope and nature of the investigation. A written report of each meeting is completed and shared with the individual being interviewed for amendment.
5. The Grievance Officers shall thoroughly investigate the complaint. Prior to completing the investigation, the Grievance Officers shall meet again with the complainant and the respondent separately to give an overview of the steps taken during the investigation, to ask the complainant and the respondent for the names of any others the investigators should speak with, and to request any additional information. A written report of each meeting is completed and shared with the individual being interviewed for amendment.
6. After completion of the investigation, the Grievance Officers shall meet with the Responsible Officer(s) and the senior administrator(s) responsible for the involved student, faculty or staff member to review the Grievance Officers' report and reach conclusion based on a preponderance of evidence (i.e., more likely than not standard) regarding the allegations and appropriate corrective action(s), if any.



7. It is the goal of these procedures that, to the extent possible, the above steps be completed within ninety (90) calendar days of receiving the formal complaint. Depending on the complexity and circumstances of the case, however, and any obstacles encountered to a thorough investigation, the timing may be altered at the discretion of the Compliance Officer. The Responsible Officer(s) and senior administrator(s) shall forward to the complainant and respondent all of the following in a notice of outcomes letter:
- a summary of the investigative report including the conclusion reached as to whether sexual misconduct did or did not occur with respect to each allegation in the complaint and the rationale for that conclusion,
  - a description of resolutions, if any, to resolve any sexual misconduct that occurred, and to prevent similar issues from occurring in the future, and
  - a description of the complainant's and respondent's right to appeal either the finding or the appropriateness of the corrective action(s).

### Sanctions

Depending on circumstances and the severity of the conduct, sanctions (including corrective actions) will vary. Resolution steps may include one or more of the following for students: counseling, advising or coaching from student life or campus ministry professionals, verbal or written warning, reflection paper, no contact order, continuing interim measures, behavioral probation, suspension, dismissal, or expulsion. For employees, resolution steps may include one or more of the following: counseling, training, advising or coaching from a professional, verbal or written warning, loss of staff or faculty privileges, demotion, suspension, termination, or criminal prosecution. Sanctions may be imposed on an individual who knowingly provides false information in an investigation or initiated in bad faith a claim of sexual misconduct.

### No Retaliation

Federal and state law, as well as Bethel policy, prohibits retaliation, threats of retaliation, suspension, or discharge against persons for raising good faith concerns regarding sexual misconduct. Any retaliatory conduct is subject to disciplinary action

### Appeal Rights

1. If the complainant or respondent allege procedural error has been made during the course of the complaint process; new evidence has surfaced that would materially affect the outcome of the case; the decision of the outcome was arbitrary or capricious; or the consequences are not commensurate with the findings, the complainant or respondent must submit a written

appeal to the University President, or President's designee, within ten (10) calendar days of the date of the issuance of the determination.

2. The appeal will be considered by a committee appointed by the President, or President's designee, comprised of five (5) different Responsible Officers and/or Grievance Officers not involved in the formal investigation. The complainant and respondent may each propose one committee member for consideration.
3. Within thirty (30) calendar days after receipt of the appeal, the committee will meet to review and evaluate the investigative report and determination, reach its conclusion by majority vote, and communicate its conclusion in the form of an advisory recommendation to the President, or President's designee. At the discretion of the committee, any party or witness may be asked to appear before the committee to clarify or supplement the record.
4. The President, or President's designee, shall issue a decision in writing to the complainant and respondent within thirty (30) calendar days of the receipt of the committee's recommendation. Such decision is final and conclusive.

### **Institutionally Directed Procedure**

Regardless of whether a complaint has been received, Bethel may, at any time and at its sole discretion, initiate an investigation of or take action against any sexual misconduct occurring within the Bethel community. In the event that the complainant does not wish to pursue the complaint process, any response by Bethel may be hindered by the complainant's wishes for anonymity and/or inaction. In a case of sexual violence where a criminal investigation has been commenced by law enforcement authorities, the procedures outlined in this policy and stated timelines may be adjusted as reasonably required to avoid interference with the criminal justice process.

In these cases, the process begins with an initial meeting between the Grievance Officers and decision makers to clarify roles and expectations and be briefed on the concern(s) by the Compliance Officer. After that initial meeting, the general procedure below will be followed:

1. At least two (2) Grievance Officers meet with the parties involved, including witnesses, to further understand the nature of the concern and collect any evidence. A written report of each meeting is completed and shared with the person who was interviewed for accuracy.
2. The Grievance Officers provide a written summary of their recommended finding and resolutions to the Compliance Officer. Resolutions could be issued for individuals, departments, schools, or for the university as a whole.
3. The Grievance Officers meet and share their finding and resolutions with the appropriate Responsible Officer(s) who determine the finding and resolutions.

4. The findings and resolutions are communicated as needed to the parties involved. The Compliance Officer ensures that all resolutions are implemented.

*Note: Depending on the circumstances of the case and any obstacles encountered to a thorough investigation, the process and timing of the investigation may be altered at the discretion of the Compliance Officer, in consultation with the Grievance Officers and Responsible Officers*

## Recordkeeping

The Compliance Officer is responsible for maintaining the official university records of sexual misconduct reports and complaints. When a complaint is pending, each official having a role in the response and resolution process is responsible for handling records appropriate to their role. When the process is complete, the official records relating to the complaint or report will be provided to the Compliance Officer, who shall maintain such records in accordance with university record retention requirements and applicable law.

The official records include:

- Intake records for complainant and respondent indicating that the Compliance Officer or the Compliance Specialist met with the complainant and/or respondent(s) and the issues covered;
- In cases where the formal complaint is used, a copy of any written formal complaint and any response thereto;
- A description of any interim action taken and copies of communication from Compliance Officer or Compliance Specialist to the complainant and respondent relating to the interim action;
- A copy of any Clery Act report submitted to Director of Campus Safety (Campus Safety shall maintain the original or a copy);
- A record of the support person selected by the complainant and/or respondent and their signed agreements;
- Copies of any notices given to the complainant and/or respondent;
- Investigative summary report and accompanying documentation compiled by the Grievance Officers;
- Copies of meeting summaries and addendums for complainant, respondent and witness;
- Documentation indicating the decision reached and sanctions imposed;
- Copies of the notice of outcome letters provided to the parties;
- Appeal statement, if any; and
- Decision of appeal committee and copies of notices of outcome letters sent to parties regarding appeal, if applicable.

Each official having a role in the response and resolution process may elect to send additional records to the Compliance Officer depending on the particular facts and circumstances. Personal notes of officials involved in the response and resolution process generally will be maintained in the sole possession of the official who took the notes according to the official's normal recordkeeping practices, any university record retention requirements, and applicable law.

Records related to sexual misconduct reports and complaints will be treated as confidential and shared only on a need-to know basis or as required by law.

[Minnesota law, Minn. Stat. 135A.15](#), requires institutions to collect statistics, without inclusion of any personally identifying information, regarding the number of reports of sexual assault received by an institution and the number of types of resolutions. Data collected for purposes of submitting annual reports containing those statistics to the Minnesota Office of Higher Education under Minn. Stat. 135A.15 shall only be disclosed to the victim, persons whose work assignments reasonably require access, and, at the victim's request, police conducting a criminal investigation. Nothing in this paragraph is intended to conflict with or limits the authority of Bethel University to comply with other applicable state or federal laws.

#### Contact Information:

##### **24-Hour Emergency**

911

##### **24-Hour Emergency On-Campus**

Office of Safety and Security

651.638.6000

Office location: HC103

##### **Cara Kuhn, Title IX Coordinator & Compliance Specialist**

[title-ix@bethel.edu](mailto:title-ix@bethel.edu)

Office:

Cell: 612.322.8908, or at [title-ix@bethel.edu](mailto:title-ix@bethel.edu)

If any changes are made in the persons holding these positions, current information will be available on Bethel's website.

#### Confidential Resources:

Counseling Services  
651.635.8540

Office of Christian Formation  
651.638.6372

Health Services  
651.638.6215

Ramsey County

SOS Sexual Violence Services

651.266.1000

<https://www.ramseycounty.us/residents/health-medical/clinics-services/sos-sexual-violence-services>

**Anonymous Report Option:**

An online anonymous report can be made at any time. This report is separate from initiating an informal or formal complaint through Bethel University. The online anonymous report may be accessed at: <https://www.bethel.edu/people-culture/complaints-concerns/submit-anonymous-report..>

## Addendum A

### California Addendum

For Bethel students, employees, community members, and all others subject to this policy located in California, the following definitions based on California Statutes are substituted for the Minnesota Statutes referenced in the policy. California contact information is also included.

### Definitions

#### Consent

Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the respondent believed that the complainant consented to the sexual activity under either of the following circumstances:

- The respondent's belief in affirmative consent arose from the intoxication or recklessness of the respondent.
- The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the complainant affirmatively consented.

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the respondent believed that the complainant affirmatively consented to the sexual activity if the respondent knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

- The complainant was asleep or unconscious.
- The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- The complainant was unable to communicate due to a mental or physical condition.  
See Cal Code Section 67386.

The use of coercion, threat, or force takes away a person's ability to give consent. Sexual coercion is the act of using pressure, alcohol, medications, drugs or force to have sexual contact against another person's will or with another person who already refused. Force is the use of physical

violence to gain sexual access, including threats, intimidation, and actual physical imposition. See Cal. Code Section 261.6.

### **Dating Violence**

Dating violence is a form of sexual violence and is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The relationship existence is determined based on a consideration of the following factors (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship. Dating relationship means frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement independent of financial considerations. See Cal. Fam. Code Section 6210. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse

### **Domestic Violence**

Domestic violence is felony or misdemeanor violence of abuse perpetrated against a spouse or former spouse, cohabitant or former cohabitant, person with whom the respondent is having or has had a dating or engagement relationship, a person with whom the respondent has had a child, a child of a party or a child who is the subject of an action under the Uniform Parentage Act, or any other person related by consanguinity or affinity within the second degree. See Cal. Fam. Code Section 6211; Cal. Code Section 273.5.

### **Sexual Assault**

Sexual assault is a term that covers a range of forcible and non-forcible sexual misconduct, including sexual battery, rape, and sexual coercion. Sexual battery is touching the intimate part of another person, with no consent for the touching or that the consent was fraudulently obtained, and that the touching was done for sexual arousal, gratification, or abuse. Rape is nonconsensual sexual intercourse that involves the use or threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Sexual coercion is the act of using pressure, alcohol, medications, drugs or force to have sexual contact against an another person's will or with another person who already refused. See Cal. Code Section 243.4.

### **Stalking**

Stalking means any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety. Stalking behavior includes, but is not limited to a person who (1) makes repeated, unwanted, intrusive, and frightening communications by phone, mail, or email; (2) repeatedly leaves or sends the victim unwanted items, presents, or flowers; or (3) follows or waits for the victim at places. See Cal. Code Section 646.9. This should generally be examined under a reasonable person standard in which a reasonable person under similar circumstances and with similar identities to the person affected suffers mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Contact Information:**

**24-Hour Emergency**

911

**24-Hour Emergency On-Campus**

Office of Safety and Security

651.638.6000

Office location: HC103

**Cara Kuhn, Title IX Coordinator & Compliance Specialist**

[title-ix@bethel.edu](mailto:title-ix@bethel.edu)

Cell: 612.322.8908

Office Location: ANC530

If any changes are made in the persons holding these positions, current information will be available on Bethel's website.

**Confidential Resources:**

Counseling Services

651.635.8540

Office of Christian Formation

651.638.6372

Health Services

651.638.6215

San Diego County

Sexual Assault Response Team (SART)

- Center for Community Solutions (CCS) Rape Crisis Hotline: 888.385.4657
- Women's Resource Center (WRC): 760.757.3500

[https://www.sandiegocounty.gov/hhsa/programs/phs/emergency\\_medical\\_services/sexual\\_assault\\_response\\_team.htm](https://www.sandiegocounty.gov/hhsa/programs/phs/emergency_medical_services/sexual_assault_response_team.htm)

**Anonymous Report Option:**

An online anonymous report can be made at any time. This report is separate from initiating an informal or formal complaint through Bethel University. The online anonymous report may be accessed at: <https://www.bethel.edu/people-culture/complaints-concerns/submit-anonymous-report>



## Addendum B

### Support Person Agreement

The purpose of the support person is to support an individual during the complaint process. A support person may be any person who is not a witness, such as a Bethel faculty or staff member, a family member, a close friend, an attorney or any other person. Support persons who are attorneys are subject to the same limitation on participation in the response and resolution process as other support persons. If a support person is an attorney, Bethel has the right to have its own legal counsel present for any meeting at which the attorney support person is present. As a support person, an individual must agree to the following provisions:

- A support person may accompany the individual to in-person interviews or other meetings during the complaint resolution process.
- Bethel University will not as a general matter, unnecessarily delay its processes to accommodate the schedules of support persons.
  - A support person may not interrupt or otherwise delay the complaint process.
- A support person may not appear in lieu of the complainant or respondent or speak on their behalf either in person or in written communication to Bethel University. A support person's only ability to communicate with the Grievance Officers would be if the complainant or respondent communicated their wish that the support person be added to the investigation as a witness.
- A support person may not communicate directly with the Compliance Officer, Compliance Specialist, Grievance Officers, decision makers or any other school official involved in the complaint process.
- A support person may confer with the complainant or respondent, but must do so outside of the meeting area. The complainant or respondent must notify the interviewing Grievance Officers that they would like to confer with their support person and then step outside of the room to confer.
- A support person may have access to information concerning a case only when accompanying the complainant or respondent (for in-person access to information) or only when the complainant or respondent has given written permission for the support person to be copied on emails or other correspondence. A support person's access to such information is subject to the same limitations as those placed upon the parties and conditioned upon the support person's agreement to maintain the confidentiality of any student education records or other confidential information.
- A support person may not use, copy, disclose, duplicate, redistribute, share, or provide access to any confidential information supplied during the complaint process whether the



All Bethel employees are required to report any instance of sexual harassment to the Title IX Coordinator except confidential resources. Persons who are confidential resources are listed at the end of this policy.

The purposes of this policy include:

- Prohibiting sexual harassment that occurs in an education program or activity;
- Creating a work environment that is free from sexual harassment;
- Encouraging good faith complaints when sexual harassment has occurred; and
- Providing options for addressing and resolving complaints of sexual harassment.

All incoming students and new employees are required to complete training on sexual harassment.

Persons who believe that they have experienced sexual harassment or have witnessed sexual harassment of another community member are expected to bring the conduct to the attention of the Title IX Coordinator so that Bethel can take prompt corrective action. Bethel will take prompt corrective action against any sexual harassment by or against its community members as soon as it has actual knowledge (as defined in this document) of the sexual harassment. All Bethel community members are directed to implement and abide by the procedures outlined in this policy.

All complaints will be taken seriously and no one who acts in good faith to report sexual harassment will suffer actual or threatened retaliation or reprisal. If it is determined through an appropriate and prompt investigation that sexual harassment has occurred, effective corrective action will be taken to eliminate the sexual harassment, attempt to ensure that it does not recur, and appropriately care for those who may have been harmed. Depending on circumstances and the severity of the conduct, corrective action will vary. Resolution steps taken in response to a complaint may include one or more of the following for students: counseling, advising or coaching from student life or other similar professionals, reflection paper, behavioral probation, suspension, dismissal, or expulsion. For employees, resolution steps could include one or more of the following: counseling, training, advising or coaching from a professional, verbal or written warning, termination and referred to law enforcement authorities.

### **Types of Sexual Harassment and Terms Related to Sexual Harassment**

Sexual harassment is the term used to identify any conduct that constitutes a form of sex discrimination which violates Title IX federal law requirements, relevant sections of the Violence Against Women Reauthorization Act (VAWA) and Bethel policy. For purposes of this policy, sexual harassment is prohibited and includes, but is not limited to sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

Sexual Harassment, in general, means unwelcome conduct on the basis of sex that constitutes one or more of the following types of actions or behavior:

- Quid Pro Quo Sexual Harassment;
- Hostile Environment Sexual Harassment;

- Sexual Assault;
- Dating Violence;
- Domestic Violence; or
- Stalking

All persons are protected from sexual harassment, whether that harassment is perpetrated by a member of the same or opposite sex. Sexual harassment may be committed by a male or a female toward either a male or a female.

### **Quid Pro Quo Sexual Harassment**

Quid pro quo harassment occurs when the harasser either provides or denies an employment or educational benefit in exchange for unwelcome sexual conduct. Examples of quid pro quo sexual harassment include, but are not limited to, the following: a supervisor granting a promotion to an employee because the employee unwillingly consents to have sexual relations with the supervisor; a supervisor firing an employee because the employee refuses to have sexual relations with the supervisor; a faculty member providing an undeserved failing grade to a student because the student refuses to have sexual relations with the faculty member; a faculty member giving an undeserved high grade to a student because the student consents to have unwanted sexual relations with the faculty member; or a supervisor providing positive references or evaluations for an employee or student in exchange for sexual favors.

### **Hostile Environment Sexual Harassment**

Hostile environment sexual harassment exists when unwelcome sexual conduct determined by a reasonable person is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Bethel's education program(s) or activities. Examples of hostile environment harassment include, but are not limited to, the following: requests for sexual favors, persistent sexual slurs, repeated requests for an unwelcome sexual relationship, continual sexually suggestive jokes, gestures or sounds, a pattern of widespread favoritism based on sexual relationships, offensive pornographic or suggestive materials, or unwelcome sexual touching. A hostile environment can exist by virtue of a combination of individual incidents that would not, individually, constitute sexual harassment. In order for these examples or other behaviors to constitute hostile environment harassment, the effect of the harassment must create an abusive or hostile environment, usually over a period of time. Even one serious incident may, however, constitute hostile environment harassment.

### **Sexual Assault**

Sexual assault is a form of sexual violence and is sexual contact or intercourse without consent. Specifically, sexual assault is an offense that meets any of the following definitions: 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), sodomy (oral or anal sexual intercourse with another person against a person's will), sexual assault with an object (the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person), fondling (the touching of the private body parts including the genital area, groin, inner thigh, buttocks, or breast of another person for the purpose of sexual

gratification, without the consent of the victim), incest (sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law), statutory rape (sexual intercourse with a person who is under the statutory age of consent).

### **Dating Violence**

Dating violence is another form of sexual violence and is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The relationship existence is determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

### **Domestic Violence**

Domestic violence is a felony or misdemeanor crime of violence committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under Minnesota domestic or family violence laws, or anyone else protected under applicable domestic or family violence laws.

### **Stalking**

Stalking means to engage in conduct which would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. Stalking behavior includes, but is not limited to a person who (1) follows, monitors, or pursues another, whether in person or through any available technological or other means; (2) repeatedly makes telephone calls, sends text messages, or induces a victim to make telephone calls to the actor, whether or not conversation ensues; (3) makes or causes the telephone of another repeatedly or continuously to ring; or (4) repeatedly mails or delivers or causes the delivery by any means, including electronically, of letters, telegrams, messages, packages, through assistive devices for people with vision impairments or hearing loss, or any communication made through any available technologies.

### **Consent**

Consent means conduct or words that indicate a person freely and voluntarily agrees to engage in a sexual act at the time of the act. A person must be of legal age to give consent. A person who is incapacitated cannot give consent. Consent to a prior sexual act does not imply ongoing future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Silence, absence of resistance, or the failure to give a negative response does not imply consent. Consent can be withdrawn at any time.

The use of coercion, threat, or force takes away a person's ability to give consent. Sexual coercion is unreasonable pressure for sexual activity through words or circumstances that cause a person to reasonably fear that the other will inflict bodily harm. Force is the use of physical violence to gain sexual access, including threats, intimidation, and actual physical imposition.

### **Consensual Relationships**

Intimate or romantic relationships between employees, or between employees and students, even when within the bounds of acceptable Christian conduct, may nonetheless pose potentially serious moral, ethical, and legal concerns to the individuals and to the institution.

Where a power differential between the parties exists, even consensual relationships may constitute sexual harassment if the effect of such a relationship interferes with an individual's academic or professional performance or if it creates an intimidating environment. Further, conflicts of interest or breaches of professional ethics may arise if one party to the relationship evaluates the work or academic performance of the other, during the relationship or even after it ends. This includes situations in which a faculty member teaches a student or employee with whom he or she has had a relationship.

Employees are cautioned that such relationships could potentially result in a sexual harassment charge, and could result in the individual with the power in the relationship bearing the burden of responsibility.

Bethel recommends that where such relationships develop, the individual in a position of authority notify his or her supervisor and that he or she surrenders responsibility for evaluation or supervision of the other party. Further, where an employee is called upon to supervise an individual with whom he or she has had a past romantic relationship, he or she should discuss the situation with a supervisor. Bethel discourages romantic relationships between faculty members and students, and discourages faculty members teaching students with whom they have or have had an intimate or romantic relationship.

### **Incapacitated**

An incapacitated person is a person unable to consent to sexual activities due to the use of alcohol or drugs impairing judgment, lack of consciousness, being asleep, developmental disabilities, or who lacks full knowledge or information of what is happening. The use of drugs or alcohol by the accused is not a defense against allegations of sexual harassment.

### **Terms Defined**

#### **Actual Knowledge**

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator, Bethel's President or a Disciplinary Officer. Actual knowledge includes a report or formal complaint as defined below.

#### **Community Member**

Community member refers to Bethel's students, faculty, staff, visitors, volunteers, vendors, consultants, third parties, and any person that provides services to Bethel.

#### **Complainant**

A complainant is an individual or group of individuals who is alleged to be the victim of conduct that would constitute sexual harassment.

#### **Disciplinary Officer**

A Disciplinary Officer is a staff member or administrator appointed by the President who is trained to issue any corrective action(s)/sanction(s) based upon the findings of the Responsible Officer.

### **Formal Complaint**

A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requiring that Bethel investigate the allegation of sexual harassment.

### **Grievance Officer**

A Grievance Officer is a faculty or staff member or administrator appointed by the President who is trained to respond to formal complaints of sexual harassment.

### **Investigation**

The term investigation includes all activities related to a non-criminal resolution of a formal complaint, including fact-finding investigations, formal or informal meetings, and a live hearing. It does not include meetings between complainants and officials regarding accommodations or supportive measures.

### **Report**

A report is a claim by a person alleging sexual harassment that does not require an investigation because a formal complaint has not been filed.

### **Respondent**

A respondent is an individual or group of individuals who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

### **Responsible Officer**

A Responsible Officer is an appointed individual who, in partnership with the Title IX Coordinator as applicable, adjudicates the formal complaint during the hearing process.

### **Result**

A result is any initial, interim, or final resolution, finding or decision by any official or administrator authorized to resolve complaint matters at Bethel. The result may include sanctions imposed.

### **Retaliation**

Retaliation means any materially adverse action such as intimidation, threats, coercion or discrimination, taken against a person who has or is believed to have exercised rights in good faith regarding a sexual harassment policy violation.

### **Title IX Coordinator**

The Title IX Coordinator is the administrator to whom a report or formal complaint is made. The Title IX Coordinator ensures the report or formal complaint is addressed according to policy and procedures.

Cara Kuhn, the University's Title IX Coordinator & Compliance Specialist, has the primary responsibility for oversight and enforcement of this policy, as well as identifying and addressing any systemic problems that arise during the review of the report or formal complaint. Cara Kuhn may be contacted at any time at 612.322.8908 or [title-ix@bethel.edu](mailto:title-ix@bethel.edu).

### **Conflict of Interest or Bias**

As soon as possible after a formal complaint has been initiated under this policy, the Title IX Coordinator will certify both to the complainant and to the respondent, that inquiry has been made concerning any potential conflict of interest or bias and a written assurance will be issued to the parties that all persons involved in the investigation of the formal complaint have certified they are aware of no conflicts of interest or bias that would prevent them from conducting an impartial investigation or consideration of the case. To the extent possible, Grievance Officers will not have supervisory oversight over a complainant or respondent. If the Title IX Coordinator has a conflict of interest or bias, said officer will withdraw from the case and the duty to certify that there is no conflict of interest or bias will be assumed by the appropriate responsible officer assigned to the case, or another person designated by the University President, such that both parties are assured that no person with a conflict of interest or bias shall be involved in the investigation or consideration of the case.

### **Education, Prevention, and Awareness**

Sexual harassment is a significant issue on college and university campuses. In order to educate the campus community and hopefully eliminate sexual harassment on our campuses, Bethel provides mandatory training to all employees and students regarding sexual harassment. In general, this training covers what sexual harassment is, how to prevent it, and most importantly where those affected can go for help. For Bethel, we believe this training is important because of who we strive to be as a community of believers, one that is safe and thriving for all. Some of this training is provided in an online format through training videos which can be accessed through the Office of People and Culture website.

These training videos also provide Awareness Programs and Primary Prevention Programs. Awareness Programs are specific programming for employees and students that contain initiatives and strategies to increase knowledge and share information and resources in order to prevent violence, promote safety, and reduce perpetration. Primary Prevention Programs include Bethel's training videos that contain information on how to stop dating violence, domestic violence, sexual assault, and stalking through promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

The mandatory training videos also provide information on Bystander Intervention and Risk Reduction. With respect to Bystander Intervention, it is important to understand safe and positive options for individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Some options include: recognizing situations of potential harm; understanding institutional structures and cultural conditions that facilitate violence; overcoming barriers to intervene; identifying safe and effective intervention options; and, taking action to intervene. Risk Reduction serves to educate employees and students on options 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.



Bethel provides this training in an online format through links to four separate training videos: (1) Minnesota students, (2) Minnesota employees, (3) California students, and (4) California employees. Students take the training for the state they reside in during the academic year. Employees and students living in a state other than Minnesota or California take the Minnesota training and use the “Reference” tab for their state-specific information. Employees who are also students only need to take the employee training.

In addition to the mandatory online training video, Bethel provides ongoing prevention and awareness campaigns regarding sexual harassment. Ongoing Prevention and Awareness Campaigns are programming, initiatives and strategies sustained over time, focused on increasing understanding of topics, relevant to, and skills for addressing sexual harassment, dating violence, domestic violence, sexual assault, and stalking through a range of strategies. More specifically, Bethel distributes materials on sexual harassment and regularly trains leaders, confidential resources, first responders, campus security personnel, student life deans and resident directors on how to report, handle and respond to incidents involving sexual harassment.

As employees and students, we all play an important role in this process. Everyone is responsible to report sexual harassment so those involved can get the help they need.

### **Reporting Sexual Harassment**

If you have personally experienced any form of sexual harassment, tell someone as soon as possible. Bethel understands that this is a difficult situation. All persons involved will be treated with dignity. Immediate notification, ideally within the first 24 hours after any sexual harassment occurs, helps assure the preservation of evidence. Campus Security, at the discretion of law enforcement authorities, shall assist with the preservation of evidence which may be necessary for the proof of criminal sexual harassment or to obtain an order for protection. In an emergency, call 911 or call the Office of Safety and Security at 651.638.6000.

### **Reporting to Law Enforcement and Crime Victim’s Bill of Rights**

In addition to and separate from addressing sexual harassment concerns within the institution, complainants may notify or decline to notify local law enforcement. Bethel will give assistance to any complainant who requests help notifying law enforcement. For additional information about your rights when reporting a crime, visit the Minnesota Department of Public Safety for the [Crime Victim's Bill of Rights](#), or if in California, the [Sexual Assault Survivor’s Bill of Rights](#). A report to law enforcement is not necessary for Bethel to proceed with supportive measures, reports, or formal complaints.

### **How do I initiate Bethel’s response and resolution process?**

In order to initiate Bethel’s response and resolution process under this policy, you or another person must notify the Title IX Coordinator. If a member of the Bethel community has a concern or has become aware of an instance of possible sexual harassment involving a student, faculty or staff

member, the Title IX Coordinator must be contacted immediately. You may also choose to remain anonymous and submit an [online anonymous report](#). Anonymous reporting is separate from and does not initiate a formal complaint to the Title IX Coordinator.

### **What happens when reporting sexual harassment also means reporting violation(s) of Bethel's standards for student conduct or other campus policies?**

When instances of sexual harassment have been reported, Bethel's concern is focused solely on learning all that is possible about what happened. In order to have a full and thorough investigation, it is important that all facts are shared with the Grievance Officers, even if some of those facts involve disclosing violations of Bethel's standards for student conduct or other campus policies. It is important for complainants, respondents, and witnesses to know that they will not be disciplined in any manner, during or after the investigation, for reporting facts about the events that include violations of Bethel's standards for student conduct or other campus policies. Bethel's sole focus is learning everything possible about what happened during the incident so that a finding and resolutions can be reached.

### **Resources**

#### **Sexual Assault Nurse Examination (SANE)**

Following a sexual assault, the most important concern is for the health, safety, and care of the person who has experienced sexual assault. As difficult as it can be, we strongly encourage students to seek medical assistance at the nearest hospital emergency room immediately following a sexual assault. A medical examination is vital for the health and well-being of the person who has experienced the assault and also serves to collect and preserve evidence. This specific type of medical examination is called a Sexual Assault Nurse Examination or SANE.

Individuals may go to the nearest hospital emergency room by themselves or with a friend. This will allow for confidentiality in the event the individual chooses not to make a report to Bethel or law enforcement. With the occasional exception of a few preventative medications, there is no charge for care related to sexual assault.

While the first inclination of an individual may be to take a shower, it is important to not wash, shower, bathe, douche, brush teeth; or to change, destroy, or clean the clothes worn during the assault before having the exam. There is a limited window of time following an incident of sexual assault to preserve physical and other forms of evidence. It is important to bring a change of clothing if the individual goes to the hospital. It may be necessary for the nurse or law enforcement to keep the clothes worn during the assault. If an individual has already changed clothes, the articles of clothing that were worn can be brought in a paper bag.

SANE exams are completely confidential. The results are not given to the law enforcement unless the individual consents. Individuals are not required to report the assault to the law enforcement or to Bethel through this process, but if they choose to do so, the support staff at the nearest hospital emergency room will assist them in the reporting process.

#### **Support Services**

It is strongly recommended that any individual involved in the resolution of a sexual harassment complaint seek personal support through relationships with a few trusted family members or friends.

Additional support is available through Counseling Services, The Office of People and Culture, or the Office of Christian Formation. Bethel reserves the right to provide supportive measures during the investigation process to create a safe and thriving environment.

### **Supportive Measures**

Supportive measures are offered as appropriate, as reasonably available and without a fee or charges to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures will be considered immediately, regardless of whether the complainant chooses to report the crime to local law enforcement. Bethel will make information available to complainants on the right to seek orders for protection, no contact orders, or restraining orders.

Such measures are designed to restore or preserve equitable access to Bethel's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the Bethel community, or deter sexual harassment. Bethel will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of Bethel to provide the supportive measures.

Bethel will meet with the complainant and respondent separately to discuss any supportive measures that are needed or may be desirable. Examples of supportive measures are: referring the student or employee to appropriate resources for developing a safety plan, seeking medical attention or counseling, or seeking legal assistance; providing alternative housing, academic, or workplace arrangements; providing safety escorts to and from campus; modifying workplace or academic schedules or responsibilities; assisting with a leave of absence from work or school; screening phone calls; transferring harassing calls to Safety and Security; and removing the employee's or student's name from all directories.

At any time, the complainant or respondent can request a supportive measure by contacting the Title IX Coordinator. At the request of the complainant, Bethel will provide a complainant who transfers to another postsecondary institution with information about resources for victims of sexual assault at the institution to which the complainant is transferring.

### **Requests for Reasonable Accommodations**

Individuals who need a reasonable accommodation during the pendency of a Title IX process should contact the Title IX Coordinator. Bethel will consider requests for reasonable accommodations submitted to the Title IX Coordinator on a case-by-case basis. Accommodations that Bethel may provide include:

- Providing reasonable accommodations as required by law to an individual with a disability who requests an accommodation necessary to participate in the complaint resolution process.
- Providing an interpreter for individuals who are limited English-language proficient.

## Confidentiality

The Title IX Coordinator, Responsible Officers, Grievance Officers, and other Bethel officials will keep all personal information connected to a Title IX proceeding confidential to the extent practicable, except as may be required or permitted by applicable law or court order. Medical and mental health professionals are generally required by law to protect confidential communications, unless the professional perceives an immediate or serious threat to a person or if there is an allegation of abuse to a person under 18 or a vulnerable adult.

## Governmental Recordkeeping

Under the Clery Act, Bethel is obligated to report annually certain sexual harassment offenses and issue a timely warning through the Office of Safety and Security. Any publicly available notice or recordkeeping will keep the victim's name confidential and any identifying information will be protected to the extent reasonably possible to take appropriate preventative measures or to comply with applicable law.

In accordance with Minnesota's Sexual Harassment and Violence Policy statute, Minn. Stat. §135.A15, all postsecondary institutions are required to annually report statistics on sexual assault to the Minnesota Office of Higher Education as well as to their campus community. Data privacy laws require that data be suppressed and noted if the number is fewer than 10 students. The Minnesota Office of Higher Education defines sexual assault as rape, fondling, and statutory rape. It is important to note that this report has different definitions than Clery so the data from the two reports may differ. The Office of Security has made these reports viewable on its [website](#).

## Investigation Overview

Bethel shall train all Responsible Officers and Grievance Officers appointed by the President to assist Bethel in responding to formal complaints of sexual harassment. Responsible Officers that are not Bethel employees shall be fully competent in Title IX and have appropriate legal training. In addition to both male and female representatives, representatives will include members of staff and faculty from each of the schools to ensure an unbiased investigation. The Title IX Coordinator shall regularly review all currently trained and appointed Grievance Officers with the President and ensure their training is current.

There are two options to consider for addressing sexual harassment concerns, a report and a formal complaint. If at any point in the process, the complainant declines to provide information or declines to participate further in the formal complaint process, Bethel will review the matter based upon all of the information gathered to determine whether the formal complaint may or must be dismissed. The complainant and respondent shall be simultaneously informed in writing of the outcome of any proceeding, the right to appeal, any change in results that occurs prior to the time that such results become final, and the date when such results become final. Bethel shall provide a prompt, fair, and unbiased investigation and resolution.

## Report

A complainant who claims to be the victim of sexual harassment may contact the Title IX Coordinator to inform them of the alleged incident. If the complainant does not file a formal complaint about the alleged sexual harassment, then an investigation will not take place because a formal complaint has not been filed. A complainant may still request supportive measures.

## Formal Complaint Procedures

The formal complaint process begins with a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that Bethel investigate the alleged sexual harassment. Once Bethel receives this document, an initial meeting between the complainant and the Title IX Coordinator is scheduled to discuss the sexual harassment allegations. At the initial meeting, the Title IX Coordinator will provide the complainant with a copy of this policy, discuss the formal complaint procedures, and offer counseling or any supportive measures that may be appropriate, if any.

The following outlines the steps and timeline for the formal complaint procedure:

1. The complaint should describe in detail the alleged sexual harassment and the action the complainant requests to resolve the matter. All written formal complaints must be signed and dated by the complainant and, where known, should contain the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, a detailed description of the actions constituting the alleged unlawful discrimination or sexual harassment, and any other relevant information. If possible, names, addresses, and phone numbers of witnesses or potential witnesses and any other evidence should also be included.
2. After receipt of the signed complaint, the Title IX Coordinator will meet with the complainant to review the complaint to determine if the complaint meets the definition of sexual harassment under Title IX and, if so, whether it sufficiently describes the alleged sexual harassment.
  - a. If the complaint does not meet the definition of sexual harassment under this policy, the complaint will be returned and other assistance may be recommended.
  - b. If the complaint does not sufficiently describe the factual details of the concern so that a determination of sexual harassment can be made, or an investigation launched, then the complaint will be returned and the complainant may submit an amended complaint providing enough factual details to allow the case to proceed.
3. After the acceptance of a complaint or amended complaint, the Title IX Coordinator will appoint Grievance Officers to investigate the matter.

4. The Title IX Coordinator will notify the respondent that a formal complaint has been received and an investigation has begun and an initial meeting with the respondent will be scheduled. A copy of the written complaint and a copy of this policy and procedures document will be provided to the respondent prior to the initial meeting with the Title IX Coordinator. At the initial meeting between the respondent and the Title IX Coordinator, the Title IX Coordinator will discuss the formal complaint procedures and offer counseling, support assistance, and any supportive measures that may be appropriate, if any. The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.
5. The Grievance Officers will meet with the complainant to review the nature of the complaint and identify the scope and nature of the investigation. The Grievance Officers will also meet with the respondent to receive the respondent's response to the complaint, request names of witnesses, request evidence, and to review with the respondent the scope and nature of the investigation. A written report of each meeting shall be prepared and shared with the individual being interviewed for amendment.
6. The Grievance Officers shall thoroughly investigate the complaint by interviewing witnesses and reviewing any evidence. The Grievance Officers shall prepare a written report of each witness interview and shall share that written report with the individual being interviewed for amendment. Prior to completing the investigation, the Grievance Officers shall meet again with the complainant and the respondent separately to give an overview of the steps taken during the investigation, to ask the complainant and the respondent for the names of any other individuals relevant to the investigation, and to request any additional information.
7. After all of the meetings and interviews have been concluded, the Grievance Officers shall provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Each party shall have ten (10) days to submit a written response to the evidence obtained, and the Grievance Officers will consider any written response prior to completion of the investigative report.
8. Upon completion of the investigation, the Grievance Officers shall create an investigative report that fairly summarizes relevant evidence. The Grievance Officers shall provide the investigative report to each party, at least fourteen (14) days prior to a live hearing to determine responsibility. The Grievance Officers shall then deliver all evidence and reports to

the Responsible Officer. The Title IX Coordinator will notify the parties of the date of the live hearing on the formal complaint.

9. Prior to the hearing, the Responsible Officer shall make all evidence available to the parties for inspection and copying, and give each party the opportunity to refer to such evidence during the hearing, including for purposes of cross-examination. The Responsible Officer shall preside over the live hearing in a manner consistent with any hearing procedures established by Bethel. All parties and witnesses shall conduct themselves in a professional and respectful manner throughout the hearing.

#### 10. Live Hearing Procedures

- a. The Responsible Officer shall allow the complainant and respondent or their advisor, the option to make a brief opening statement.
- b. The Responsible Officer will then direct the complainant to present the complaint and any supporting evidence, including witnesses. Once the complainant has presented the complaint, then the respondent will present a response.
- c. Each party's advisor may ask the other party and any witnesses all relevant questions, follow-up questions, and cross-examination questions, including those challenging credibility.
  - i. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. At the request of either party, the live hearing may occur with the parties located in separate rooms with technology enabling the Responsible Officer and parties to simultaneously see and hear the other party or the witness answering questions.
  - ii. Only relevant cross examination and other questions may be asked of a party or witness. A party's advisor may challenge the relevance of any pending question. Before a complainant, respondent, or witness answers a cross-examination or other question, the Responsible Officer will determine whether the question is relevant and explain any decision to exclude a question as not relevant.
  - iii. If a party does not have an advisor present at the live hearing, Bethel will provide without fee or charge to that party, an advisor of Bethel's choice, who

may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.

- iv. If a party or witness does not submit to cross-examination at the live hearing, the Responsible Officer cannot rely on any statement of that party or witness in reaching a determination regarding responsibility. A party or witness must notify Bethel immediately if, at any point, he/she decides not to submit to cross-examination.

- d. The live hearing will be transcribed and/or recorded.

11. After the conclusion of the live hearing, the Responsible Officer shall evaluate all of the evidence, the credibility of the parties and witnesses, and reach a conclusion based on a preponderance of evidence (i.e., more likely than not standard). The Responsible Officer shall report the findings to the Title IX Coordinator. The findings will involve a determination regarding responsibility which will include:

- Identification of the allegations potentially constituting sexual harassment as defined in this policy;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of Bethel's code of conduct to the facts; and
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.

12. Upon receipt of the findings from the Responsible Officer, the Title IX Coordinator will review the findings and if the Responsible Officer has found a violation of Title IX has been committed by respondent, the Title IX Coordinator shall advise the President. The President will appoint a committee of Disciplinary Officers that will consist of no less than 2 and no more than 5 persons to issue any disciplinary sanctions. The Title IX Coordinator will then provide a copy of the findings and sanctions, if any, to the complainant and respondent. The Title IX Coordinator will also provide information to both parties regarding the right to appeal either the finding or the appropriateness of any disciplinary sanctions.

13. It is the goal of these procedures that, to the extent possible, the above steps be completed within ninety (90) working days of receiving the formal complaint or amended complaint.



Depending on the complexity and circumstances of the case, however, and any obstacles encountered to a thorough investigation, the process and timing of the investigation may be altered at the discretion of the Title IX Coordinator, in consultation with the Grievance Officers.

### Advisors

During the proceedings, the parties are entitled to the same opportunities to have one advisor of their choice, who may be, but is not required to be, an attorney, present during all Bethel complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The advisor shall be present to provide support but shall not actively participate in any meetings or interviews, unless invited to do so, with the exception of the live hearing in which the advisor may question and cross-examine parties and witnesses. Any advisor who accompanies the complainant or respondent must sign an Advisor Agreement (See Addendum B), which stipulates the role of the advisor.

### Additional Allegations

If, in the course of an investigation, Bethel decides to investigate allegations about the complainant or respondent which were not included in the complaint or response to the complaint, then Bethel will provide notice of the additional allegations to both parties in a timely manner.

### Dismissal of a Formal Complaint

Bethel will investigate the allegations in a formal complaint. If, however, the conduct alleged in the formal complaint does not constitute sexual harassment as defined in this policy, even if proven, or did not occur in Bethel's education program or activity, or did not occur against a person in the United States, then Bethel **MUST** dismiss the formal complaint with regard to that conduct for purposes of sexual harassment proceedings under this policy. Such a dismissal does not preclude action under Bethel's code of conduct or other policy provisions.

In addition, Bethel may, but is not required, to dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: a complainant notifies the Title IX Coordinator in writing that the complainant is withdrawing the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by Bethel; or specific circumstances prevent Bethel from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The determination of whether to dismiss the formal complaint in such circumstance is within the sole discretion of the Title IX Coordinator and is not subject to appeal.

Upon a dismissal, Bethel shall promptly send written notice of the dismissal and the reason(s) thereof simultaneously to the parties.

### **Consolidation of Formal Complaints**

Bethel may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a proceeding involves more than one complainant or more than one respondent, references in this section to the singular “party,” “complainant,” or “respondent” include the plural, as applicable.

### **Informal Resolution Process**

If a formal complaint has been filed, Bethel may offer the opportunity to the parties to participate in an informal resolution process. Participation in an informal resolution process is completely voluntary and is not required by any party. The parties may only participate in the informal resolution process after Bethel has provided them with notice of this option and:

1. Both parties have voluntarily, agreed in writing to the informal resolution process; and
2. Both parties have been notified of the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the formal complaint process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

An informal resolution process is not available to resolve allegations that an employee sexually harassed a student.

### **Sanctions**

Depending on circumstances and the severity of the conduct, sanctions (including corrective actions) will vary. Resolution steps may include one or more of the following for students: counseling, advising or coaching from student life or other similar professional, verbal or written warning, reflection paper, no contact order, continuing supportive measures, behavioral probation, suspension, dismissal, or expulsion. For employees, resolution steps may include one or more of the following: counseling, training, advising or coaching from a professional, verbal or written warning, loss of staff or faculty privileges, demotion, suspension, termination, or criminal prosecution. Sanctions may be imposed on an individual who knowingly provides false information in an investigation or initiated in bad faith a claim of sexual harassment.

### **No Retaliation**

Federal and state law, as well as Bethel policy, prohibits retaliation, threats of retaliation, suspension, or discharge against persons for raising good faith concerns regarding sexual harassment. Any retaliatory conduct is subject to disciplinary action.

### Appeal Rights

1. Either party may appeal upon the following limited grounds:
  - procedural irregularity that affected the outcome of the case;
  - new evidence that was not reasonably available at the time the determination of responsibility or dismissal was made, that could affect the outcome of the case;
  - the Title IX Coordinator, Grievance Officers, or Responsible Officer had a conflict of interest or bias for or against the complainant or respondent generally or the individual complainant or respondent that affected the outcome of the case; or
  - any sanctions imposed are not commensurate with the findings.

A written appeal must be submitted to the University President, or President's designee, within ten (10) calendar days of the issuance of the final determination or sanctions.

2. The President or President's designee shall consider the appeal based on the record of the hearing and the arguments submitted by the parties.
3. The President, or President's designee, shall issue a decision in writing to the complainant and respondent within thirty (30) calendar days of the hearing record any arguments by the parties. The decision is final and conclusive.

### Recordkeeping

The Title IX Coordinator is responsible for maintaining the official university records of sexual harassment reports and complaints. When a complaint is pending, each official having a role in the response and resolution process is responsible for handling records appropriate to their role. When the process is complete, the official records relating to the complaint or report will be provided to the Title IX Coordinator, who shall maintain such records in accordance with university record retention requirements and applicable law.

The official records include:

- Intake records for complainant and respondent indicating that the Title IX Coordinator or the Title IX Compliance Specialist met with the complainant and/or respondent and the issues covered;
- The formal complaint and any response thereto;

- A description of any supportive measures taken and copies of communication from Title IX Coordinator or Title IX Compliance Specialist to the complainant and respondent relating to the interim action;
- A copy of any Clery Act report submitted to Director of Campus Safety (Campus Safety shall maintain the original or a copy);
- A record of the advisor selected by the complainant and/or respondent and their signed agreements;
- Copies of any notices given to the complainant and/or respondent;
- Investigative report and accompanying documentation compiled by the Grievance Officers;
- Copies of meeting summaries and addendums for complainant, respondent and witnesses;
- Live hearing audio/visual recording or transcript;
- Documentation indicating the decision reached and any sanctions imposed;
- Copies of the notice of outcome letters provided to the parties;
- Appeal statement, if any; and
- Appeal decision and copies of notices of outcome letters sent to parties regarding appeal, if applicable.

Each official having a role in the response and resolution process may elect to send additional records to the Title IX Coordinator depending on the particular facts and circumstances. Personal notes of officials involved in the response and resolution process generally will be maintained in the sole possession of the official who took the notes according to the official's normal recordkeeping practices, any university record retention requirements, and applicable law.

Records related to sexual harassment reports and complaints will be treated as confidential and shared only on a need-to-know basis or as required by law.

[Minnesota law, Minn. Stat. 135A.15](#), requires institutions to collect statistics, without inclusion of any personally identifying information, regarding the number of reports of sexual assault received by an institution and the number of types of resolutions. Data collected for purposes of submitting annual reports containing those statistics to the Minnesota Office of Higher Education under Minn. Stat. 135A.15 shall only be disclosed to the victim, persons whose work assignments reasonably require access, and, at the victim's request, police conducting a criminal investigation. Nothing in this paragraph is intended to conflict with or limits the authority of Bethel University to comply with other applicable state or federal laws.

**Contact Information:**

**24-Hour Emergency**

911

**24-Hour Emergency On-Campus**

Office of Safety and Security

651.638.6000

Office location: HC103

**Cara Kuhn, Title IX Coordinator & Compliance Specialist**

[title-ix@bethel.edu](mailto:title-ix@bethel.edu)

Cell: 612.322.8908

Office Location: ANC530

If any changes are made in the persons holding these positions, current information will be available on Bethel's website.

**Confidential Resources:**

Counseling Services

651.635.8540

Office of Christian Formation

651.638.6372

Health Services

651.638.6215

Ramsey County

SOS Sexual Violence Services

651.266.1000

<https://www.ramseycounty.us/residents/health-medical/clinics-services/sos-sexual-violence-services>

**Anonymous Report Option:**

An online anonymous report can be made at any time. This report is separate from initiating a formal complaint through Bethel University. The online anonymous report may be accessed at:

<https://www.bethel.edu/human-resources/complaints-concerns/submit-anonymous-report/>.

## Addendum A

### California Addendum

For Bethel students, employees, community members, and all others subject to this policy located in California, the California contact information is also included.

#### Contact Information:

##### 24-Hour Emergency

911

##### 24-Hour Emergency On-Campus

Office of Safety & Security

651.638.6000

Office location: HC103

##### Cara Kuhn, Title IX Coordinator & Compliance Specialist

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#### Confidential Resources:

Counseling Services

651.635.8540

Office of Christian Formation

651.638.6372

Health Services

651.638.6215

San Diego County

Sexual Assault Response Team (SART)

- Center for Community Solutions (CCS) Rape Crisis Hotline: 888.385.4657

- Women's Resource Center (WRC): 760.757.3500

[https://www.sandiegocounty.gov/hsa/programs/phs/emergency\\_medical\\_services/sexual\\_assault\\_response\\_team.html](https://www.sandiegocounty.gov/hsa/programs/phs/emergency_medical_services/sexual_assault_response_team.html)

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An online anonymous report can be made at any time. This report is separate from initiating a formal complaint through Bethel University. The online anonymous report may be accessed at:

<https://www.bethel.edu/human-resources/complaints-concerns/submit-anonymous-report/>.

## Addendum B

### Advisor Agreement

*The following information is provided to further detail the role of an advisor in the Title IX investigation process.*

### A Title IX Formal Complaint Investigation is a Bethel Administrative Process

A Title IX formal complaint investigation is part of an administrative process at Bethel to determine whether the Bethel Title IX Policy has been violated. The investigation of a formal complaint does not determine guilt or innocence relative to any local, state or federal law, nor does it adhere to the same rules that govern or might be applied in a legal proceeding.

### Role of an Advisor

Individuals bringing forward allegations (“complainants”), and individuals responding to allegations (“respondents”) who participate in a Title IX investigation process, have the right to have one individual of their choosing serve as their advisor throughout the investigation process. The right to an advisor is extended so that the complainant or respondent can identify someone that they believe can assist them in navigating and understanding the formal complaint investigation process, including providing support during each portion of the process and any meeting or interview that is associated with the process. An advisor may not be someone who is witness in the investigation.

### An Advisor May . . .

- Accompany a complainant or respondent to any meeting or conversation related to an investigation including interviews with the investigator.
- Confer with the party they are advising, but must do so outside of the meeting area. The complainant or respondent must notify the interviewing Grievance Officers that they would like to confer with their advisor and then step outside of the room to confer.
- Assist a complainant or respondent in understanding and navigating the investigation process.
- Seek clarification regarding the investigation process.
- Ask procedural or process questions.
- Support the complainant or respondent during the process.
- Have access to information concerning a case only when accompanying the complainant or respondent (for in-person access to information) or only when the complainant or respondent has given written permission for the advisor to be copied on emails or other correspondence. An advisor’s access to such information is conditioned upon the advisor’s agreement to maintain the confidentiality of any student education records or other confidential information.

### An Advisor May Not . . .

- Speak, act, or appear in lieu of or on behalf of a complainant or respondent, including answering questions for, or on behalf of, a complainant or respondent.
- Use, copy, disclose, duplicate, redistribute, share, or provide access to any confidential information supplied during the complaint process whether the information is presented in

hard copy, electronically or verbally, now or in the future. This confidentiality requirement remains effective indefinitely.

- Appear as a witness in the proceeding.
- Impede the investigation process or act in a manner that obstructs, delays, or disrupts the investigation process.
- Communicate directly with the Title IX Coordinator, Title IX Compliance Specialist, Grievance Officers, Responsible Officer or any other school official involved in the complaint process, except as part of the live hearing process and only as directed by the Responsible Officer or as permitted by Bethel’s hearing procedures.

Bethel University will not as a general matter, unnecessarily delay its processes to accommodate the schedules of advisors.

An advisor may be disqualified or dismissed from the process by Bethel University for violations of confidentiality or other forms of interference with the complaint process.

### **FERPA Waivers**

Students who participate in the investigation process with an advisor must complete a Family Education Rights and Privacy Act (FERPA) waiver prior to engaging with an advisor in any manner.

I have read the above Advisor Agreement and agree to abide by all provisions.

_____	_____	_____
_____ Name Printed	_____ Signature	_____ Date



## Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. Persons convicted of certain sex offenses are required by law to register with the State. Information is available at the following websites:

The Minnesota Bureau of Criminal Apprehension administers a predatory offender registration and tracking program. Any questions regarding the program may be directed to the Criminal Assessment Program at 888-234-1248 or 651-603-6748. Information regarding this program can be found at the following website:

[Minnesota Predatory Offender BCA website](#)

The Ramsey County Sheriff's Department (RCSD) is the local agency of law enforcement for Bethel University. Information on sex offenders registered with the RCSD may be obtained by calling 651-481-1317. Additional information about the RCSD can be found at the following website: [Ramsey County Sheriff's Department](#)

Information regarding registered sex offenders living in the City of Saint Paul may be obtained through the St. Paul Police Department (SPPD). The SPPD may be contacted at 651-292-3549. General information on registration requirements and notification procedures can be found at the following website: [St. Paul Police Department Community Notification](#)

In addition, information regarding registered sex offenders may be obtained through the Minnesota Department of Corrections at 651-642-0200. An offender locator, for offenders that have the highest risk for re-offense, can be accessed from the Minnesota Department of Corrections website.

Information regarding registered sex offenders for the San Diego location may be obtained at: <http://www.meganslaw.ca.gov/>. Information regarding registered sex offenders for our two east coast locations may be found at: <http://www.mass.gov/eopss/agencies/sorb/> (Massachusetts) and <http://sexoffender.dc.gov/> (DC).

A national sex offender registry is also available at: <http://www.nsopw.gov/Core/Portal.aspx>.

## Campus SaVE Act and Violence Against Women Reauthorization Act

The *Campus SaVE Act and Violence Against Women Reauthorization Act of 2013 (VAWA)* require colleges and university participating in federal student aid programs to adopt “primary prevention and awareness programs for all incoming students” to “promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.” Those definitions are contained with the above Sexual Misconduct Policy found on pages 9-34.

Bethel University updated the Sexual Misconduct Policy to include *Campus SaVE Act* provisions in addition to purchasing and implementing a training/awareness program for employees and students on campus.

## Academic and Housing Assistance

Students who allege sexual assault by another student may request to change their academic situations or University housing assignments after the alleged incident if such changes are reasonably available. For additional information, contact the Office of Student life at 651.638.6300.

## Emergency Preparedness and Notification

Bethel University is committed to notifying and informing its campus community in the event of an emergency. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff, Bethel University will use appropriate communications channels to notify the community.

Bethel has several different means of communications that may be used in the event of an emergency that affects the Bethel University campuses. These systems include an Emergency Notification System (Bethel Alert) which combines phone calls, text messaging and e-mails; a bulk e-mail system; posting messages on the University's web site; and other methods of disseminating information, including but not limited to, posting fliers in public places, faxes and notifying local media.

### Authorization to Direct System Activation

The following individuals or their designees are authorized to direct that the Emergency Notification System be activated:

- President
- Provost
- Director of Safety and Security
- Director of Communications

### Emergency Communication Capabilities

- **Emergency Notification System** The Bethel Emergency Notification System or *Bethel Alert* is a service provided that can call, send text messages and e-mail information rapidly when activated to alert community members. Because Bethel might need to contact you before you arrive on campus in an urgent emergency situation, it is important that all means of contacting you at home and at work are current in our database.
- **Bulk Email System** Bulk e-mail is a service provided by Bethel University Communications and Marketing Office that can send messages to University email accounts during emergency situations. Students should take responsibility for regularly checking their e-mail.
- **Crime/Security Alerts** Safety and Security issues Safety Alerts, in a timely manner, to notify community members about certain crimes and safety issues that pose a serious or continuing threat to Bethel community members. Community members who know of or are advised of the occurrence of a crime or other serious incident should report that incident as soon as possible to Safety and Security and/or another designated CSA so a Security Alert can be issued, if warranted. Security Alert distribution may include email, voice message, text message, web postings and flyers. Alerts are routinely posted on the Safety and Security webpage.

## Emergency Notification and Timely Warning

Emergency notification and timely warning is a capability that includes public information, alert/warning and notification. It involves developing, coordinating, and disseminating information to the public effectively under all hazardous conditions. Bethel University will, without delay and taking into account the safety of the community, assess and determine the content of the emergency notifications or “Timely Warning” to be sent and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or contain, respond to, or otherwise mitigate the emergency. Bethel will attempt to notify the campus community as quickly as possible with special consideration given to the timeliness and urgency of the situation, the campus area(s) or group(s) affected, and the potential for further harm to the community and its members. The noted procedures/steps are generally followed, but the University determines the most effective means of assessment and communication depending on the facts and circumstances of each individual incident.

### Step 1: Critical Incident Assessment

- **Gather facts:** Campus Safety and Security officers will provide a situational briefing to the Director of Security or designate. At that time, a determination will be made as to the threat level and impact to the University. If the Chief or designate determines that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the parties involved will move to the assessment phase.
- **Assess the Situation:** Once the facts have been gathered, Campus Safety and Security will consult with emergency responders to assess the nature and severity of the critical incident and the appropriate response.
  - The Chief of Safety and Security is responsible for issuing emergency communications and will keep the Office of Communications apprised of new information and developments.
  - Specific community members may devise a strategy action plan to address the incident without activating the entire Emergency and Crisis Management Group and coordinate the incident with University personnel directly involved in the response.

### Step 2: Incident/Protective Action Communications

The Chief of Safety and Security, in close coordination with the Office of Communications, will determine the appropriate segment(s) of the campus community to receive notification, the content of any notification, and initiate the notification system as follows:

- **Identify key audiences and communications strategy:** Determine which of the University’s key audiences need to be informed of the situation and in what order; how they should be informed and who is responsible for communicating to these audiences.
- **Designate a spokesperson:** Assign one or two spokespersons to address key audiences to ensure a unified, consistent message is delivered at all times.
- **Prepare initial statement:** Prepare a statement about the critical incident or issue unfolding to provide to key audiences initially while the incident commander determines the next steps. For particular incidents, pre-scripted statements will be developed to allow for the quick initiation of communication.
- **Ensure necessary operations are taking place:** Ensure that all applicable safety plans and measures are being implemented, if warranted, as well as necessary university functions (e.g. counseling, academic assistance, evacuations, etc.) by contacting and consulting with Incident Command.

- **Develop key messages and, if appropriate, prepare Q&A:** Develop key messages tailored to specific audiences to prepare for inquiries about the potential critical incident or issue. Messages must be based on confirmed and accurate facts and actions taken by the University. If appropriate, make a list of anticipated questions from audiences and prepare corresponding responses.
- **Inform key audiences:** Implement communications to key audiences through identified distribution channels, which could include:
  - Bethel University web site
  - Direct contact via telephone or in person
  - Mass e-mail
  - Media
  - Emergency Notification System
  - Signage
- **Determine response to media:** If the media are identified as a key audience, decide on the appropriate level of communications with media. The issue could warrant either a statement release or media briefing.
- **Control flow of information:** Key audiences and media should be given periodic updates on the situation from incident command to control the message and assist in rumor control. Alerts issued via the Bethel Alert System will include information about the emergency or threat occurring on campus and directions on what steps, if any, members of the community should take in response to the emergency. The message should include the date and time that it is issued.

### Step 3: Evaluate Incident Response

- **Meet and assess:** When the critical incident has passed, the incident command continues to meet to review media coverage and critical incident reports to determine the effectiveness of the response. Identification of a media center on campus may be appropriate, with routine briefings provided by the media liaison during and following an emergency and crisis situation.
- **Monitor Media coverage:** Monitor local media coverage to ensure accurate information is being communicated and determine if any further action is needed.

### Distinction between Emergency Notification and Timely Warnings

Whereas the scope of emergency notification is typically a wide focus on a significant emergency or dangerous situation (may include Clery crimes), a timely warning is narrowly focused on only Clery crimes. Emergency notification procedures will be initiated for any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. A timely warning will be issued for any Clery crime committed on our Clery geography that is reported to a CSA or local law enforcement agency and is considered by the institution to represent a serious or continuing threat to students and employees. Emergency notification may serve as a timely warning when circumstances of the situation have not changed. However, the institution will provide adequate follow-up to the community as needed.

### Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Safety and Security or designate, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the community announcements system to students, faculty, staff

and through door postings if deemed appropriate. Campus Safety and Security will also post an alert on the “Crime Alerts” portion of their website.

Timely warnings will withhold victim names as confidential. All efforts will be made to prevent identification of a victim including possible locations of crimes in timely warnings.

Anyone with information warranting a timely warning should report the circumstances to Campus Safety and Security by phone (651.638.6000) or in person at the office in the Hagstrom Center Building (Office 103).

### **The Family Educational Rights and Privacy Act (FERPA) and the Timely Warning Requirement**

The Clery Act does not require confidential reporting of crimes. Although personally identifiable information is generally precluded from disclosure, such information may be released in an emergency situation.

### **Evacuation**

Buildings on campus have a notification system for emergency evacuation. In most buildings this is a fire alarm system. Some systems sound only an alarm while others give voice evacuation directions or announcements. Whenever the alarm system sounds and/or voice command for evacuation is sounded, everyone must leave the building or move to a safe location.

### **Evacuation and Emergency Response Testing**

Designated building emergency coordinators are responsible for coordinating annual evacuation drills with Campus Safety and Security. Additionally, some evacuation drills are directly carried out by Campus Safety and Security. Emergency response and evacuation testing will always be announced. The University publicizes its emergency response and evacuation procedures in conjunction with at least one test per calendar year. The Bethel Alert System is tested each semester and through normal use and after action evaluation.

For each test, the University documents a description of the exercise, the date, time, and an approximation of how many people were involved. Evacuation test documentation is maintained and available from Campus Safety and Security.

### **Responsible Parties**

It is the responsibility of Bethel University’s Director of Safety and Security, Director of Communications, or their designees to ensure that these procedures are carried out. Internal and external agencies that may be involved include but are not limited to:

- Bethel University Administration
- Bethel University Student Life
- Bethel University Health Services
- Local, State, and Federal Law Enforcement
- County and State Health Professionals

### **Crime and Crime Prevention**

Although Bethel University works hard to ensure the safety of all individuals within our campus community, students and employees themselves must take responsibility for their own personal safety and property security. Conditions that encourage criminal activities prevail in highly populated places. Realizing you could be a victim is the first step in self-protection.

Community members are encouraged to visit the Campus Safety and Security website (<http://www.bethel.edu/safety-security/>) to access a variety of information on crime prevention, campus safety measures. Crime prevention and reporting information can also be found in the *Student Handbook*.

Crime prevention video tutorials are also available to students, staff and faculty at: <https://www.bethel.edu/safety-security/safety/public-safety-videos> These training videos provide Awareness Programs and Primary Prevention Programs for the University.

Simple, common sense proactive precautions are the most effective means of maintaining property security and personal safety. Students and employees who practice crime prevention can make this special community a safer place to learn, live, and work. The common tenets of crime prevention are straightforward: remain alert and attentive to potential dangers; don't put yourself or your property at risk; and immediately report suspicious incidents / circumstances to Campus Safety and Security. **A safe and secure campus is everyone's responsibility.**

## Theft

Theft prevention is the anticipation, recognition, and appraisal of a risk of theft and taking steps to reduce or remove that risk. The techniques outlined below are designed to reduce the opportunity for theft and increase risk for a would-be thief.

- Lock your office or study area whenever you are absent.
- Secure all valuables out of sight during your absence.
- Do not leave valuables lying around in open areas that are unattended.
- Never leave valuables in plain view in a parked vehicle.
- Practice vigilance – watch for and immediately report suspicious activity and behavior. When contacting Campus Safety and Security, provide as much detailed information as possible.
- Ask unescorted visitors entering your office/department area to identify themselves and whom they are meeting.
- Request identification from persons who wish to repair or remove property.
- Immediately report all criminal incidents to Campus Safety and Security or a designated CSA.

## University Services

### Escort Service

Campus security provides a free escort service (from and to University locations) to all students, staff, faculty and visitors. The service is available 24 hours a day, seven days a week, year-round. To access the escort service, call the main security number (651.638.6000). Be provided to give your name, location to meet the escort and destination. A uniformed officer will meet you and either walk or drive you to your destination.

### Campus Shuttle Service

A free shuttle bus is offered around the University. Shuttles run between the Community Life Center and Anderson Center as well as between North Village and the Robertson Center. For more information regarding routes and hours of operation please see <https://www.bethel.edu/transportation/>.

## Behavior Evaluation and Threat Assessment (BETA) Team

Bethel University maintains a team on campus dedicated to identifying problematic behaviors and other conditions that may pose a threat to the campus. The Behavior Evaluation and Threat Assessment or BETA team meets annual and on an as-needed basis. The team consists of community members from a wide variety of disciplines and maintains strict confidentiality of any reports it receives (subject to legal requirements). Concerns and analysis are directed to an appropriate department for follow up depending upon the situation.

## Anonymous Reporting

Bethel University permits victims or witnesses to report crimes to CSA's on a voluntary, anonymous basis (and include such anonymous reports in reported crime totals), but encourages individuals who report crime to provide identifying information. The purpose of this type of report is to comply with the reporting party's wish to keep the matter anonymous, while taking steps to contribute to future campus safety. With such data, the University can maintain accurate records of the number of incidents and determine if there is a pattern of crime with regard to a particular location, method, or offender, and as appropriate, alert the community to potential danger.

Campus Safety and Security maintains an anonymous online tip form for the [St. Paul campus](#) and the [San Diego campus](#). The online anonymous tips are often referred to the BETA team for analysis.

## Security of and Access to Campus Facilities

Many athletic and cultural events on campus are open to the public. University bookstores, libraries, and cafeterias are also open to the public until 7:00 pm (extensions are made for pre-planned events) daily. Academic and administrative facilities generally are open only to students, faculty, staff, and their visitors. Academic buildings are accessible to community members from 6:00 a.m. until 11:00 p.m. on a daily basis and closed for most holidays.

The east entrance to Bethel's campus is closed from 7 p.m. until 6 a.m. the following morning. The west entrance is open 24 hours a day with proper clearance and is staffed and monitored by a security officer.

To enter campus in the evening hours, you must stop at the checkpoint on the west entrance and display a valid Bethel ID card. Visitors who are not members of the Bethel community are required to stop for clearance at the checkpoint. A Bethel community member must give clearance for a visitor by submitting a [Visitor Registration form](#) on the Safety and Security website or calling 651.638.6000 up to 24 hours in advance.

## Security Considerations in the Maintenance of Campus Facilities

Bethel University is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Facilities Management maintains the University buildings and grounds, including lighting, walks, roadways, and landscaping, and conducts routine checks of lighting on campus. Officers regularly patrol campus and report malfunctioning lighting and unsafe physical conditions to Facilities Management for correction. Community members are encouraged to report any deficiency in lighting (such as dim, obstructed, or non-operational lights) or other unsafe facility conditions to Facilities Management at 651.638.6200. Facilities Management maintenance staff is available at all times to respond to requests regarding any unsafe facility conditions.

## Reporting Safety Hazards

To report any safety or security hazard you may encounter, contact the Facilities Management Department at 651.638.6200 or Safety and Security at 651.638.6000.

## Safety in University Residences

Residents of University housing are responsible for making their visitors and guests aware of campus policies. Residents may be held responsible for the acts or conduct of their visitors and guests.

Bethel housing incorporates a number of security systems in its residences, both on and off campus. The primary and most effective security system at Bethel is the community itself. By getting to know our neighbors, their habits, and their friends, we can become sensitized to events and people who are outside of the normal routine. As such, we provide security for each other.

1. Each room, suite, and apartment in Bethel housing has its own lock and each resident is issued a key.
2. On-campus residence halls are locked 24 hours a day with security doors (some residence halls have suites with exterior entry doors that are not controlled through a security system).
3. Off-campus apartments are equipped with security doors and security phones.

## Alcohol and Other Drug Policies

The standards of conduct for Bethel clearly prohibit the use of drugs and alcohol both on and off campus for CAS students. In addition, federal and state laws prohibit the possession, use, and sale of alcoholic beverages by individuals less than 21 years of age, and possession, use, or distribution of illegal drugs by individuals of any age.

Bethel may impose sanctions on community members who violate laws or institutional policy and may refer them for prosecution under local, state, and federal law. Rehabilitation may become a condition of continuing association with Bethel.

Appropriate referral to counseling and health agencies will be made for individuals as needed. On-campus (St. Paul) support and help are available through the Office of Student Life (College of Arts & Sciences--location: BC 252, phone: 651.638.6300), as are additional information and educational opportunities.

Information about health risks associated with the use and abuse of drugs and alcohol; about applicable sanctions under local, state, and federal laws; and about available treatment, counseling, and rehabilitation programs for drug and alcohol abusers is distributed yearly.

## Missing Community Member

If a member of the Bethel community has reason to believe that a student or employee is missing, they must immediately contact Campus Safety and Security. Missing person reports can be made via the guidelines outlined in the Crime and Emergency Reporting section in this document.



When making notifications, provide as much information as possible regarding the missing person including: a physical description; what they were wearing when last seen; where they were last seen; what physical condition they were in when last seen; if they are driving or have a vehicle and its description; and whom they were with. In addition, report any information you are aware of related to medical or other special conditions.

All possible efforts are made to locate the student/employee to determine his/her state of health and well-being through the collaboration with local law enforcement, Student Life (student), affiliated University department (employee) and other resources as available. Campus Safety and Security will immediately notify or follow-up (if a report is already filed) on the status of the missing person with appropriate law enforcement agencies. Concurrently, University officials will endeavor to determine the student/employee whereabouts through contact with friends and associates.

Students may designate a confidential emergency contact in the event they are determined to be missing for more than 24 hours. Additional information about emergency contact information collection practices is available from the University Registrar's office and Student Life. Designated emergency contact information will only be disclosed to authorized University personnel, except in cases where the information can be used in furtherance of a missing person investigation in which case information will be released to law enforcement officials.

If located, verification of the student/employee's state of health and intention of returning to the campus is made. If a need is identified and as appropriate, a referral will be made to professional counselor(s) and/or medical practitioners. If not located, Campus Safety and Security is required to notify the custodial parent or guardian (student under 18) and/or student/employee missing person designated emergency contact(s) to advise on missing status and determine if they know of the whereabouts of the missing person no later than 24 hours after the time an individual is determined missing. In all cases, Campus Safety and Security will inform any appropriate law enforcement agency that the student/employee is missing in compliance with all statutory requirements and in no event later than 24 hours after the time the individual is determined missing. University administrators and staff will cooperate and assist the investigative agency in all ways prescribed by prevailing law. Upon closure of the investigation, Campus Safety and Security will notify the custodial parent/guardian (student under 18), any missing person designated emergency contacts and the Office of Student Life, Dean of Students or the Director of the employee affiliated Department of the status of the case as applicable.

## Definitions of Reportable Crimes and Locations

### Crimes

- A. **Murder and Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.
- B. **Negligent Manslaughter:** the killing of another person through gross negligence.
- C. **Sex Offenses-Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent.
  - i. **Forcible Rape:** The penetration, no matter how slight, of the vagina or anus with an body part of object, or oral penetration by a sex organ of another person., without the consent of the victim this all includes forcible sodomy (Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is

incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity) and sexual assault with an object (The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity)

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

D. **Sex offences, non-forcible:** Unlawful, non-forcible sexual intercourse.

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

ii. **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

E. **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.

F. **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 a 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 that could and probably would result in serious personal injury if the crime were successfully completed.)

G. **Burglary:** The unlawful entry of a structure to commit a felony or 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 acts.

H. **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

I. **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.

J. **VAWA Offenses**

i. **Dating violence:** A form of sexual violence which is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The relationship existence is determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

ii. **Domestic violence:** A felony or misdemeanor crime of violence committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under Minnesota domestic or family violence laws, or anyone else protected under applicable domestic or family violence laws.

iii. **Stalking:** Engaging in conduct which would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. Stalking behavior includes, but is not limited to a person who (1) follows, monitors, or pursues another, whether in person or through any available technological or other means; (2) repeatedly makes telephone calls, sends text messages, or induces a victim to make telephone calls to the actor, whether or not conversation ensues; (3) makes or causes the telephone of another repeatedly or continuously to ring; or (4) repeatedly mails or delivers or causes the delivery by any means, including

electronically, of letters, telegrams, messages, packages, through assistive devices for people with vision impairments or hearing loss, or any communication made through any available technologies.

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

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

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

**Hate Crime:** A hate crime is defined as any crime noted above (A through I), and the crimes of larceny-theft, vandalism, simple assault, intimidation or any other crimes involving bodily injury where the victim was intentionally selected because of his/her actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, or disability.

**Larceny – Theft:** includes the crimes of Pocket Picking, Purse Snatching, Shoplifting, Theft from Building, Theft from Coin Operated Machine or Device, Theft from Motor Vehicle, Theft of Motor Vehicle Parts or Accessories, and All Other Larceny.

**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 a physical attack.

**Destruction/Damage/Vandalism of Property (except Arson):** 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 over it.

**Unfounded Report:** There are very limited circumstances in which Bethel may remove “unfounded” reports of crime. “If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded” and should not be included...” in an institution’s crime statistics; however, an institution must report annually the total number of reportable crimes that law enforcement determines to be unfounded. Only sworn or commissioned law enforcement personnel may “unfound” a crime after a full investigation. Recovery of stolen property, low value of stolen property, refusal of the victim to cooperate or failure to make an arrest does not unfound a crime.

## Locations

**On-Campus:** means any property owned or controlled by an institution within the same reasonably contiguous geographical area and used by the institution in direct support of, or in a manner related to, institutional educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (I) of this definition that is owned by Bethel University but controlled by another person, is frequently used by students, and supports institutional purposes.

**Non-Campus** means any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is being used in direct support of, or in relation to, the institution's educational purposes, is frequented by students and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** means all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. The *Clery Act* does not require disclosure of crime statistics for public property that surrounds non-campus buildings or property.

# Crime Statistics

## Bethel University

Statistics were updated in conjunction with the Ramsey County Sheriff's Office. Non-campus property and buildings include the following locations for the St. Paul based campus:

- Frogtown / Summit U
- Study abroad locations

2022	Offenses	On Campus		On Campus (Total)	Non Campus	Public Property
		Student Housing	On Campus Property			
<b>Criminal Homicide</b>						
	Murder/Non-negligent Manslaughter	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0
<b>Sex Offenses</b>						
	Sex Offense: Fondling	0	2	2	0	0
	Sex Offense: Incest	0	0	0	0	0
	Sex Offense: Rape	0	3	3	0	0
	Sex Offense: Statutory: Rape	0	0	0	0	0
	Robbery	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0
	Burglary	0	0	0	0	0
	Motor Vehicle Theft	0	4	4	0	0
	Arson	0	0	0	0	0
<b>Unfounded Crimes Total: 0</b>						

2021	Offenses	On Campus		On Campus (Total)	Non Campus	Public Property
		Student Housing	On Campus Property			
<b>Criminal Homicide</b>						
	Murder/Non-negligent Manslaughter	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0
<b>Sex Offenses</b>						
	Sex Offense: Fondling	0	0	0	0	0
	Sex Offense: Incest	0	0	0	0	0
	Sex Offense: Rape	4	0	4	0	0
	Sex Offense: Statutory: Rape	0	0	0	0	0
	Robbery	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0
	Burglary	1	0	1	0	0
	Motor Vehicle Theft	0	1	1	0	0
	Arson	0	0	0	0	0
<b>Unfounded Crimes Total: 0</b>						

2020	Offenses	On Campus		On Campus (Total)	Non Campus	Public Property
		Student Housing	On Campus Property			
<b>Criminal Homicide</b>						
	Murder/Non-negligent Manslaughter	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0
<b>Sex Offenses</b>						
	Sex Offense: Fondling	1	0	1	0	0
	Sex Offense: Incest	0	0	0	0	0
	Sex Offense: Rape	0	0	0	0	0
	Sex Offense: Statutory: Rape	0	0	0	0	0
	Robbery	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0
	Burglary	0	1	1	0	0
	Motor Vehicle Theft	0	0	0	0	0
	Arson	0	0	0	0	0
<b>Unfounded Crimes Total: 0</b>						

2022	Arrests and Judicial Referrals	On Campus		On Campus (Total)	Non Campus	Public Property
		Student Housing	On Campus Property			
<b>Arrests</b>						
	Liquor Law Violations	0	0	0	0	0
	Drug Law Violations	0	0	0	0	0
	Illegal Weapons Possession	0	0	0	0	0
<b>Judicial Referrals</b>						
	Liquor Law Violations	0	0	0	0	0
	Drug Law Violations	2	2	4	0	0
	Illegal Weapons Possession	0	0	0	0	0

2021	Arrests and Judicial Referrals	On Campus		On Campus (Total)	Non Campus	Public Property
		Student Housing	On Campus Property			
<b>Arrests</b>						
	Liquor Law Violations	0	0	0	0	0
	Drug Law Violations	0	0	0	0	0
	Illegal Weapons Possession	0	0	0	0	0
<b>Judicial Referrals</b>						
	Liquor Law Violations	0	0	0	0	0
	Drug Law Violations	0	5	5	0	0
	Illegal Weapons Possession	0	0	0	0	0

2020	Arrests and Judicial Referrals	On Campus		On Campus (Total)	Non Campus	Public Property
		Student Housing	On Campus Property			
<b>Arrests</b>						
	Liquor Law Violations	0	0	0	0	0
	Drug Law Violations	0	0	0	0	0
	Illegal Weapons Possession	0	0	0	0	0
<b>Judicial Referrals</b>						
	Liquor Law Violations	11	0	11	0	0
	Drug Law Violations	0	0	0	0	0
	Illegal Weapons Possession	0	0	0	0	0

2022		On Campus			Category of Hate Crime				
Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability	
Murder/Non-negligent	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	
Sex Offense: Fondling	0	0	0	0	0	0	0	0	
Sex Offense: Incest	0	0	0	0	0	0	0	0	
Sex Offense: Rape	0	0	0	0	0	0	0	0	
Sex Offense: Statutory Rape	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	
Larceny	0	0	0	0	0	0	0	0	
Destruction of Property	0	0	0	0	0	0	0	0	
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

2021		On Campus			Category of Hate Crime				
Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability	
Murder/Non-negligent	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	
Sex Offense: Fondling	0	0	0	0	0	0	0	0	
Sex Offense: Incest	0	0	0	0	0	0	0	0	
Sex Offense: Rape	0	0	0	0	0	0	0	0	
Sex Offense: Statutory Rape	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	
Larceny	0	0	0	0	0	0	0	0	
Destruction of Property	0	0	0	0	0	0	0	0	
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

2020		On Campus			Category of Hate Crime				
Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability	
Murder/Non-negligent	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	
Sex Offense: Fondling	0	0	0	0	0	0	0	0	
Sex Offense: Incest	0	0	0	0	0	0	0	0	
Sex Offense: Rape	0	0	0	0	0	0	0	0	
Sex Offense: Statutory Rape	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	
Larceny	0	0	0	0	0	0	0	0	
Destruction of Property	0	0	0	0	0	0	0	0	
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

2022		NON CAMPUS			Category of Hate Crime				
Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability	
Murder/Non-negligent	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	
Sex Offense: Fondling	0	0	0	0	0	0	0	0	
Sex Offense: Incest	0	0	0	0	0	0	0	0	
Sex Offense: Rape	0	0	0	0	0	0	0	0	
Sex Offense: Statutory Rape	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	
Larceny	0	0	0	0	0	0	0	0	
Destruction of Property	0	0	0	0	0	0	0	0	
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

2021		NON CAMPUS			Category of Hate Crime				
Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability	
Murder/Non-negligent	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	
Sex Offense: Fondling	0	0	0	0	0	0	0	0	
Sex Offense: Incest	0	0	0	0	0	0	0	0	
Sex Offense: Rape	0	0	0	0	0	0	0	0	
Sex Offense: Statutory Rape	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	
Larceny	0	0	0	0	0	0	0	0	
Destruction of Property	0	0	0	0	0	0	0	0	
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

2020		NON CAMPUS			Category of Hate Crime				
Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability	
Murder/Non-negligent	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	
Sex Offense: Fondling	0	0	0	0	0	0	0	0	
Sex Offense: Incest	0	0	0	0	0	0	0	0	
Sex Offense: Rape	0	0	0	0	0	0	0	0	
Sex Offense: Statutory Rape	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	
Larceny	0	0	0	0	0	0	0	0	
Destruction of Property	0	0	0	0	0	0	0	0	
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



2022 PUBLIC PROPERTY		Category of Hate Crime						
Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability
Murder/Non-negligent	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offense: Fondling	0	0	0	0	0	0	0	0
Sex Offense: Incest	0	0	0	0	0	0	0	0
Sex Offense: Rape	0	0	0	0	0	0	0	0
Sex Offense: Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

  

2021 PUBLIC PROPERTY		Category of Hate Crime						
Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability
Murder/Non-negligent	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offense: Fondling	0	0	0	0	0	0	0	0
Sex Offense: Incest	0	0	0	0	0	0	0	0
Sex Offense: Rape	0	0	0	0	0	0	0	0
Sex Offense: Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

  

2020 PUBLIC PROPERTY		Category of Hate Crime						
Clery Act Reportable Offenses	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	National Origin	Disability
Murder/Non-negligent	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offense: Fondling	0	0	0	0	0	0	0	0
Sex Offense: Incest	0	0	0	0	0	0	0	0
Sex Offense: Rape	0	0	0	0	0	0	0	0
Sex Offense: Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

2022	VAWA	On Campus		On Campus (Total)	Non Campus	Public Property
		Student Housing	On Campus Property			
<b>VAWA Crimes</b>						
	Dating Violence	0	0	0	0	0
	Domestic Violence	0	0	0	0	0
	Stalking	0	2	2	0	0

2021	VAWA	On Campus		On Campus (Total)	Non Campus	Public Property
		Student Housing	On Campus Property			
<b>VAWA Crimes</b>						
	Dating Violence	0	0	0	0	0
	Domestic Violence	0	0	0	0	0
	Stalking	1	0	1	0	0

2020	VAWA	On Campus		On Campus (Total)	Non Campus	Public Property
		Student Housing	On Campus Property			
<b>VAWA Crimes</b>						
	Dating Violence	1	0	1	0	0
	Domestic Violence	1	0	1	0	0
	Stalking	0	0	0	0	0

**Larceny – Theft (Non-Biased Motivation)**

Bethel University also reports larceny on campus (see above) in a broader sense than is required by law. Law only mandates larceny be reported when incidents manifested prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability of a victim. Campus Safety and Security desires to inform our community of the occurrence of larceny to raise awareness and assist in its prevention; remember to secure valuables and never leave valuables unattended as they may be at a risk of being stolen.

**Bias Crime Statistics**

**2022:** No hate crimes to report for the calendar year 2022 on the St. Paul Campus.

**2021:** No hate crimes to report for the calendar year 2021 on the St. Paul Campus.

**2020:** No hate crimes to report for the calendar year 2020 on the St. Paul Campus.

## Bethel Seminary Saint Paul

Bethel Seminary Saint Paul does not have any residences nor does it use non-campus buildings or property. Statistics were updated in conjunction with the Ramsey County Sheriff's Office.

2022	Offenses	On Campus (Total)	Non-Campus	Public Property
<b>Criminal Homicide</b>				
	Murder/Non negligent Manslaughter	0	0	0
	Negligent Manslaughter	0	0	0
<b>Sex Offenses</b>				
	Sex Offense: Fondling	0	0	0
	Sex Offense: Incest	0	0	0
	Sex Offense: Rape	0	0	0
	Sex Offense: Statutory: Rape	0	0	0
	Robbery	0	0	0
	Aggravated Assault	0	0	0
	Burglary	0	0	0
	Motor Vehicle Theft	0	0	0
	Arson	0	0	0

2021	Offenses	On Campus (Total)	Non-Campus	Public Property
<b>Criminal Homicide</b>				
	Murder/Non negligent Manslaughter	0	0	0
	Negligent Manslaughter	0	0	0
<b>Sex Offenses</b>				
	Sex Offense: Fondling	0	0	0
	Sex Offense: Incest	0	0	0
	Sex Offense: Rape	0	0	0
	Sex Offense: Statutory: Rape	0	0	0
	Robbery	0	0	0
	Aggravated Assault	0	0	0
	Burglary	0	0	0
	Motor Vehicle Theft	0	0	0
	Arson	0	0	0

2020	Offenses	On Campus (Total)	Non-Campus	Public Property
<b>Criminal Homicide</b>				
	Murder/Non negligent Manslaughter	0	0	0
	Negligent Manslaughter	0	0	0
<b>Sex Offenses</b>				
	Sex Offense: Fondling	0	0	0
	Sex Offense: Incest	0	0	0
	Sex Offense: Rape	0	0	0
	Sex Offense: Statutory: Rape	0	0	0
	Robbery	0	0	0
	Aggravated Assault	0	0	0
	Burglary	0	0	0
	Motor Vehicle Theft	0	0	0
	Arson	0	0	0

2022	VAWA	On Campus	Non Campus	Public
VAWA				
	Dating Violence	0	0	0
	Domestic Violence	0	0	0
	Stalking	0	0	0

2021	VAWA	On Campus	Non Campus	Public
VAWA Crimes				
	Dating Violence	0	0	0
	Domestic Violence	0	0	0
	Stalking	0	0	0

2020	VAWA	On Campus	Non Campus	Public
VAWA Crimes				
	Dating Violence	0	0	0
	Domestic Violence	0	0	0
	Stalking	0	0	0

### Bias Crime Statistics - Bethel Seminary Saint Paul

**2022:** No hate crimes to report for the calendar year 2021 on the St. Paul Seminary Campus

**2021:** No hate crimes to report for the calendar year 2020 on the St. Paul Seminary Campus.

**2020:** No hate crimes to report for the calendar year 2019 on the St. Paul Seminary Campus.

## Bethel Seminary San Diego

Bethel University ceased offering classes at the Bethel Seminary San Diego campus in June 2019. Bethel Seminary San Diego does not have any residences, nor does it use non-campus buildings or property.

Statistics were updated in conjunction with the San Diego Police Department – Mid City Division.

2022	Offenses	On Campus (Total)	Non-Campus	Public Property
<b>Criminal Homicide</b>				
	Murder/Non negligent Manslaughter	0	0	0
	Negligent Manslaughter	0	0	0
<b>Sex Offenses</b>				
	Sex Offense: Fondling	0	0	0
	Sex Offense: Incest	0	0	0
	Sex Offense: Rape	0	0	0
	Sex Offense: Statutory: Rape	0	0	0
	Robbery	0	0	0
	Aggravated Assault	0	0	0
	Burglary	0	0	0
	Motor Vehicle Theft	0	0	0
	Arson	0	0	0

2021	Offenses	On Campus (Total)	Non-Campus	Public Property
<b>Criminal Homicide</b>				
	Murder/Non negligent Manslaughter	0	0	0
	Negligent Manslaughter	0	0	0
<b>Sex Offenses</b>				
	Sex Offense: Fondling	0	0	0
	Sex Offense: Incest	0	0	0
	Sex Offense: Rape	0	0	0
	Sex Offense: Statutory: Rape	0	0	0
	Robbery	0	0	0
	Aggravated Assault	0	0	0
	Burglary	0	0	0
	Motor Vehicle Theft	0	0	0
	Arson	0	0	0

2020	Offenses	On Campus (Total)	Non-Campus	Public Property
<b>Criminal Homicide</b>				
	Murder/Non negligent Manslaughter	0	0	0
	Negligent Manslaughter	0	0	0
<b>Sex Offenses</b>				
	Sex Offense: Fondling	0	0	0
	Sex Offense: Incest	0	0	0
	Sex Offense: Rape	0	0	0
	Sex Offense: Statutory: Rape	0	0	0
	Robbery	0	0	0
	Aggravated Assault	0	0	0
	Burglary	0	0	0
	Motor Vehicle Theft	0	0	0
	Arson	0	0	0

## **Bias Crime Statistics – Bethel Seminary San Diego**

**2021:** No hate crimes to report for the calendar year 2021 on the San Diego Campus.

**2020:** No hate crimes to report for the calendar year 2020 on the San Diego Campus.

**2019:** No hate crimes to report for the calendar year 2019 on the San Diego Campus

# Fire Safety Report

## Overview

Bethel University employs a number of fire safety systems in its on-campus housing facilities. These systems are a combination of fire suppression (sprinklers, etc.) as well as local and monitored detection devices.

## Fire Safety Systems in Bethel University Residential Facilities

Fire Safety Systems in Residential Facilities					
Facility	Type	Smoke Detectors Sleeping Room Interconnectivity	Fire Extinguisher Devices	Evacuation Plans	Fire Suppression Sprinklers
AVE (A), 3923 Bethel Drive	Hard-wired (120v) with battery backup	Interconnected within suite	x	x	Yes
AVE (B), 3924 Bethel Drive		Interconnected within suite	x	x	Yes
AVE (C), 3925 Bethel Drive		Interconnected within suite	x	x	Yes
AVE (D), 3926 Bethel Drive		Interconnected within suite	x	x	Yes
AVE (E), 3927 Bethel Drive		Interconnected within suite	x	x	Yes
AVE (F), 3928 Bethel Drive		Not interconnected	x	x	Yes
AVE (G), 3929 Bethel Drive		Interconnected within suite	x	x	Yes
AVW (I), 3916 Bethel Drive		Not interconnected	x	x	Yes
AVW (J), 3917 Bethel Drive		Not interconnected	x	x	Yes
AVW (K), 3918 Bethel Drive		Not interconnected	x	x	Yes
AVW (L), 3919 Bethel Drive		Not interconnected	x	x	Yes
AVW (M), 3920 Bethel Drive	Hard-wired (120v) without battery backup	Not interconnected	x	x	Yes
AVW (N), 3921 Bethel Drive		Not interconnected	x	x	Yes
Nelson, 3922 Bethel Drive	System	Fully interconnected: Systems smoke detectors	x	x	Yes
Bodien, 3810 Bethel Drive	Hard-wired (120v) with battery backup	Interconnected on the floor	x	x	Yes
Edgren, 3811 Bethel Drive		Interconnected on the floor	x	x	Yes
Getsch, 3812 Bethel Drive	Hard-wired (120v) with battery backup	Not interconnected	x	x	Yes
Heritage, 3800 Bethel Drive	Hard-wired (120v) with battery backup	Interconnected within suite	x	x	Yes
Lissner, 3940 Bethel Drive		Interconnected within suite	x	x	Yes
Chalberg, 4000 Bethel Drive	System	Fully interconnected: Systems smoke detectors	x	x	No
Wingblade, 4021 Bethel Drive	Battery Powered	Not interconnected	x	x	No
Widen, 4031 Bethel Drive	Battery Powered	Not interconnected	x	x	No
Wessman, 4041 Bethel Drive	Battery Powered	Not interconnected	x	x	No
Danielson, 4051 Bethel Drive	Battery Powered	Not interconnected	x	x	No
Turnwall, 4061 Bethel Drive	Battery Powered	Not interconnected	x	x	No

Additional Comments: All fire panels are equipped with a supervisory alarm that alerts Campus Security directly. Security personnel respond immediately to the alarm location while contacting the appropriate fire officials.

## Fire Drills

Safety and Security and the Residence Life branch hold two fire drills each academic year per housing facility. Drills are announced in residence halls so that in the event of an actual alarm, residents do not assume it is a drill.

## Housing Evacuation Procedures

In the event of a fire alarm in a residence hall, any available Residence Life Staff are responsible for assisting in evacuating the area. The following are some of the guidelines for assisting in evacuating the halls.

- Encourage students in the area to proceed to the predetermined emergency evacuation assembly area (EAA), if need be through use of provided bullhorns.
  - Freshman Hill (Bodien, Edgren, Getsch) – Assemble in Heritage Lot.
  - Arden Village West and Nelson Residence Hall – Assemble in Kresge Courtyard.
  - Arden Village East – Assemble in Townhouse Lot.
  - Lissner Hall – Assemble in Seminary Lots.
  - Heritage Hall – Assemble in West Lot.
  - North Village – Assemble in North Village Lots.
- Make your way to the EAA with your staff.
- As you are leaving the building be sure all doors and windows are closed.
- Connect with the Security Officer that has responded to the emergency.
- Do not re-enter the building until clearance has been given by emergency personnel, and/or a Security Officer. *A silenced alarm does not give clearance to re-enter the building. Alarms can only be silenced by a Security officer.*
- After confirming the safety of the area with a Security Officer and once all residents are accounted for you may be given clearance to re-enter the building.

If an individual has mobility or other impairment, Residence Life staff will work with them to develop an individualized evacuation plan.

## Fire-Related Policies

### Cooking Appliances

The use of cooking appliances is not allowed in the traditional residence halls or townhouses. There is a fire hazard from electrical overload due to cooking; therefore, such activities are restricted. Exceptions are; toasters (toaster ovens are not allowed), coffee makers, Foreman grills, microwaves, and the use of those appliances provided in the common areas.

### Smoking

Smoking is strictly prohibited to 50 feet of all entrances on Bethel's campus at all times.

### Open flame/grills

The use of personal charcoal, gas or any other type of grill (exception: Foreman grills) is strictly prohibited on Bethel property. Personal grills will be confiscated. Charcoal grills



are provided throughout campus near each residence area. Any kind of open flame is not allowed in Bethel housing facilities. This includes decks, patios, balconies, townhouse stairwells, and windowsills. University-installed open fire pits are available for use behind the seminary and outside of the Brushaber Commons. They are the only exception to the open flame policy. Reservations for the fire pit must be submitted with a work request to Facilities Management or by calling 651-638-6200. Portable fire pits are strictly prohibited.

### **Fire Safety Education and Training**

Bethel University uses several methods of educating and training its community members about fire safety. Those education and training opportunities are in the form of drills, staff orientation, Hall Meetings and in various print communications (student handbook and online resources).

Upon seeing signs of smoke and/or fire, exit the building immediately and report to the appropriate Emergency Assembly Area.

### **Reporting**

Any incident of fire or signs of smoke/fire should be reported to Safety and Security at 651.638.6000. When calling, please provide as much information as possible about the location, and cause of fire.

### **Future Improvements**

The University will engage with local fire officials to increase the fire training and educational opportunities available on campus. Opportunities such as cooking safety demonstrations (grease fires) and basic fire response training are being routinely being offered.

## Fire Statistics

Similar to the Crime Statistics report, Bethel University is required to report on the number of fires that occur each year. Statistics are for the 12-month period beginning January 1 and ending December 31 for the on-campus housing at the St. Paul campus of Bethel University. Paper copies of this report can be obtained by contacting the Campus Safety and Security office in HC103 or by calling 651.638.6000.

### Statistics and Related Information regarding Fires in Residential Facilities 2020-2022

2022 Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries requiring treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused By Fire
AVE (A), 3931 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (B), 3933 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (C), 3935 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (D), 3936 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (E), 3934 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (F), 3932 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (G), 3930 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (I), 3920 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (J), 3926 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (K), 3924 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (L), 3922 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (M), 3918 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (N), 3914 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Nelson, 3912 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Bodien, 3835 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Edgren, 3840 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Getsch, 3830 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Heritage, 3850 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Lissner, 3967 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Chalberg, 4010 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Wingblade, 4021 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Widen, 4031 Bethel Drive	2	1	Cooking	0	0	\$750
		2	Electrical	0	0	\$98,624
Wessman, 4041 Bethel Drive	1	1	Cooking	0	0	\$750
Danielson, 4051 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Turnwall, 4061 Bethel Drive	0	0	N/A	N/A	N/A	N/A

<b>2021</b>						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries requiring treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused By Fire
AVE (A), 3931 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (B), 3933 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (C), 3935 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (D), 3936 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (E), 3934 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (F), 3932 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (G), 3930 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (I), 3920 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (J), 3926 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (K), 3924 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (L), 3922 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (M), 3918 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (N), 3914 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Nelson, 3912 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Bodien, 3835 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Edgren, 3840 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Getsch, 3830 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Heritage, 3850 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Lissner, 3967 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Chalberg, 4010 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Wingblade, 4021 Bethel Drive	1	1	Cooking	0	0	\$5,000
Widen, 4031 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Wessman, 4041 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Danielson, 4051 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Turnwall, 4061 Bethel Drive	0	0	N/A	N/A	N/A	N/A

<b>2020</b>						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries requiring treatment at a Medical Facility	Fire Related Deaths	Value of Property Damage Caused By Fire
AVE (A), 3931 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (B), 3933 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (C), 3935 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (D), 3936 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (E), 3934 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (F), 3932 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVE (G), 3930 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (I), 3920 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (J), 3926 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (K), 3924 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (L), 3922 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (M), 3918 Bethel Drive	0	0	N/A	N/A	N/A	N/A
AVW (N), 3914 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Nelson, 3912 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Bodien, 3835 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Edgren, 3840 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Getsch, 3830 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Heritage, 3850 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Lissner, 3967 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Chalberg, 4010 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Wingblade, 4021 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Widen, 4031 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Wessman, 4041 Bethel Drive	1	1	Cooking	0	0	\$5,000
Danielson, 4051 Bethel Drive	0	0	N/A	N/A	N/A	N/A
Turnwall, 4061 Bethel Drive	0	0	N/A	N/A	N/A	N/A

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