

2020

Chief John Hoebee



# ANNUAL SECURITY AND FIRE SAFETY REPORT

October 1st, 2021  
Statistics for the 2020 Calendar Year

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## Welcome from the Department of Campus Safety



Dear Arizona Christian University Community,

On behalf of Arizona Christian University's Department of Campus Safety, our team would like to welcome our new and returning students, faculty, staff, and guests to our campus in Glendale, Arizona! Our Department of Campus Safety is committed to providing a safe living, working, and learning environment to our students, faculty, staff, and guests through proactive crime and fire prevention techniques. We encourage our community to take an active role in campus safety by practicing the Department of Homeland Security philosophy, "If You See Something Say Something."

Arizona Christian University (ACU) provides biblically integrated, liberal arts education equipping graduates to serve the Lord Jesus Christ in all aspects of life, as leaders of influence and excellence. ACU exists to educate and equip followers of Christ to transform culture with the truth. ACU is the only accredited, evangelical Christian university or college in Arizona where all trustees, administrators, faculty, staff, and students declare that they are followers of Jesus Christ.

Arizona Christian University is located at 1 W. Firestorm Way in Glendale, Arizona. The contents of this Annual Security and Fire Safety Report will make reference to the security and fire statistics that occurred on the campus at Arizona Christian University during the 2020 calendar year.

Please visit our [Campus Safety](#) website to review additional safety and security resources. Our Department of Campus Safety office is located in Building 1100, just northeast of the N. 59 Ave and W. Country Gables entrance. Our Campus Safety staff serves our community throughout the year, 24 hours a day, 7 days a week, including holidays. Contact our Campus Safety phone (602) 489-5301 anytime you need assistance. Our team is committed to serving our community through a proactive community partnership to keep our campus safe and secure.

**John Hoebee**  
**Chief of the Department of Campus Safety**

*The Gatekeepers were trusted officials, for they were responsible for the rooms and treasures at the house of God, since it was their duty to guard it and to open the gates every morning... 1  
Chronicles 9:26-27*

## Arizona Christian University

ACU is a private, non-profit, Christian university in Glendale, Arizona with a wide variety of majors and areas of study preparing students for successful careers, but also remains committed to its vision of transforming culture with biblical truth.

All students are taught through a biblically integrated, general education curriculum called “The CORE”. Spiritual development is integrated within the University experience where all campus students receive a minor in Biblical Studies, attend chapel twice a week, and complete Spiritual Formation and service hours each semester.

“Our students are getting one of the best educations in the country –one that combines academic excellence with a commitment to spiritual formation,” said President Munsil. “We are grateful that the world is noticing what God is doing at ACU.”

ACU is a culturally and theologically conservative university where students and their professors are serious about deepening their Christian faith and where relationships and community matter most.

## History of Arizona Christian University

Founded in 1960 as Southwestern Conservative Baptist Bible College, classes were initially held in the educational facilities of Bethel Baptist Church in Phoenix, Arizona. Plans for developing a new campus led to the construction of four new buildings and the remodeling of an existing structure on a residential plot in Phoenix. The land had been donated to the Arizona Baptist Convention with a stipulation that a Christian school be established on the property. The college moved to the new site in Phoenix in September of 1964.

Since its founding, the University has undergone a number of name changes, until it became Arizona Christian University in January 2011 in recognition of its growth from a small Bible college to a Christian liberal arts university. As an accredited, degree-granting institution, Arizona Christian University draws students from around the world.

As a result of ACU’s rapid growth, ACU and Arizona State University (ASU) transacted a deed swap in November 2018 between ACU’s 19-acre Phoenix campus formerly located at 2625 E. Cactus Rd, Phoenix, Arizona, and ASU’s 70-acre Glendale campus located at 1 W. Firestorm Way, Glendale, Arizona which for decades had been the home to the Thunderbird School of Global Management. This property was the historic site of Thunderbird Airfield #1, on which 16,000 Air Corp Cadets were trained to support the USA and Allied forces, contributing to victory during World War II.

## Mission Statement

Arizona Christian University provides a biblically integrated, liberal arts education equipping graduates to serve the Lord Jesus Christ in all aspects of life, as leaders of influence and excellence.

## Vision Statement

Arizona Christian University exists to educate and equip followers of Christ to transform culture with the truth.

## The Four Pillars of Our Core Values

### *FAITH*

The Bible is the foundation of faith and an ACU education. Every student at ACU earns at least 18 credits of Bible and learns to apply a biblical worldview. Spiritual formation through discipleship, worship, service, prayer, and accountability will always be essential for ACU students.

### *INFLUENCE*

ACU strives to grow in influence by graduating an increasing number of motivated and well-equipped students in an expanded group of professions on one campus with enhanced facilities. It also uses strategic partnerships and alliances to recruit a more diverse student population and promotes global thinking by attracting international students and offering missions and study abroad options.

### *RELATIONSHIP*

Classmates and professors who know your name is the traditional and relational model at the core of the ACU community. Undergraduates are taught, mentored, and inspired by faculty who love them for who they are in Christ. Students sign a community covenant signifying their willingness to be accountable, authentic, and transparent. They also participate in local service projects in order to enhance relationships with the surrounding community. ACU faculty, employees and staff are well-cared for through excellent pay, health and retirement benefits, opportunities for personal and professional growth, and a nurturing, supportive team-oriented workplace.

### *EXCELLENCE*

ACU is committed to glorifying God by pursuing excellence in spiritual formation, academics, the performing arts, and athletics. ACU prepares well-rounded leaders who love the Lord with all their heart, soul, mind, and strength. ACU administration, faculty, staff, coaches, and volunteers bring glory to God by using their gifts and striving to do things with excellence as unto the Lord.

## Core Commitments

Arizona Christian University shall:

- Before all else, be committed to Jesus Christ- accomplishing His will and advancing His kingdom on earth as in heaven.
- Teach students to read, understand and trust the Bible, grounding them firmly in the truth through a biblical world view.
- Be devoted to evangelism and to prayer without ceasing.
- Be committed to loving God with all our heart and soul, mind, and strength, by pursuing excellence in spiritual formation, academics, athletics, and extracurricular activities, doing all for the glory of God.
- Teach students to think critically, speak and write clearly and effectively, use technology effectively, develop interpersonal skills, and pursue personal and professional ethics through biblical literacy and integration.
- Provide opportunities for students to serve locally and globally and promote a culture of lifelong commitment to servant-leadership.
- Influence, engage and transform the culture with truth by promoting the biblically informed values that are foundational to Western civilization, including:
  - The centrality of family
  - Traditional sexual morality and lifelong marriage between one man and one woman
  - The sanctity of human life
  - Compassion for the poor
  - Biblical understanding of human nature
  - An understanding of God's purposes for limited government
  - Personal, economic, and religious freedom free markets, capitalism, and property rights
  - Natural law, the original meaning of the Constitution and judicial restraint
  - International human rights and the advancement of freedom throughout the world.
  - Prepare students to be leaders of influence in their community, state, nation and world-through the church, the family, business, government, education, healthcare, media, the arts, and every area of society.
- Be a leading conservative Christian liberal arts university.

## Arizona Christian University's Statement of Faith

The College shall be positively conservative in its stand regarding the Scriptures, in their 66 canonical books, as being the only trustworthy and authoritative written revelation of God. Its fellowship and discipline shall be predicated upon the following Declaration of Faith:

1. *I believe in the Scriptures of the Old and New Testaments as being verbally inspired by God and therefore as being inerrant in the original writings and the supreme and final authority in faith and life. 2 Timothy 3:16-17; Psalm 19:7; Isaiah 8:20; 2 Peter 1:20-21*
2. *I believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. Isaiah 45:21-22; Jeremiah 10:10; Genesis 1:26; Matthew 28:19; John 1:1-14; Matthew 3:17*
3. *I believe that Jesus Christ was conceived by the Holy Spirit, was born of the Virgin Mary, is true God and true man, and is the only Mediator between God and man. Isaiah 7:14; Matthew 1:18-25; Luke 1:26-38; Luke 2:1-7; John 1:1-14; Galatians 4:4; 1 Timothy 2:5*
4. *I believe that man was created in the image of God, but that he sinned and thereby incurred physical death and spiritual death which is separation from God. Genesis 1:27; 1:31; 2:7; 2:6-17; Genesis 3; I Corinthians 15:21; Romans 6:23*
5. *I believe in the atoning death of the Lord Jesus Christ as a substitutionary sacrifice for our sins, and that all who believe in Him are justified on the grounds of His shed blood. I Peter 1:18-19; 2:24; Acts 16:31; Ephesians 1:7; John 1:7; Ephesians 2:13; Revelation 1:5; 12:11*
6. *I believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and baptized by Him into that spiritual body (church) of which Christ is the head. John 3:3-7; 1:12-13; 14:16-17; I Corinthians 12:12-13; Colossians 1:18, 24*
7. *I believe in the eternal security of all who trust in our Lord Jesus Christ as personal Savior. John 3:16; 3:36; 10:28-29; Romans 8:35-39; 2 Timothy 1:12; Jude 1*
8. *I believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us as High Priest and Advocate. Psalm 16:10; Matthew 28; Mark 16; Luke 24; John 20:21; Acts 2:22-36; I Corinthians 15; Acts 1:10-11; Hebrews 5:1-10; 7:23-28; I John 2:1*
9. *I believe in "that blessed hope," the personal, premillennial, and pretribulation return of our Lord Jesus Christ to rapture the Church (John 14:1-6; 1 Thessalonians 4:13-18; Titus 2:11-13) and His visible Second Coming to the earth to establish His kingdom (Psalm 2:1-9; Isaiah 9:6-7; Daniel 7:13-14; Zechariah 14:1-9; Acts 1:6-11; Revelation 19:11-20:15).*
10. *I believe in the observance of two ordinances by the church: the baptizing of believers in water and the serving of the Lord's Supper in worship. Matthew 28:19-20; Acts 8:34-39; Romans 6:1-11; Matthew 26:26-29; I Corinthians 11:20-34*
11. *I believe that a local New Testament Church consists of a company of baptized believers who have voluntarily associated themselves for worship, for instruction, and for service to our Lord. Acts 2:41-47; 1 Corinthians 14:26; 1 Timothy 3:14-15; Titus 1:5; 2:1-10*



12. *I believe that a local New Testament Church is a worshipping body of believers committed to reaching the lost. Moreover, it must be free from interference by any political authority. Therefore, the Church and state must be kept separate as having different functions, each fulfilling its duties free from the dictates or patronage of the other. Acts 6:3-6; Acts 4:19-20; Acts 5:29; Acts 13:2-4; Acts 15:2; Acts 15:22-31*
13. *I believe in the bodily resurrection of the saved and lost. The saved shall appear in Heaven at the Judgment Seat of Christ to receive rewards and to dwell with Him for all eternity. The lost shall be judged at the Great White Throne and be cast into eternal hell. John 5:25-29; 1 Thessalonians 4:13-18; Ephesians 2:8-9; 1 Corinthians 3:11-15; Luke 16:19-31; Revelation 20:11-15; 1 Corinthians 15:35-58; Romans 14:10-12; 2 Corinthians 5:9-10*
14. *I believe that every human being is directly responsible to God in matters of faith and life, and that each should be free to worship God according to the dictates of his own conscience. Deuteronomy 24:16; Ezekiel 18:1-4; Matthew 22:21; Mark 9:38-40; Romans 14:10-12; 1 Corinthians 10:23-33*

## Community Covenant

Arizona Christian University embraces a Community Covenant based on the four pillars of our core values, which spell out the acronym FIRE (Faith, Influence, Relationship, and Excellence). As members of the ACU Firestorm, we covenant together to spread this same vision.

A significant aspect of the Christian college journey is being a part of a grace-filled community. As we follow Jesus together, we want to create an environment for authentic discovery of our true selves in Christ, holistic development of loving relationships and strengths-based discernment of our vocation as members of the body of Christ. We willingly enter into this community and value the following four core commitments.

### *FAITH*

We covenant together to love the Lord our God with all our heart, mind, soul, and strength. We love God by following the life and teachings of Jesus as revealed to us through God's Word by the work of the Spirit. Our response to receiving God's love is recognizing our privilege to worship and serve. Together, we seek to learn the wisdom and ways of God. Our faith compels us to seek understanding within the scope of orthodox, evangelical Christianity.

### *INFLUENCE*

We covenant together to live a lifestyle of integrity. We desire to create a safe environment where we can express authentically our identity in Christ and humanity with honesty. We seek purity of thought and action, uniting our theology with the reality of our lives, and as a result we make a difference in our world. As we grow in this identity --with confidence --we covenant together to pass on the best of ourselves to our community, our nation, and our world, leaving a legacy of commitment to the cause of Christ.



## *RELATIONSHIP*

We covenant together to love others as we love ourselves. We seek to cultivate this love as we celebrate individual strengths, encourage, and challenge one another with truth and grace, and forgive one another when hurt or disappointed. As we seek wholeness and establish boundaries, we will pursue healthy relationships. Humility and respect for others are vital as we commit to seek truth together.

## *EXCELLENCE*

We covenant together to pursue excellence in every area of our lives. We want our words and actions to represent Christ and to express gratitude to God. We are committed to the wise use of our time, money, education and resources as good stewards of God's gifts and graces. Out of a heart of thankfulness to our Savior, we choose to live well in the strengths and talents he has granted, to bring Him deserved glory.

## Clery Act Background

The U.S. Congress enacted the Crime Awareness and Campus Security Act in 1990, which requires postsecondary institutions to disclose campus crime statistics and security information. In 1998, the act was renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act — Clery Act — in memory of a Lehigh student who was slain in her dorm room in 1986.

On March 7<sup>th</sup>, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4) was signed into law. The Campus Sexual Violence Elimination (SaVE) Act, part of the Violence Against Women Act Reauthorization, amended the Clery Act. The SaVE Act addresses campus sexual violence policies. The SaVE Act increases transparency on college campuses relating to sexual violence, sexual assault, domestic violence, dating violence, and stalking. The SaVE Act guarantees victim's enhanced rights, improves the reporting and support process, sets standards of disciplinary proceedings, and requires education programs.

The Clery and SaVE Acts applies to all institutions of higher learning, both private and public, that participate in federally funded student aid programs. Arizona Christian University (ACU) complies with these federal regulations through: 1) policy disclosure, 2) records collection and retention, and 3) information dissemination.

## How This Report is Prepared

Arizona Christian University's Department of Campus Safety publishes the University's Annual Security and Fire Safety Report. This report has been prepared according to the Federal Jeanne Clery Disclosure of Campus Security Policy, Campus Crime Statistics Act, and the most recent updates regarding the amendments to the Violence Against Women Act. This report is intended to communicate mandatory campus safety information regarding crime and fire statistics that occur on the campus at Arizona Christian University using data from Arizona Christian University Campus Safety, the Phoenix Police and Glendale Police Departments. This report will list campus safety information and summarize university programs, policies, procedures, and resources to enhance the personal safety of our students, faculty, adjunct faculty, staff, volunteers, potential students, and employees while on the campus at Arizona Christian University. Arizona Christian University Campus Safety provides guidance and resources to our staff, faculty, adjunct faculty, and students regarding crime prevention, how to report suspicious behavior, campus crimes, and fire incidents. Arizona Christian University Campus Safety provides additional support and assistance to victims of crimes as noted in the SaVE and Clery Acts.

## Disclosure of Crime Statistics and Crime Data

A crime is reported when it is brought to the attention of the Department of Campus Safety, University employee(s), or local police. Arizona Christian University discloses reported crimes and crime statistics based on four factors: 1) Where the crime occurred, 2) The type of crime, 3) To whom the crime was reported, and 4) When the crime was reported.

Arizona Christian University discloses criminal reports regardless of whether any of the individuals involved in either the crime itself, or in the reporting of the crime, are associated with the institution. If the institution is in doubt as to whether a crime has been reported, the institution relies on the judgment of law enforcement professionals. Arizona Christian University discloses three general categories of crime statistics:

### *Types of Offenses:*

Aggravated Assault, Arson, Burglary, Motor Vehicle Theft, Murder/non-negligent manslaughter, Negligent Manslaughter, Robbery, Sex Offenses (Forcible), Sex Offense (Non-Forcible), All Date and Domestic Violence Offenses, and Stalking.

### *Hate Crimes:*

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Hate Crimes aggravates the criminal charge of Aggravated Assault, Arson, Burglary, Motor Vehicle Theft, Murder/non-negligent manslaughter, Negligent Manslaughter, Robbery, Sex Offenses (Forcible), Sex Offense (Non-Forcible), All Domestic Violence Offenses, and Stalking. In addition to these crimes, "Hate Crimes" are documented for the following crimes of Theft, Assault, Intimidation, and Criminal Damage under the Clery Act.

### *Arrests and Campus Disciplinary Referrals:*

Liquor law violations, drug law violations, and illegal weapons possessions.

In addition to disclosing statistics for the aforementioned offenses, Arizona Christian University discloses both the number of arrests and the number of persons referred for disciplinary action. Violations of University policies that resulted in persons referred for disciplinary action if there is no violation of the law are not reported. Arrest for Clery Act purposes is defined as persons processed by arrest or citation.

### *Crime Log*

Arizona Christian University maintains a crime log. Access to the Campus Safety Crime Log is available during normal business hours at the Department of Campus Safety Office Monday through Friday 9AM to 5PM (excluding weekends and holidays). The Crime Log contains those crimes or incidents reported to the Department of Campus Safety. Information for the past 60 days is available upon request. Older information (up to past the three years) is available within 48 hours (not including the weekend or holidays). The Crime Log includes the crime classification, date/time reported; date/time occurred, general location, and disposition.

## Policy Disclosure

Your privacy is very important to us. Accordingly, we have developed this Policy in order for you to understand how we collect, use, communicate and disclose and make use of personal information. The following outlines our privacy policy.

- Before or at the time of collecting personal information, we will identify the purposes for which information is being collected.
- We will collect and use of personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless we obtain the consent of the individual concerned or as required by law.
- We will only retain personal information as long as necessary for the fulfillment of those purposes.
- We will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.
- Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, should be accurate, complete, and up to date.
- We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.
- We will make readily available to customers information about our policies and practices relating to the management of personal information.

### *Records Collection and Retention*

Arizona Christian University's Department of Campus Safety retains the crime, fire, and incident records reported to Campus Safety. A reasonable good-faith effort is made to obtain certain crime statistics from the law enforcement authorities for our Annual Security and Fire Safety Report and the Web-based report to the Education Department. A daily crime and fire log are open to public inspection. This log is available at the Department of Campus Safety office during normal business hours, Monday – Friday 9AM-5PM (excluding weekends and University recognized holidays).

### *Information Dissemination*

The Department of Campus Safety provides our campus community members with the necessary information to make informed decisions about their safety. The Department of Campus Safety is responsible to ensure this information is disseminated through:

- The Annual Security and Fire Safety Report
- Department of Education Campus Safety and Security Survey
- University's Mass Notification System (Punch Alert)
- Campus Safety Social Media (Twitter Account)

The Chief of Campus Safety will ensure the following procedures are carried out:

- Timely Warnings of any Clery/SaVE Act crimes that might represent an ongoing threat to the safety of students and/or staff.
  - The Chief of Campus Safety will present information to the University's President, Chief Operations Officer/Provost, Vice-President of Campus Operations, and Dean of Students regarding crimes that might represent an ongoing threat to the safety of our community.
  - The University's President and Chief Operations Officer/Provost will have the final decision on the dissemination of Timely Warnings to our community.
- Emergency notifications to our community if there is an immediate threat to the health or safety of students or employees.
  - The Chief of Campus Safety will present information to the University's President, Chief Operations Officer/Provost, Vice President of Campus Operations, and the Dean of Students regarding incidents that pose an immediate threat to the health and safety of our students or employees.
  - The University's President and Chief Operations Officer/Provost will have the final decision on the dissemination of Emergency Notifications to our community.
- Completion of the Annual Security and Fire Safety Survey
  - Input of the annual crime and fire statistics
- Completion of the Annual Security and Fire Safety Report.
  - Posting the report the University's webpage.
  - Distribute the report to all students and staff
  - Provide a copy of the Annual Security and Fire Safety Report at the Campus Safety Office, Admissions, and Business Office.
  - Electronic versions available upon request

*Notification of the Annual Security and Fire Safety Report:*

- The Vice President of Admissions and his staff are responsible to inform prospective students and their parents how to locate this report online or allow them to review the hard copy in their office.
- The Business Office Manager is responsible for informing employees and prospective employees how to locate this report online or allow them to review the hard copy in their office.
- A hard copy of the Annual Security and Fire Safety Report is available to review in the Office of the Department of Campus Safety. Electronic Versions are also available upon request.

*Sex Offender Notification:*

The Department of Campus Safety is required to post information about registered sex offenders who may reside in the neighborhood around the University. The Department of Campus Safety receives relative notifications from time to time from the Glendale Police Department regarding Sex Offender Notifications. These flyers are posted on the Campus Safety information board outside the Campus Safety Guard Offices. A web link to the State of Arizona Department of Public Safety website regarding sex offender notifications is available on the Campus Safety webpage.

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## Crime Reporting Geographical Area Associated with ACU

The Clery Act requires that institutions disclose statistics for offenses committed in certain geographic locations associated with that institution. These statistics included crimes that occur on campus, on public property within or immediately adjacent to the campus, and on non-campus buildings or property that is owned or controlled by Arizona Christian University.

Arizona Christian University includes the following locations in the Crime Reporting Geographical Area for the **2020** Campus Safety and Security Survey and the Annual Security and Fire Safety Report:

- 1 W. Firestorm Way, Glendale, Arizona 85306

Arizona Christian University completed our transition move from our previous campus located at 2625 E. Cactus Rd in Phoenix, Arizona to our **NEW** campus located at 1 W. Firestorm Way in Glendale, Arizona on July 1<sup>st</sup>, 2019. As of December 31<sup>st</sup>, 2019, ACU will no longer document incidents that take place at 2625 E. Cactus Rd, Phoenix, Arizona. The contents of this Annual Security and Fire Safety Report will make reference to security and fire statistics that occurred on our NEW campus, 1 W. Firestorm Way in Glendale, Arizona during the 2020 calendar year.

Arizona Christian University is located at 1 W. Firestorm Way, Glendale, Arizona. Our University's north property line borders 5700-5800 W. Greenway Road. Our west property line borders N. 59<sup>th</sup> Avenue, and our east property line borders N. 57<sup>th</sup> Avenue. Our southern property line borders east from N. 59 Ave along W. Country Gables Rd. The City of Glendale renamed the private drive east of N. 58 Ave between W. Country Gables and N. 57 Ave as 1 W. Firestorm Way.

### Public Locations:

All public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus, or immediately adjacent to and accessible from geographical reporting areas are included in this report. For reporting purposes public property generally ends at the sidewalk across any street that adjoins the campus and non-campus properties.

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## The Department of Campus Safety Overview

Arizona Christian University Department of Campus Safety's address is 1 W. Firestorm Way, Glendale, Arizona 85306. The Campus Safety phone number is **602-489-5301**. The Campus Safety Office is located in Building 1100, northeast corner of N. 59 Ave and W. Country Gables (next to our softball stadium). Campus Safety is staffed 24 hours a day, seven days a week (including holidays) to patrol, serve our community, and respond to calls for service that occur on our campus.

The Department of Campus Safety includes a staff of 15 guards, who are managed by Chief John Hoebee. Campus Safety is under the charge of our Vice President of Campus Operations, Jon Cline. The Department of Campus Safety's goal is to ensure the safety and security of students, staff, faculty, adjuncts, and guests. Our Campus Safety program uses a multi-layer security system that includes processes, personnel, patrol, technology, emergency preparedness, and education.

Campus Safety guards are not sworn peace officers, and generally will not intervene in violent confrontations or pursue offenders. Campus Safety is comprised of qualified personnel with over 200 years of law enforcement and military experience. Our guards attend annual in-service training for University policy updates, CPR and AED, First Aid, firearms/judgmental qualifications, and training, etc. There is a combination of armed and unarmed guards, as well as off-duty police officers who patrol our campus 24 hours a day. Our armed guards are retired police officers or have military experience. Our Campus Safety team works closely with our local, state, and federal law enforcement and fire departments. These first responders are often scene on campus visiting, patrolling, or assisting our Campus Safety team.

Law enforcement authorities will be contacted when a crime occurs, and when the victim wants to make a police report. All crimes are documented by the Department of Campus Safety. The reporting process includes generating incident reports to the Dean of Students when it involves a student who violates student handbook rule(s), Title IX incident, or a criminal act. Campus Safety will investigate incidents and forward the reports to the Dean of Students for disciplinary review. Campus Safety will also investigate incidents involving employee(s) and submit the report to the Business Office (HR) manager for review of violations of the Employee Handbook.

Campus Safety guards have the authority to arrest individuals as long as they are in compliance with Arizona Revised Statutes 13-3854 (Arrest without a warrant). However, our Campus Safety guard must have probable cause that a crime has occurred before an arrest is made. Campus Safety guards will not make an arrest without the prior approval of the Chief of Campus Safety.

The Campus Safety Office is open 24 hours a day/7 days a week. A two-way video camera is located in the Campus Safety office lobby for the on-duty guard to talk to persons requesting assistance while the guard is on patrol. There is also a phone located in the Campus Safety office lobby that rings directly to the on-duty guard phone for immediate communications. All students and staff have the ability to have our mass notification App, Punch Alert, on their cell phones. Campus Safety can be notified via Punch Alert 24 hours a day/7 days a week to request an escort, report an emergency, medical incidents, suspicious behavior, etc.



## Campus Safety is a Reporting Authority

Campus Safety guards are a “Reporting Authority”. In addition to the Department of Campus Safety, certain University officials have significant responsibilities for students and campus activities. Crimes may also be reported to these individuals. It is the duty of the below listed University representatives to immediately report the incident to the Department of Campus Safety:

- Dean of Students
- Dean of Academics
- Director of Residence Life
- Residence Directors
- Director of Athletics
- Any Coach
- Training Staff
- Faculty, Adjunct Faculty
- Admissions EMS / Advisors
- Resident Assistants

It is important to note that the University’s Pastor and professional counselors are exempt from reporting crimes under the Clery Act. They may however encourage their clients to voluntarily report the crime to law enforcement authorities, the Department of Campus Safety, or one of ACU’s “Reporting Authorities.”

## Security and Access to Buildings

Most buildings on the campus are open Monday through Friday, 7:00 A.M. to 10:00 P.M. unless special requests are made with the Chief of Campus Safety or on-duty supervisor. Buildings are open on the weekends and holidays upon request. The Department of Campus Safety personnel are prepared to assist those needing access to a building or classroom (Campus Safety 602-489-5301). University identification must be provided upon request to enter a building or classroom. Additional authorization must be documented, and on file with the Department of Campus Safety prior to granting access after-hours. Staff will need to communicate these requests directly via email with the Chief of Campus Safety.

Our Campus Safety team is committed to the safety of our on-campus residential community. Students are encouraged to take proactive approach for their own safety and security. Students are expected to:

- Immediately report suspicious activity in and around their dorms or campus buildings to Campus Safety
- Not activate a fire alarm unless warranted by an emergency
- Allow guests of the opposite gender to visit in their dorm rooms
- Keep their doors locked when they are not present
- Report immediately the loss of the access key card to Campus Safety
- Not loan, or duplicate their ACU ID card
- Not to prop open any outside entrance, lobby, stairwell, or laundry room doors
- Keep windows closed and locked when they are not present in their dorm room
- Not use their windows as entry or exits to their dorm rooms
- Abide by all Student and Residence Life handbook rules

Arizona Christian University has committed significant resources to establish a safe and security campus environment. These include, but not limited to:

- Security cameras
- Alarmed emergency doors
- Access control key card system for residents to gain access to their dorm rooms
- Campus Safety provides escorts to students and staff traveling across campus
- Campus Safety patrols and emergency response 24 hours a day, seven days a week
- Exterior lighting in parking lots and around campus
- Punch Alert- ACU's Mass Notification App for students and staff member's phones
- Safety awareness programs

## Safety and Crime Prevention

Campus Safety provides an annual presentation regarding safety and security best practices, and an overview of the Title IX, Clery and SAVE Acts to our new and transfer students during student orientation. Title IX training is provided to our student during their first semester LIA 101 Class. Campus Safety provides additional safety reminders and awareness messages to our students through social media, and our University's messaging system.

Clery and SaVE Act training for Employees and Students, as well as Sexual Violence Awareness, Date Violence Awareness, Hazing, Drug and Alcohol Abuse Awareness, Fire Prevention, FERPA, Title IX, Reporting, Workplace Violence, and OSHA training videos are made available to Student Success for additional training to our students and staff.

The Department of Campus Safety provides mentoring with students throughout the year. Mentoring includes but not limited to how to deal with "real life" problems, conflict resolution, safety awareness training, crime prevention, emergency response, etc. You can find additional resources at [www.arizonachristian.edu/campussafety](http://www.arizonachristian.edu/campussafety).

A NEW security camera system was installed January of 2021. These cameras were installed around all of our residence halls, Tower Lounge, Administrative Building, Communication and Music Building, and Library. The cameras are monitored by the Campus Safety team 24 hours a day, seven days a week.

### *Personal Safety*

Travel in well-lit and well populated areas. Use the buddy system when attending social gatherings, or out walking and jogging. Be aware of your surroundings with your head up and be alert while walking. Walk with confidence and trust your instincts. Knowing where you are, and who is around you at all times may assist you find a way out of a bad situation. Avoid wearing headphones or earphones while walking or jogging. Let others know when you are traveling and plan your route in advance.

Rideshare services are convenient. Taking a few precautions will add to your personal safety. Ask for the driver's name and attempt to verify the driver identity with company identification before entering the vehicle when using rideshare services. If possible, get the make, model, and license

plate of the rideshare vehicle. Remember if the situation does not seem right, do not enter the vehicle, and immediately call Campus Safety or the police to report the incident.

Stay informed and be aware of incidents that may occur in our community or the surrounding neighborhoods. There are phone Apps like “Nextdoor” to subscribe to. The Glendale Police Department provides weekly crime statistics in the “Nextdoor” App to give you current situational awareness in neighborhoods around campus. If you are ever confronted or find yourself in a threatening and intimidating situation, try to remain calm. Call Campus Safety use your Punch Alert App or call the police immediately. Try to get a detailed description of the person(s), or vehicle. Know what to do before something occurs. Your Punch Alert App provides our University’s Emergency Operations Plan.

### *Workplace Safety*

Do not leave classroom doors ajar when the classrooms are left unattended. Lock your office door when you are not in your office. Do not allow strangers to enter access-controlled doors behind you. Politely ask them to see their University identification card or ask them to enter in the main entrance area. Immediately contact Campus Safety (602-489-5301) if witness behavior that you consider suspicious.

### *Protect Your Property and Identity*

Register your vehicle with Campus Safety. Lock your bicycle with a quality lock and chain heavy enough to deter theft. Lock your vehicle. Keep valuables out of sight. Record the serial numbers on your computers, electronics, bicycle, etc. Make sure to have tracking options on your electronic devices. Keep your computer backed up, and do not give out your password. Never loan out your University ID card.

## Weapons

Arizona Christian University does not allow firearms or any deadly weapon on campus or at events sponsored by Arizona Christian University. Persons possessing a current Carry Conceal Permit may leave/store their weapon as noted in ARS 12-781 in the vehicle locked and not visible to the public.

This policy prohibits students from possessing, use, or sale of BB guns, Air-Soft, paintball guns, ammunition, explosives, fireworks, or other dangerous weapons, as defined in Arizona Revised Statutes and Glendale City Codes. Any person violating this policy shall be ordered to leave the campus. Any person who refuses to leave, shall be subject to arrest under ARS 13-1502 Third Degree, Criminal Trespass. Students and staff who violate this policy are subject to University discipline.

The Department of Campus Safety will conduct the University's initial investigation and forward the report to Student Development for review when the incident involves a student. Student Development will determine the discipline for each incident ranging from No Action to Expulsion.

The Department of Campus Safety will conduct the University's initial investigation and forward the report to the University's Human Resources Manager for review when the incident involves a University employee. The Human Resources Manager will determine the discipline for each incident ranging from No Action to termination.

Faculty, adjuncts, staff, students, volunteers, and guests should immediately notify the Department of Campus Safety when a person is seen on campus with a firearm. If a person appears dangerous, acting suspicious, threatening, or behaving irrationally, stay away from the individual, document what the person looks like, and where they are located on campus. Then call Campus Safety at 602-489-5301 or 911 immediately.

Exception: In state current Police Officers, honorably retired (ARS 38-1102) or Federal Law Enforcement Agents/Police Officers are exempt from this policy.

## Criminal Convictions

A student's criminal record (when the University has been made aware of such record) are evaluated on a case-by-case basis. Arizona Christian University reserves the right to refuse to admit, suspend, or expel students whose criminal history is deemed by the University a threat to the health or safety of the campus community. An employee who is convicted of a crime outside the workplace maybe found unsuitable to continue employment at the University. These incidents will be evaluated on a case-by-case basis.

## Reporting Crimes and Requesting Assistance

Victims of crime and witnesses are strongly encouraged to report all crimes on campus directly to Campus Safety to ensure incidents are documented in the Daily Crime and Fire Log, and Annual Crime Statistics. This also ensures timely notification to our community regarding incidents that require community notification. Reporting crimes are vital to achieve our goal of a safe learning and working environment here at Arizona Christian University. Reporting incidents when the incident occurs can initiate and direct necessary emergency responders and resources to the area. E-mail or text messaging is not an effective method of reporting crimes in progress, as e-mail is not continuously monitored. Direct phone communication with Campus Safety, or local police or the fire department ensures a quick response to address campus emergencies.

Our University will work with victims on a confidential basis. However, privileges of confidentiality in criminal matters that are referred for prosecution in a court of law may be subject to exposure. The Department of Campus Safety will work with our local law enforcement, victim advocates, and prosecuting agencies during these sensitive situations. The welfare of the victim and/or victims is paramount.

A phone and two-way video communications are located inside the Campus Safety Guard Office lobby area. Students may use the phone and call camera system to contact the on-duty Campus Safety guard. Campus Safety guards can be reached 24 hours a day/ 7 days a week to report an incident, or crime. Call 9-1-1 when there is a campus emergency, and then Campus Safety (602-489-5301).

What to provide when calling 911 or Campus Safety:

- Your name, telephone number, and location
- Refer to the Campus Map for building letters and parking lot numbers
- Describe the incident as clearly and accurately as possible
- Do not hang up and let the individual providing the help end the call

## Response to Calls for Service

Calls involving crimes against persons and life safety issues, such as fire or a person injured, receive a high priority response from Campus Safety. Property crimes in progress and other criminal acts with high potential for violence will also necessitate a rapid response. Calls are taken in the order they are received when the incident being reported are not in-progress, or when general assistance is requested.

Arizona Christian University Department of Campus Safety is not a law enforcement agency. Campus Safety reports do not replace reports filed or investigated by the Glendale Police Department. Campus Safety will document all reported criminal incidents in a university report. A victim will be encouraged to also file a police report with the Glendale Police Department when a criminal incident occurs on campus. Safety guards do not collect evidence. Law enforcement authorities will be called upon request by the victim. Crimes against persons, including sexual assaults, may be jointly investigated by Campus Safety and the Glendale Police Department. Guards, who have been trained to investigate Title IX incidents, will be directed to investigate Title IX incidents by the University's Title IX Coordinator.

## Mass Notification and Emergency Communications

### *ACU's NEW Smart Phone, iPad, Tablets Mass Notification App*

Arizona Christian University has partnered with Punch Alert as our mass notification system to provide an emergency response and direct communications between our Department of Campus Safety, students, faculty, adjuncts, staff, and guests.

### *Quickly and Discreetly Report Emergencies*

Students and Staff can report an emergency quickly by pressing the red button on their Smart Phone to on-site responders, and then discreetly share any additional emergency information through a text, photo, video, or recording.

### *Real Time Location Tracking*

When you report an emergency, your location is sent to responders providing connected campuses and organizations real-time location tracking at the time of the emergency, for the duration of the emergency, and ending when emergency is resolved.

### *Mobile Emergency Management*

Punch Alert allows Campus Safety, law enforcement, and fire department personnel the ability to manage an emergency in a coordinated and efficient manner from the time the emergency is received until it is resolved. Students and Staff can educate themselves by viewing our University's Emergency Response Plans on the Punch Alert App.

### *Post Tips*

ACU's mass notification system has a feature called "Post Tips". Our community can provide tips to Campus Safety relating to crimes, safety concerns, request safety escorts, etc. Push the "Blue" button from the Punch Alert App, and the user has the ability to provide text or photographs to Campus Safety.

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## Campus Safety Services

### *Safety Escort Services*

Campus Safety Guards are available to escort students, staff, faculty, and visitors to and from their destinations while on campus. If you need a safety escort, please call the Department of Campus Safety at 602-489-5301. This is a **FREE** service, and is available 24 hours a day, seven days a week. Call the Campus Safety number, and ask the on-duty guard that you would like a safety escort to your car, building, classroom, etc. Guards are not authorized to leave the campus.

### *Safety Survey*

The Department of Campus Safety, upon request, can evaluate and make recommendations to improve safety and security for University facilities, events, and parking lots. To arrange for a Safety Survey, call the Department of Campus Safety at 602-489-5301.

### *Lighting and Landscape Safety*

Campus Safety Officers work closely with our Department of Facilities and Grounds personnel regarding lighting and landscaping maintenance to enhance safety and crime prevention. Staff and students are able email Campus Safety at [www.acutips@arizonachristian.edu](mailto:www.acutips@arizonachristian.edu) if lights or other University facilities are not functioning properly.

## Timely Warnings

Our University's President, Chief Operations Officer/Provost, Vice President of Campus Operations, Dean of Students, and Chief of Campus Safety will coordinate the issuing of a timely warning in the event that a situation arises, either on or off campus that constitutes an ongoing or continuing threat to our community. The *timely warning* bulletins must be related to a crime that is reportable under The Clery or SaVE Act and represents a threat to the campus community, i.e., murder, robbery, sexual assault, arson, etc. as defined under Code of Federal Regulations 668.46(e).

Persons with information warranting a timely warning should report the circumstances to the Department of Campus Safety, 1 W. Firestorm Way, Glendale Arizona, (602-489-5301) or other University personnel immediately. Our University's President, Chief Operations Officer/Provost, Senior Director of Operations, Dean of Students, and Chief of Campus Safety will coordinate all *timely warnings* prior to posting unless there is an immediate life-threatening emergency. The Chief of Campus Safety may provide immediate direction and response during a life-threatening emergency, and when it is safe to do so will coordinate a response with our University's President, Chief Operations Officer/Provost, Senior Director of Operations, Dean of Students.

Reasonable steps will be taken to notify our ACU community, including but not limited to emails, texting, cell phones, voice messages, and/or public postings, as appropriate to the situation. Students, staff, and faculty who wish to sign up for Punch Alert, our University's mass notification system, can do so online by logging onto the ACU Campus Safety website, and following the prompts ([www.arizonachristian.edu/campusafety](http://www.arizonachristian.edu/campusafety) ).



## Emergency Response and Evacuation Procedures

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the University will use this process:

1. Confirm that such an emergency exists.
2. Determine the appropriate segment or segments of the campus community to receive a notification.
3. Determine the content of the notification; and
4. Initiate the notification system.

The Chief of Campus Safety, or designee, will initiate the content of the notification. The notification will be reviewed by the University's President, Chief Operations Officer/Provost, Vice President of Campus Operations, and Dean of Students (Executive Cabinet). The notification will be sent out via the University's mass notification system and email.

The Chief of Campus Safety or designee, may initiate an emergency message regarding shelter in place, evacuation, etc. due to exigent circumstances during a campus emergency without prior review from the University's President and Executive Cabinet . Campus Safety will respond to and attempt to contain or otherwise mitigate the emergency until law enforcement authorities arrive. The Chief of Campus Safety will consult with the University President and Executive Cabinet as soon as possible, and provide situational awareness updates. An action plan will be created to return the University back to "normal" operations.

Campus Safety will conduct an annual test of the University's emergency response and evacuation procedures:

- Tests may be announced or unannounced
- Emergency response and evacuation procedures are available through the online Campus Safety Computer web-based training and our Punch Alert Mass Notification App
- Notification may occur through our University's mass notification system.

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## Missing Students

When a person believes a student is missing, they should contact the Department of Campus Safety. The person reporting does not have to wait a certain time period before making the report. Try to exhaust other means of miscommunications; the student is not with other family members or friend(s), etc. Check friend's social media accounts, local hospitals, jails, etc.

In addition to the Department of Campus Safety, certain officials have significant responsibility for student and campus activities. Missing students may also be reported to these individuals:

- Dean of Students
- Dean of Academics
- Director of Residence Life
- Resident Director
- Head of Student Services
- Director of Athletics
- Any Coach (full-time, part-time, or volunteers)
- Training Staff
- Faculty, Adjunct Faculty
- Mentors, Advisors, Admissions Counselors
- Resident Assistants

The individuals listed above will report the missing person to the Department of Campus Safety immediately. The Department of Campus Safety will work with the Glendale Police Department or other agencies during the investigation. Anyone can file a missing person's report with the Glendale Police Department if they have a legitimate concern about a person's welfare.

### *Initial Notifications When an ACU Student is Reported Missing*

- Student Development will contact the missing student's emergency contact once it has been determined that the student is missing.
- The Department of Campus Safety will be the liaison with law enforcement authorities once the student is determined missing.
- Campus Safety will liaison between law enforcement authorities, Student Development, and the student's family until the student is located.
- The Chief of Campus Safety will provide an update to the University's President, Chief Operations Officer/ Provost, Vice President of Campus Operations, and Dean of Students on all missing student incidents when law enforcement authorities have been notified.

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## Emergency Response Education and Training

ACU Department of Campus Safety will provide annual training to our faculty, adjunct faculty, staff, and students. Training may include one or more of the listed training sessions:

- The University's Emergency Response Plan
- Active Shooter Training
- Evacuations and Fire Drills
- Hazardous Communications
- Violence Prevention/Awareness
- Domestic Violence Awareness and Prevention
- Sexual Violence Prevention/Awareness
- Dating Violence Prevention/Awareness
- Alcohol Abuse Prevention/Awareness
- Self Defense Tips
- Victim's Rights
- How to Report Crimes
- How to Report Crimes Relating to the Clery and SaVE Acts

### *Emergency Response Plans*

Students and staff are able to review University's Emergency Response Plans in our Mass Notification App called Punch Alert. Students and staff must first download the App to their Smart Phone. These plans provide the student and staff member's the following response to:

- |   |                               |
|---|-------------------------------|
| • Accidents                                     | • Death or Suicide            |
| • Accidents                                     | • Domestic Violence and Abuse |
| • Bomb Threat                                   | • Emergency Response Overview |
| • Building or Facilities Incidents              | • Extreme Temperature         |
| • Chemical Spill or Hazardous Material Incident | • Fire, Smoke, Explosions     |
| • Civil Disturbance                             | • Gas Leak                    |
| • Crime or Threatening Incident                 | • Lightning                   |
| • Cyber Attack                                  | • Lockdown                    |
| • Dangerous Animal                              | • Missing Student             |
| • Dangerous Person or Incident                  | • Power Failure               |

## Lost & Found

Lost property will be taken to the Campus Safety Office. Students, Faculty, Adjunct Faculty, and Staff may contact Campus Safety (602)489-5301, anytime if an item is lost or found. Items will be returned to the owner Monday – Friday between the hours of 9:00 AM and 1:00 PM. Anyone who wants to retrieve lost items needs to be prepared to provide identification and demonstrate ownership of the item before it is released. Items will not be released to third parties.

## Clery Crimes and Definitions

### MURDER AND NON-NEGLIGENT MANSLAUGHTER

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

### NEGLIGENT MANSLAUGHTER

The killing of another person through gross negligence.

### AGGRAVATED ASSAULT

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

### 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.

*Note that only fires determined through investigation to have been willfully or maliciously set are classified as arsons. Arson is therefore the only Clery Act offense that must be investigated before it can be disclosed. If other Clery Act offenses were committed during the arson incident, the most serious is counted in addition to the arson.*

### BURGLARY

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

### 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.

### MOTOR VEHICLE THEFT

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

## *SEX OFFENSES*

The Clery Act has four defined sex offenses for which crime statistics must be collected on Clery geography. They are rape, fondling, incest, and statutory rape.

### *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 of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age and/or because of his/her temporary or permanent mental incapacity.

### *Incest*

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

### *Statutory Rape*

Non forcible sexual intercourse with a person who is under the statutory age of consent.

## *ALCOHOL, DRUG, and WEAPON VIOLATIONS*

The Clery Act requires institutions collect statistics for violations of state law and or ordinances for drug, alcohol, and weapons violations.

### *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 (Drunkenness and driving under the influence are not included in this definition).

### *Weapons Possession*

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.

### *Drug Abuse 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).

### *HATE CRIMES*

The Clery Act requires institutions collect crime statistics for hate crime associated with either the commission of a primary crime or the lesser offenses of larceny-theft, simple assault, intimidation, destruction of or vandalism of a buildings or property.

*A **Hate Crime** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.*

Under the *Clery Act*, Hate Crimes include any of the following offenses motivated by bias: Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property. Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in your *Clery Act* statistics only if they are Hate Crimes

### *Larceny-theft*

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

### *Simple Assault*

An unlawful physical attack by one person on 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 conduct, but without displaying a weapon or subjecting the victim to actual attack. Includes cyber-intimidation if victim is threatened on Clery geography.

### *Destruction, damage, or vandalism of property*

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of the property.

## *Violence Against Women Act (2013) Crimes*

### *Domestic Violence*

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

### *Dating Violence*

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

### *Stalking*

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim

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## Title IX

Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act is a federal regulation under the authority of the Office of Civil Rights. According to the Title IX amendments, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance.

As an institution that participates in federal financial assistance, Arizona Christian University complies with Title IX and prohibits discrimination based on sex or gender in all its programs or activities. Sex discrimination includes sexual harassment, sexual assault, relationship violence and stalking. Responsibility for Title IX Compliance and oversight is under the authority of the University-assigned Title IX Coordinator.

### *What is sex discrimination?*

- Sex discrimination can take on many forms. Examples of sex discrimination include:
- Unequal treatment in educational programs or employment on the basis of sex.
- Sexual harassment, such as unwelcome sexual advances, stalking or harassment on social media.
- Sexual violence, such as sexual assault, dating violence or domestic violence.

### *Who needs to comply with Title IX?*

- Faculty, staff, and administrators
- Students
- Third party service providers
- All members of the University community

### *What to expect*

When a report of an alleged Title IX violation is submitted, the Title IX Coordinator will initiate the Title IX/Sexual Misconduct investigation process. All parties involved will be expected to participate in the investigation. The Title IX/Sexual Misconduct Process is separate from the criminal system. Victims of certain Title IX violations are encouraged to file a report with the Glendale Police Department or local law enforcement where the alleged incident occurred. The decision to file a report or pursue criminal action is entirely up to the victim. The Title IX/Sexual Misconduct process is designed to provide all parties with a decision upon completion of a fair and thorough investigation. For complete information on the Title IX/Sexual Misconduct Process, please consult the Student Handbook.

### *Definitions*

For the purposes of Title IX, ACU uses the definitions of Sexual Assault, Dating Violence, Domestic Violence, and Stalking provided under the Clery Act and Violence Against Women Act (VAWA). The following Clery Act and VAWA definitions were derived from The Handbook for Campus Safety and Security Reporting, 2016 Edition, published by the U.S. Department of

Education, Office of Postsecondary Education, Washington, D.C.:

<https://www2.ed.gov/admins/lead/safety/handbook.pdf>

ACU's Title IX Coordinator is John Hoebee, Chief of the Department of Campus Safety. Chief Hoebee's office is located on campus in Building 1100 (Campus Safety Office).

- Chief Hoebee's email is [John.Hoebee@arizonachristian.edu](mailto:John.Hoebee@arizonachristian.edu)
- Chief Hoebee's office number is (602) 489-5304

To report an incident related to Title IX, please contact the University Title IX Coordinator, Campus Safety, or Student Development. For more information on Title IX or the Title IX/Sexual Misconduct Process, contact the University's Title IX Coordinator or visit ACU's Title IX webpage: <https://www.arizonachristian.edu/campusafety/titleix/>.

## Sexual Harassment Policy

Arizona Christian University is committed to providing an environment free of discrimination. In implementing this commitment, Arizona Christian University maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important to note that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others. All students and employees are required to report any incident of harassment they witness, or they are subjected to.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and request for sexual favors where either; (1) submission to such conduct is made an explicit or implicit term or condition of employment or of the individual's status in a program, course or activity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions, a criterion for evaluation, or a basis for academic decisions or other decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance and/or educational experience and/or creating an intimidating, hostile, and/or offensive work and/or educational environment. Employees and/or students who violate this policy are subject to discipline, up to and including termination of employment, and expulsion for a student.

If you believe that you have been harassed, you should promptly report the facts of the incident(s) and the names of the individuals involved to your supervisor, Human Resources, Dean of Students, or Chief of Campus Safety. Supervisors should immediately report any incidents of harassment to Human Resources, Dean of Students, or Chief of Campus Safety. The Chief of Campus Safety will investigate all such claims and ACU will take appropriate corrective action, including disciplinary action when it is warranted.

## Alcohol and Drug Policy

Arizona Christian University is dedicated to creating a safe and healthy learning environment for our campus community. As representatives of Arizona Christian University, students and staff are expected to strive to “live a life worthy of the Lord” and to “please him in every way” (Col. 1:10a NIV).

The Drug-Free Schools and Communities Acts Amendments of 1987, Public Law 101-226, requires that, as a condition of receiving funds or any other form of financial assistance under any Federal Program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. This Federal mandate coincides with the strong desire of the Arizona Christian University administration to maintain a campus free from alcohol, illegal drugs or substances, and the misuse of legal drugs or substances.

### *Alcohol\**

Arizona Christian University is a dry campus, and it is expected that its underage students will not engage in behavior that includes alcohol consumption. Possession or use of alcoholic beverages in University owned or operated facilities, during University sponsored academic, athletic, or University trips (conferences, mission trips, athletic competitions, or any trip in conjunction with Arizona Christian University), and during University sponsored activities, is prohibited, no matter what the age of the student. Contributing to the consumption of alcohol or knowing about alcohol use by underage students at any time, any place is expressly prohibited. Alcoholic beverage containers (beer bottles, beer cans, wine bottles, and hard alcohol bottles), posters, and other items promoting, and advertising alcoholic beverages may not be displayed in residence halls, or any other setting on campus.

Students violating any part of this policy may be subject to the disciplinary process as expressed in the Student Conduct Process outlined in this handbook, as well as subject to local, state, or federal authorities for prosecution. Intoxication of any student, regardless of age at any time, on campus property either owned or operated, or at any time off-campus will result in disciplinary sanctions.

Of-age students are allowed to use their discretion as to whether alcohol use will be a part of their lives in off-campus settings. It is the University’s hope that students will weigh this decision and pray earnestly about it, processing how alcohol use will affect their ministry and calling on their life. The University, however, will not tolerate underage drinking of any kind, and of age students found in an environment where underage drinking is present will be entered into the discipline process at the appropriate level. In this sense, the University is asking that its of-age students’ role model the inappropriateness of underage drinking by confronting students in situations where illegal behavior is occurring. The University will not tolerate students, whether of legal drinking age or not, supplying alcohol to minors, contributing to an atmosphere where underage drinking can occur, or serving as the conduit to procure alcohol for minors in addition students who are of legal drinking age and are found accountable for “knowledge of a violation of University policy” may face a higher sanction than those students under the legal drinking age.

Students who find that they are struggling with alcohol, its use, and its role in their lives, are encouraged to come forward on their own will with no threat of disciplinary action, but instead will receive help, guidance, and love.

### *Potential Sanctions (Alcohol)*

The University's response to alcohol violations can vary based on the severity and repetition of the violation(s). In general, a student's third alcohol violation for consumption, possession, or paraphernalia will result in separation from the university in the form of suspension. Students participating in distributing alcohol may be separated from the university on the first violation. Sanctions will be covered in the Student Code of Conduct Section later in this report.

### *Illegal Drugs and Other Substances\**

This section describes the University's policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off University property or at University sponsored events or programs in accordance with federal, state, and local laws. Examples of violations include:

- Misuse of over-the-counter drugs.
- Misuse or sharing of prescription drugs.
- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug.
- Possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc.) for intended or implied use of any form of illegal drug.
- Possessing paraphernalia that contains or appears to contain illegal drug residue.
- Purchasing or passing illegal drugs from one person to another.
- Using mail services to purchase, pass, or distribute illegal drugs.

As a part of the campus commitment to be drug free, the University upholds all laws against distribution, use, knowing about, and possession of any controlled substance on or off-campus, in University operated facilities and at University events or activities. Students engaging in activity, which include the presence of illegal drugs or the abuse of legal prescription drugs in any way on campus, or at any time in the off-campus community, will be dealt with swiftly and quickly. It is the University's solid belief that illegal drugs of any kind are wholly inappropriate in the lives of its students. The University will cooperate fully with local and federal authorities when dealing in situations involving them. It is the University's hope that any student who finds himself or herself faced in a situation where drugs are being used will immediately leave the situation or call the appropriate authorities.

In addition to illegal drugs, students are prohibited from using prescriptions that are not prescribed to that individual and substances that are meant to illicit a feeling of being "buzzed", high or intoxicated. The use of any substance to alter one's personality, behavior, physical or emotional state or to enhance academic or athletic performance is strictly forbidden. Violators of this policy will be subject to disciplinary sanctions as outlined in the standards of conduct section. Students who find themselves in a dependence situation involving drugs are encouraged to come forward to any faculty or staff member on their own with no threat of disciplinary action and a promise of help, assistance, and love.

### *Medical Marijuana and New Changes to Arizona's Marijuana Laws*

Although Arizona state law permits the use of medical marijuana (i.e., use by persons possessing lawfully issued medical marijuana cards) and recreational use of marijuana (over 21), federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, or cultivation of marijuana for recreational or medical purposes is therefore not allowed in any Arizona Christian University housing or any other Arizona Christian University property; nor is it allowed at any University related event or activity on or off campus. Sanctions for violations related to marijuana will be consistent with all other illegal drugs and substances.

### *Potential Sanctions (Illegal Drugs and Substances)*

First violations related to illegal drugs and substances, in particular possession, use, and paraphernalia, include sanctions up to expulsion. The manufacture or distribution of illegal drugs or substances is grounds for expulsion on the first violation.

### *Drug Testing and Searches*

The University exercises its right to require drug testing of any and all students at any time, and also students suspected of drug use, and as a potential sanction for previous drug use.

Searches of students, their rooms, possessions, and automobiles will be conducted if reasonable cause exists to suspect possession of illegal drugs or substances and/or alcohol. Refusal of a drug screen will be considered grounds for suspension. In the event a drug test is required, the student will be charged for this screening process. Students who fail a drug test will be subject to escalated sanctions, including disciplinary probation, suspension, or expulsion.

*Note: Alcohol and Illegal Drugs or Substances may be turned over to local law enforcement, which may elect to pursue criminal charges separate from ACU's Student Conduct Process.*

### *Alcohol and Substance Abuse Notification Policy*

According to the Higher Education Amendments of 1998 to the Family Educational Rights and Privacy Act (FERPA), educational institutions are permitted to notify parents or guardians of students under the age of 21 found responsible in incidents violating federal, state, or local laws or institutional policies related to alcohol and/or illegal drugs or substances.

Arizona Christian University understands that parents and guardians play a vital role in student success and works to involve parents and guardians in situations related to alcohol and/or illegal drugs and substances. Parents or guardians of students under 21 may be notified in the following situations:

1. A student is found responsible for violating federal, state, or local laws pertaining to alcohol and/or illegal drug and substances.
2. A student is found responsible through the Student Conduct Process of violating University policy related to alcohol and/or illegal drug and substances.

3. A student is sent to a medical facility to receive treatment for alcohol and/or illegal drug and substance abuse.
4. A student inflicts harm to him/herself or others while under the influence of alcohol and/or illegal drug and substances.
5. A student is found responsible for vandalism while under the influence of alcohol and/or illegal drug and substances.
6. Other situations deemed appropriate by the Dean of Students.

\* Elements of this policy were reprinted and adapted with permission from Colorado Christian University granted on March 7, 2017.

### *Health Risks*

In accordance with the Drug-Free Schools and Communities Act of 1989, this section provides students with information on the potential health risks associated with the use of alcohol, tobacco, and illegal drugs or substances.

\*U.S. Dept. of Education (1989). What Works: Schools Without Drugs. (Rockville, MD: National Clearinghouse for Alcohol and Drug Information, 1989), pp 61-72. National Institute on Drug Abuse, NIDA Capsules, (Rockville, MD: Press Office of the National Institute on Drug Abuse, 1986).

### *Tobacco and Nicotine*

Smokers are more likely than nonsmokers to contract heart disease. Lung, larynx, esophageal, bladder, pancreatic, and kidney cancers also strike smokers at increased rates. Thirty percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than among nonsmokers. Smoking during pregnancy also poses risks, such as spontaneous abortion, pre-term birth, and low birth weights. Fetal and infant deaths are more likely to occur when the pregnant woman is a smoker. Nicotine is both psychologically and physically addictive.

### *Alcohol*

Low doses significantly impair the judgment and coordination needed to operate vehicles. Small amounts can also lower inhibitions. Moderate to high doses cause marked impairments in higher mental functions, and loss of memory and the ability to learn and remember information. High doses cause respiratory depression and death. Long term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation.

### *Cannabis (Marijuana, Hashish, Hashish Oil, Tetrahydrocannabinol)*

Physical effects of cannabis include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce short-term memory and

comprehension, alter sense of time, reduce ability to perform tasks requiring concentration and coordination, and impair driving ability. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana, hashish, THC, etc., can also produce paranoia and psychosis. Long term use may result in possible lung damage, reduced sperm count and sperm motility, and may affect ovulation cycles. Cannabis can also be psychologically addictive.

### *Inhalants (Nitrous Oxide, Amyl Nitrite, Butyl Nitrite, Chlorohydrocarbons, Hydrocarbons)*

Immediate effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage. Deeply inhaling vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing oxygen in lungs. Long-term use can cause weight loss, fatigue, electrolyte imbalance, muscle fatigue, and permanent damage to the nervous system.

### *Cocaine (Crack)*

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause nasal irritation; chronic use can ulcerate the mucous membrane of the nose. Crack or freebase rock is extremely addictive. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, and insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

### *Stimulants (Amphetamines, Methamphetamines, Crank, Ice)*

Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. Amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to physical effects, feelings of restlessness, anxiety, and moodiness can result. Use of large amounts over a long period of time can cause amphetamine psychosis that includes hallucinations, delusions, and paranoia. The use of amphetamines can cause physical and psychological dependence.

### *Depressants (Barbiturates, Methaqualone, Tranquilizers)*

Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma, and death. Combination of depressants and alcohol can multiply effects of the drugs, thereby multiplying risks. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after birth. Birth defects and behavioral problems may also result. The use of depressants can cause both physical and psychological dependence.



### *Hallucinogens (PCP, LSD, Mescaline, Peyote, Psilocybin)*

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls intellect and instinct. PCP blocks pain receptors, and users can have violent PCP episodes resulting in self-inflicted injuries. Lysergic acid diethylamide (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors.

### *Narcotics (Heroin, Methadone, Codeine, Morphine, Meperidine, Opium)*

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes, and itching. Overdoses may produce respiratory depression, clammy skin, convulsions, coma, and death. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms. Use of narcotics can cause physical and psychological dependence.

### *Designer Drugs (Analog of Fentanyl, Analog of Meperidine, MDMA, Ecstasy Analog of PCP)*

Many "designer drugs" are related to amphetamines and depressants and have mild stimulant and depressant properties. Use can produce severe neurochemical damage to the brain. Narcotic analogs can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analog of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. Analog of PCP cause illusions, hallucinations, and impaired perception.

### *Anabolic Steroids*

Steroid users subject themselves to more than 70 side effects, ranging in severity from acne to liver cancer, including psychological as well as physical reactions. The liver and cardiovascular and reproductive systems are most seriously affected by use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior, known as "road rage", and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

### *Alcohol and Drug Abuse Education*

In accordance with the Drug-Free Schools and Communities Act of 1989, this section provides students with information on programs that can provide help or assistance to those struggling with alcohol and/or illegal drug or substance abuse.

Arizona Christian University is committed to helping students seek confidential, professional assistance for matters involving alcohol and/or illegal drug or substance abuse. All ACU students

can partake in ACU provided Counseling Services free of charge, as well as speak with staff in the Student Development Division.

Educational information regarding alcohol and drug abuse can be found through Arizona Christian University's counseling services. Additional resources and prevention information can be found on our Campus Safety website:

<http://arizonachristian.edu/wp-content/uploads/2015/03/Alcohol-Resources-and-Prevention.pdf>

## Counseling

Counseling referrals are available to both students and staff. Counseling and treatment programs are confidential. All students and employees are encouraged to participate in University's counseling services. ACU recognizes alcohol, drug, and chemical dependency as illnesses and as a major health concern. Counseling and referrals are available for students through Student Development 602-489-300 x3501 or the On-Site Counseling Center at [counselingcenter@arizonachristian.edu](mailto:counselingcenter@arizonachristian.edu).

Additional resources can be found on our Campus Safety website:  
<http://arizonachristian.edu/campusafety/counseling-services/>

## Domestic Violence and Workplace Violence Policy

Our purpose is to exalt our Savior in every area of our lives. One of the greatest evidence of strong Christian character is self-control. This quality alone sets the Christian world apart from our society. Proper relationships need to be maintained on and off campus.

The personal safety and welfare of the campus community and its visitors are very important. University policy does not tolerate violence, threats of violence, or acts of aggression towards members of the campus community or its visitors.

Any violence, threats of violence, or acts of aggression should be reported immediately to the Department of Campus Safety, local law enforcement, or University personnel. Students, staff, or visitors engaging in this behavior shall be subject to University disciplinary action, or applicable civil or criminal laws from local law enforcement.

Domestic violence can take many forms. Batterers want to control the person through fear. They do this by regularly abusing the person physically, sexually, psychologically, and economically. Here are some forms of domestic violence and some behaviors that an abuser might display:

*Physical Abuse:* Hitting, slapping, kicking, strangling (often referred to incorrectly as choking), pushing, punching, beating.

*Verbal Abuse:* Constant criticism, making humiliating remarks, not responding to what you are saying, mocking, name calling, yelling, swearing, interrupting, and changing the s

***Sexual Abuse:*** Forcing sex on an unwilling partner, demanding sexual acts that you do not want to perform, degrading treatment.

***Isolation:*** Making it difficult for you to see friends and relatives, monitoring phone calls, reading your mail, controlling where you go, taking your car keys.

***Coercion:*** Making you feel guilty, pushing you into decisions, sulking, manipulating children and other family members, always insisting on being right, making up impossible rules, and punishing you for breaking them.

***Harassment:*** Following or stalking, embarrassing you in public, constantly checking up on you, and refusing to leave when asked.

***Economic Control:*** Not paying bills, refusing to give you money, not letting you work, interfering with your job, and refusing to work and support the family.

***Threats and Intimidation:*** Threatening to harm you, the children, family members and pets, using physical size to intimidate, keeping weapons, and threatening to use them.

***Destruction of Property:*** Destroying furniture, punching walls, throwing things, and/or breaking things.

***Self-destructive Behavior:*** Abusing drugs or alcohol, threatening self-harm or suicide, driving recklessly, deliberately doing things that will cause trouble.

#### ***Domestic Violence Resources:***

- The National Domestic Violence Hotline at 1-800-799-SAFE
- The Arizona Coalition Against Domestic Violence at 1-800-782-6400
- Arizona Coalition Against Domestic Violence
  - <http://www.azcadv.org/>
- Maricopa County Attorney's Office Family Violence Unit
  - <http://www.maricopacountyattorney.org/prosecuting-criminals/major-crimes/family-violence/>
  - <http://www.maricopacountyattorney.org/serving-victims/>
  - <http://www.maricopacountyattorney.org/serving-victims/brochures-forms-information/>

#### **If you are the victim of Domestic Violence, please do the following:**

- Get to a safe place as soon as you are able
- Call 911
- Seek medical assistance if needed
  - Campus Safety Officers can assist when requested with summoning medical help
- Preserve all physical evidence

- University officials can assist victims in contacting counselors etc., whether victims desire prosecution or not.
- Victims have the right to have an advocate or support person present with them during the investigation and court proceedings.

**Victims may choose to contact any of the following to report Domestic Violence:**

- Department of Campus Safety: 602-489-5301
- Residence Life or Student Success Center: 480-685-7363
- On-Site Counseling Center: [www.counselingcenter@arizoanchristian.edu](mailto:www.counselingcenter@arizoanchristian.edu)
- Or any other University Official as soon as possible for assistance

## Victim's Rights

Every victim of a crime is entitled to safety, healing, justice, and restitution. Arizona Christian University Department of Campus Safety Officers are not police officers. However, our Department of Campus Safety works closely with local, county, state, and federal law enforcement officers, and their victim's rights units to ensure all employees and students receive the appropriate and accessible services available to crime victims.

*Many of the rights provided to victims through legislation and rules of court are automatic. If you are a victim, these include the right:*

- To be advised of all victim rights and how to assert them.
- To information on the availability of crisis intervention, medical and emergency services, information on victim assistance programs and domestic violence resources.
- To be advised of the date, time and location of the initial appearance or arraignment if a suspect is arrested or cited.
- To be provided the police report number, if available, and if the case has been submitted to a prosecutor's office, information on how to contact that office.
- To be notified if the prosecutor declines to file charges and notice of what charges are filed.
- To have your home address, and employer's name and address withheld from the defendant and his representatives.
- To refuse an interview with the defendant and anyone working on the defendant's behalf. This also applies to the parent or legal guardian of a minor child who exercises victims' rights on behalf of the minor child.
- To be present at any court proceeding at which the defendant has the right to be present.
- To name an appropriate support person, who is not a witness, to accompany you to any interview, deposition or court proceeding.
- To have the Court provide appropriate safeguards to minimize contact between you and the defendant.
- To be heard at any proceeding concerning release of the accused person, a plea agreement, and the sentencing (with some limitations if the defendant is facing the death penalty).

- To speak with the presentence investigator before the sentencing, to give a sentencing recommendation, and to read the presentence report when it is available to the defendant.
- To have the court order restitution, and to receive that restitution promptly.
- To leave work (if eligible) to attend scheduled legal proceedings or obtain or attempt to obtain an order of protection or injunction against harassment (in accordance with A.R.S 13-4439).

For additional information or questions, please contact the Office of Victim Services, Arizona Attorney General's Office at (602) 542-4911.

## **RIGHTS YOU MUST REQUEST**

*If you are a victim, you also have the following rights **upon request**:*

- To confer with the prosecutor about a decision not to proceed with a prosecution, dismissal of the charges, pretrial diversion programs, any plea or sentencing negotiations, and at any hearing regarding the release of the defendant. You also have the right to confer with the prosecutor prior to trial (these rights do not include the authority to direct the prosecution of the case).
- To request the prosecutor, assert any right to which you are entitled.
- To receive a free copy of the police report and/or court transcripts (in accordance with A.R.S. 39-127).
- To receive a copy of the conditions of the suspect's release from custody.
- Be given notice of the release on bond of the suspect.
- To receive notice of all court proceedings at which the defendant has the right to be present.
- To the return of your personal property taken during the investigation, and if the property cannot be returned, be advised of the reason.
- To be advised of the sentence imposed upon the defendant.
- To be given notice of any post-conviction release or appeals proceedings.
- To be given notice of any hearing in which release from prison is being considered, the right to be present and heard at that hearing, and to be advised of the result.
- To be advised of the earliest possible release date of a prisoner sentenced to the Department of Corrections (if the sentence exceeds six months), and notice before the release of the prisoner or, if the prisoner has died, notice of the death.
- To receive notice of any probation revocation disposition or probation termination proceeding. You also have the right to be notified of any modification of probation which will substantially affect your safety or the probationer's contact with you, or which will affect restitution or the probationer's incarceration status.
- To be notified, upon request, of the escape and re-arrest of the accused or convicted person (this includes a person placed by court order in a mental health treatment agency).

*If there is any conflict of interest or disagreement between you and the prosecutor, you have the right to:*

- Be directed to the appropriate legal assistance, and
- Be represented by your own attorney at your own expense.

## Student Code of Conduct

### Philosophy

The purpose of the disciplinary system of Arizona Christian University is to promote personal godliness and to maintain an atmosphere conducive to maximum academic and spiritual growth. Student Development personnel, staff and faculty are ready to help.

Through our system, we desire to demonstrate and incorporate personal accountability and biblical restoration. We believe that a truly Christian community will be accepting of its members who are struggling with sin. At the same time, however, the community will not condone in by ignoring it. We are committed to accountability and restoration by consistently speaking the truth in love. Our primary focus is the heart. Behavior is important, but only as an indicator of the condition of a person's heart. Our accountability and restoration system targets heart change, not mere external conformity, or compliance.

The system is here for the welfare of all students. Failure to adhere to the system renders the student liable to discipline.

Arizona Christian University is committed to conducting its Student Conduct Process in a way that is centered on fairness, education, and respect.

**Fairness.** Arizona Christian University will structure its Student Conduct Process in a consistent manner that is free of bias or favoritism, providing all students with a fair hearing and decision.

**Education.** Arizona Christian University will structure its Student Conduct Process in a manner that promotes the education, development, and spiritual growth of students into personally responsible members of the ACU community.

**Respect.** Arizona Christian University will structure its Student Conduct Process in a manner that respects the privacy and dignity of all individuals participating in the process.

### Jurisdiction

The Arizona Christian University Student Code of Conduct applies to all conduct on-campus, all conduct at University-related events off-campus, and any conduct that adversely affects the University, its objectives, and/or members of the University community on or off-campus, as determined by University officials. All student conduct occurring on social media, email, text, or other forms of electronic communication are subject to this Student Code of Conduct. All students are responsible for their conduct and subject to this Student Code of Conduct beginning at the time of enrollment through days after graduation. All questions regarding the Student Code of Conduct should be directed to the Student Development Division.

### Authority

Arizona Christian University reserves the right to initiate the Student Conduct Process for any reported student or student organization conduct occurring during or between any periods of enrollment. The Student Conduct Process is under the authority of the Dean of Students and the Student Development Division, as delegated by the President and the Provost and Chief Operating Officer of Arizona Christian University. The Dean of Students, as well as Student Development

staff members or other designees appointed by the Dean of Students, may initiate the Student Conduct Process, conduct hearings, determine responsibility, and issue sanctions. The Dean of Students and his/her designees may determine the most appropriate action for handling student conduct violations, including initiating the formal Student Conduct Process or speaking informally to the student. The Dean of Students and his/her designees reserve the right to place a Student Services hold on student accounts of students who fail to comply with the Student Conduct Process or fail to carry out the assigned sanctions. Student Services holds prevent students from registering for classes, graduating, receiving a diploma, or obtaining transcripts.

### Level of Proof

Arizona Christian University's Student Conduct Process is separate from Criminal or Civil systems. As an educational institution, Arizona Christian University has created its Student Conduct Process to promote the education, development, and spiritual growth of its students and it is not to be equated with Constitutional Due Process. With that, Arizona Christian University's Student Conduct Process does not adhere to the standard rules of evidence used in Criminal Systems when determining guilt or responsibility (i.e., beyond a reasonable doubt). Instead, Arizona Christian University's Student Conduct Process utilizes a preponderance of Evidence standard (i.e., 51%; more likely than not) when determining responsibility.

### Confidentiality

Incidents involving student conduct are part of student's educational record and are therefore protected under the Family Educational Rights and Privacy Act (FERPA) of 1972. Individuals involved in the Student Conduct Process are permitted to only discuss the matter with the student, unless permitted under FERPA, Title IX, Clery Act or other federal regulation related to student privacy. All individuals involved in the Student Conduct Process are prohibited from making public comments on the matter. All requests for public comments should be referred to the President of the University.

### Standards of Student Conduct

Arizona Christian University students are expected to be familiar with the rules, policies, and expectations described in the Student Handbook, as well as other documents related to student behavior or expectations (e.g., Residence Life policies, Course Syllabi, etc.). Student Conduct policies fall within one of the University four core values: Faith, Influence, Relationship, and Excellence. Examples of standards of conduct within these values include, but are not limited to:

**(Intentionally Left Blank)**

### Faith

- Chapel attendance, conduct, and completion
- Spiritual Formation participation and completion
- Other violations related to ACU's value of Faith

### Influence

- Internet and Computer
- Use Policy
- Copyright Policy
- Assisting and/or Condoning Conduct Policy
- Deceptive Behavior
- Visitation and Guest Policies
- Alcohol Policies
- Drug Policies
- Tobacco Policy
- Other violations related to ACU's value of Influence

### Relationship

- Non-Discrimination Policy
- Harassment Policy
- Hazing Policy
- Physical Conflict Policy
- Marriage and Human Sexuality Policy
- Sexual Misconduct Policy
- Stalking Policy
- Bullying/Cyberbullying
- Hate Crimes/Incidents
- Other violations related to ACU's value of Relationship

### Excellence

- Fire Hazards Policy
- Weapons Policy
- Theft Policy
- Unauthorized Areas of Entry Policy
- ACU ID Policy
- Failure to Comply Policy
- Keys/Key card Policy
- Quiet Hours/Noise Policy
- Pets and Other Animals Policy
- University Posting Policy
- Damage to University Property Policy
- Security Equipment Tampering Policy
- Dress Code
- Room Check Violation
- Health and Safety
- Other violations related to ACU's value of Excellence



### *Anti-Harassment Policy and Procedure*

Arizona Christian University is committed to securing and maintaining a safe environment that encourages academic success and social integration. Arizona Christian University recognizes the human dignity of all individuals and works to ensure all students, faculty, staff, and other community members are valued and treated with the utmost respect. Arizona Christian University rejects and strictly prohibits all forms of harassment among students, faculty, staff, and other community members. Violations of this anti-harassment policy will result in disciplinary action.

Harassment can take on many forms, including verbal or physical conduct. Examples of verbal harassment could include, but not limited to, jokes, rumors, name-calling, unwelcome comments, or threats in written, spoken, or digital forms. Examples of physical harassment could include, but not limited to, unwelcome touching, assaults, or acts of violence. Generally, harassment involves any unwanted or unwarranted conduct that violates another individual's dignity or creates an offensive, intimidating, hostile, degrading, or humiliating atmosphere for another individual.

Students with knowledge of or who have experienced harassment should report the incident to the Student Development Division by emailing [studentconduct@arizonachristian.edu](mailto:studentconduct@arizonachristian.edu).

Note: If the incident is related to Sexual Harassment, please consult the Title IX/Sexual Misconduct Process section of this [Student Handbook](#).

In the report, individuals must provide the following information:

- Description of the alleged violation(s)
- Date, time, and place of the alleged violation(s)
- Name of the individual(s) involved in the alleged violation(s) and their connection to the University
- Name of the student organization(s) involved in the alleged violation(s) (if applicable)
- Name of witnesses to the alleged violation(s)
- Name, phone number, and email address of the individual filing the report
- Any other supporting documentation or information related to the incident.

Individuals wishing to report an incident in full confidentiality or anonymity should refer to the "Reporting Confidentially" and "Reporting Anonymously" sections of this policy. Upon receipt of the report, a Student Development staff member will begin reviewing the incident and determine the appropriate action and notify the individual(s) who reported the incident of next steps.

### *Bullying*

Arizona Christian University is committed to providing a safe environment. ACU will not tolerate bullying of any kind. Bullying is defined as an intentional act that causes harm to others, and may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion. It is aggressive behavior that intends to hurt, threaten, or frighten another person. An imbalance of power between the aggressor and the victim is often involved. Examples may include the following:

- Physically harming a student or damaging a student's property.
- Placing a student in reasonable fear of physical harm or damage to his/her property
- Substantially disrupting the instructional program or the orderly operations of the school
- Severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

### *Cyber-Bullying*

Cyber bullying is defined as the process of using the Internet, cell phones or other devices to send or post text or images intended to hurt or embarrass another person. Cyber-bullying could be limited to posting rumors or gossip about a person on the internet bringing about hatred in other's minds; or it may go to the extent of personally identifying victims and publishing materials severely defaming and humiliating them.

### *Hazing*

Hazing will not be tolerated by the University under any circumstances. The definition of hazing includes any intentional or reckless act, on or off the property of Arizona Christian University, by one student, that endangers the mental or physical health or safety of another student or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is pertaining to those actions taken and situations created in connection with initiation into or affiliation with any organization. Regardless of intent or motive, any student participating in an activity which potentially endangers or adversely affects another is subject to disciplinary action.

### *Hate Crimes/Incidents*

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Hate groups and individuals have the right to assemble and express their views. However, they do not have the right to break the law or other's civil rights. In Arizona, any speech that threatens violence or physical harm to a specific person(s) or group(s) may constitute a crime. Most verbal and written expression is constitutionally protected, so racial slurs or derogatory speech is not enough to be considered a crime.

Arizona Christian University will not tolerate hate crimes or incidents involving a racial slur or derogatory speech towards a student, staff, faculty, or adjunct faculty member. Such incidents would violate Arizona Christian University's Student Code of Conduct. Incidents of a criminal nature shall be submitted to the Department of Campus Safety, and further reported to the Phoenix Police Department. An incident involving a hate crimes or discrimination shall be reported to ACU's Department of Campus Safety, Human Resources, or Student Development. The Department of Campus Safety will conduct an administrative investigation and forward the findings to Students Development or ACU's Human Resources Department for further action. Discipline could range from No Action to Expulsion (Student), and No Action to Termination (Employee).

## *Pets*

Pets are animals used solely for companionship and are not service animals or assistance animals. Pets are strictly prohibited on University property or in the residence hall. Fish are the only personal pets of any kind that are permitted in the residence hall. You may have the fish in a container up to one-half (0.5) gallon. Anything over 0.5 gallons is unacceptable. All fish need to be properly taken care of. The Director of Residence Life can ask you to remove your fish at any time. Under no circumstances can your fish stay on campus during the winter break. Violation of this policy may result in disciplinary action. For information, the service and assistance animals, please see the “Disability Services” section of this Student Handbook.

## *Disorderly Conduct*

Arizona Christian University prohibits behavior that intentionally interferes with the University’s ability to function in a normal manner. In general, disorderly conduct includes, but is not limited to, behavior that is offensive or obscene, disrupts University activities, disturbs the peace or quiet of the campus, or comprises the safety of the campus. Examples of disorderly conduct include but are not limited to harassing others; lewd or indecent exposure; inappropriate, abusive, or offensive language or gestures; excessive noise; interfering with the educational or learning process; engaging in pranks or other behavior that damages University property, disrupts campus life, or causes harm; and interfering with the University’s ability to respond to emergencies. Students in violation of this disorderly conduct policy are subject to disciplinary action.

## *Physical Conflict*

All members of the ACU community have the right to live, learn, and function in an environment free of actual or threatened unwanted physical touching, physical harm, or physical conflict. Examples of physical conflict can include, but not limited to, fighting, hitting, kicking, punching, unwanted touching, or any other form of physical conflict or altercation with the intent to cause harm. Students found responsible for physical conflict will be subject to escalated disciplinary action, including disciplinary probation, suspension, or expulsion.

## *Prohibited Items on Campus*

The following items are prohibited to be used and stored on University grounds due to health, safety, and security concerns; Firearms, BB Guns, Air-Soft Guns, Fireworks, Bows and Arrows, Hover boards, or self-balancing transports, Electric or motorized scooters, and Drones.

No person shall operate an unauthorized motor vehicle or motorized device, including motorcycles, mopeds, off designated roadways, paved or unpaved, or on service roads or pedestrian paths, regardless of the surface, on university lands.

This subsection does not apply to University carts or University service equipment, University Drones approved by Campus Safety, and motorized wheelchairs or other mobility devices which have the primary design function of assisting the physically challenged.

All club sports requiring the use of firearms, bows, arrows, etc. will make prior arrangements to store their equipment off campus at an approved secured facility. ACU is not responsible for the expenses to store, removal, etc. of the listed items off campus.

### *Quiet Hours/Noise Policy*

Quiet hours are defined as times when stereos, televisions, conversations, and other sound-producing activities are to be kept at a level which do not interfere with other students' sleep or study. Quiet hours apply to all areas surrounding the residence hall and apartments. Upper-floor residents are encouraged to be considerate of lower-floor residents at all times. Quiet hours are 10:00 p.m. to 7:00 a.m. daily. Residents who have concerns regarding quiet hour violations should respectfully address the issues with the person(s) in violation. If this fails, a Resident Assistant should be consulted. Not adhering to the quiet hours may result in disciplinary action.

### *Social Media*

The University reserves the right to investigate and take action against any Campus group or student for posting of material on an internet site that violates, or appears to violate, University code of conduct. Internet postings, chats, or messaging that may violate these guiding principles include but are not limited to: postings of information, images or language that inappropriately represent the University to the public, including but not limited to partial or total nudity, sexual misconduct, violations of the University's alcohol and substance abuse policies, hazing activities, indecent or obscene behavior, language, or gestures, racist or offensive racial imagery, and/or threatening or violent content.

Campus groups (clubs, organizations, teams, etc.) or students who would like to create a blog or social media account branded with the ACU name, logo, implied name, or ACU brand (including a Facebook page, Twitter account, Instagram, Snapchat, Google+ page, Vimeo account, or YouTube channel, etc.), must seek prior approval through the Advancement Department. A representative from the Advancement Department must be provided with administrative access to the account. Consultation for social media promotion is available upon request.

## *Reporting Regarding Student Code of Conduct Violation*

Any individual, both inside and outside the ACU community, may report an alleged violation of the Student Code of Conduct by contacting the Student Development Division in writing at [studentconduct@arizonachristian.edu](mailto:studentconduct@arizonachristian.edu). Individuals must provide the following information:

- Description of the alleged violation.
- Date, time, and place of the alleged violation.
- Name of the student(s) involved in the alleged violation.
- Name of the student organization(s) involved in the alleged violation (if applicable).
- Name of witness to the alleged violation.
- Name, phone number, and email address of the individual filing the report.
- Any other supporting documentation or information related to the incident

Upon receiving a report, the Dean of Students will assign the incident to a Student Development staff member (or other designee). This individual is an ACU staff member trained by the Dean of Students to oversee the University's disciplinary processes. This individual will serve as the official Conduct Officer through the entire disciplinary process, from the time an incident is reported through completion.

### *Conduct Officer Review*

Upon receipt, the Conduct Officer will review the report and conduct a preliminary investigation of the incident in order to determine the most appropriate action. Upon completion of the preliminary investigation and reviewing the available information, the Conduct Officer may:

- Pursue the formal Student Conduct Process
- Pursue an informal administrative action, such as speaking informally to the student(s)
- Pursue no action and close the incident

The Conduct Officer will notify the individuals involved, as well as the individual who reported the incident, of the decision as soon as the investigation is concluded.

### *Student Conduct Process*

#### *Notification*

The first step of the Student Conduct Process is for students to be notified by the assigned Conduct Officer of the decision to initiate the Student Conduct Process. Students will be notified via their official university-issued email address. All students are required to check their official university-issued email regularly for official university communication.

In the notification, students will be instructed to schedule an Information Session with the Conduct Officer within three (3) business days of receipt of the email. Conduct Officers are appointed and trained by the Dean of Students to facilitate the Student Conduct Process. Additionally, the notification will include the following information:

- A description of the alleged Student Conduct violation

- A citation from the Student Handbook of the policy being allegedly violated
- A copy of the Student Code of Conduct and the Student Conduct Process, which includes the students' rights and responsibilities.

If the student fails to respond to the notification and/or fails to meet with the Conduct Officer within three (3) business days, the student will assume responsibility for all alleged violation(s), will waive the opportunity to an Information Session, and the Conduct Officer will conduct an Administrative Decision in the student's absence. The Conduct Officer will review the available information and evidence and render a decision of "responsible" or "not responsible" and issue sanctions, if applicable.

Students who cannot meet within three (3) business days should respond to the Conduct Officer immediately and request an alternative meeting time. Students are allowed one (1) request for an alternative meeting time. Failure to meet during the alternative meeting time will result in the Conduct Officer rendering a decision and issuing sanctions, if applicable.

### *Information Session*

Within three (3) business days of being notified, students must schedule and attend an Information Session with a Conduct Officer. The Information Session is an investigation of the incident and provides students with information about the Student Conduct Process. During the Information Session, the following information is covered:

- A formal discussion of the incident and the alleged violations against the student
- The Student Handbook and the policies that were allegedly violated
- All current evidence or information related to the incident
- Possible sanctions related to being found responsible for the alleged violations
- The Student Conduct Process
- The students' rights and responsibilities, which include a student's:
  - Right to review all current evidence or information
  - Right to not answer any questions, however, failure to participate could result in being found responsible
  - Right to have an information session conducted in a private setting
  - Right to provide additional information including a list of witnesses or supplemental information or documentation

After covering the necessary information related to the incident and the Student Conduct Process, students are given the opportunity to respond to the allegations by marking one of the following on the Student Conduct Form:

- Accept responsibility
- Deny responsibility

### *Support Advisor*

Students may have one (1) Support Advisor accompany them as an emotional support during an Information Session. A Support Advisor must be an ACU faculty or staff member. Support Advisors are prohibited from speaking or participating in an Information Session or risk being excused by the Conduct Officer. Students must send a request for approval for a Support Advisor to the Conduct Officer prior to the Information Session. The purpose of an Information Session is

educational and not matters of civil or criminal proceedings, therefore, attorneys are not permitted to be Support Advisors and may not attend Information Sessions.

Note: In addition to the alleged violations at hand, students may be investigated and held responsible for other violations of University policies discovered during the Information Session.

### *Investigation*

If a student accepts responsibility for the alleged violation(s) during the Information Session, the incident will be resolved via an Administrative Decision by the Conduct Officer and an investigation is unnecessary. The Conduct Officer will issue an appropriate sanction for the violation(s).

In cases where students deny responsibility for the alleged violation(s) or offer additional information during an Information Session, the Conduct Officer will conduct a thorough investigation of the incident. The Conduct Officer will interview all individuals involved and collect any information or documentation related to the incident. Interviews can be conducted, and information can be collected in person, via email, or over the phone.

All individuals are required to participate in the investigation or risk further disciplinary action under the University's Failure to Comply Policy. Additionally, individuals may not obstruct the University's investigation process or risk further disciplinary action.

When the investigation is complete, students have the right to review all collected evidence, information, witness statements, and other documentation that will be used to determine responsibility. The student will review the information during a meeting with the Conduct Officer before he/she makes his/her official Administrative Decision. At this time, students may make final comments and may change their plea of responsibility, if desired. All documents, information, and other materials will be securely stored in the student's official disciplinary file in the Dean of Students office.

### *Administrative Decision*

For students who accept responsibility for the alleged violation(s) during the Information Session, the Conduct Officer will issue an appropriate sanction for the violation(s). For students that denied responsibility for the alleged violation(s), the Conduct Officer will review all evidence and information related to the incident and determine an outcome (and issue sanctions if found responsible). Conduct Officers use a preponderance of evidence standard (i.e., 51%; more likely than not) when determining responsibility.

### *Outcome and Sanctions*

At the conclusion of an Administrative Decision, an outcome of "responsible" or "not responsible" will be rendered based on a preponderance of evidence standard. If the student is found responsible, appropriate sanctions will be issued.

Within two (2) business days of the decision, students will be notified via email of the outcome and sanction. The notification will be considered received at the time the email was sent. The email will include the following information:

- A review of the alleged Student Conduct violation
- A citation from the Student Handbook, Academic Catalog, Course Syllabus, or other document containing the policy being allegedly violated
- A review of the student's initial plea
- A determination of responsibility (outcome)
- A detailed description of the sanction(s) and requirements for completion (if applicable).
- A description of the Appeals process

For a list of potential sanctions for violating the University's Student Conduct policy, please refer to the Potential Sanctions sections in the Student Handbook.

### *Completion*

Absent an appeal, the process is considered complete when the Conduct Officer submits the outcome and sanctions email to the student. The Conduct Officer will submit an additional copy of the updated Student Conduct Form to the Student Development Division for documentation and filing. If a student is withdrawn from classes or final grades need to be altered, the Conduct Officer must contact the registrar to make the alteration.

### *Sanctions and Consequences*

Through the Student Conduct Process, students found responsible may be issued specific consequences or sanctions. The purpose behind these consequences or sanctions is to achieve one or more of three areas: education, restitution, and/or duty to community.

#### *Education*

Consequences or sanctions based on education help students reflect on the purpose and importance of particular university policies and/or help students reflect on their behavior and how it impacts the broader ACU community.

#### *Restitution*

Consequences or sanctions based on restitution will work to restore the student or community as if the behavior did not occur.

#### *Duty to Community*

Consequences or sanctions based on duty to community work to demonstrate to the community that certain behaviors or actions are considered unacceptable, will not happen again, and that certain steps are being taken to ensure accountability within the community.

Arizona Christian University reserves the right to issue consequences or sanctions that achieve education, restitution, and/or duty to community in ways that are based on fairness, education, and respect. In most cases, potential consequences or sanctions might include, but are not limited to:

### *Administrative Decisions*

- Verbal Reprimand
- Written Reprimand
- Removal of University Housing
- Restitution and/or Fines



- Reflection Essays
- Letters of Apology
- Required attendance in educational seminars, programs, etc.
- Drug Testing
- Loss of privileges
- Permanent No Contact Orders
- Permanent No Trespass Order
- Disciplinary Probation
  - Disciplinary Probation is defined as a designated period of time in which any further disciplinary issues could put the student at risk for escalated sanctions by the University, including suspension or expulsion. At a minimum, the disciplinary probation period involves the rest of the current semester. The University reserves the right to determine the appropriate length of a disciplinary probation.
- Suspension
  - Suspension involves removal from the University community for a designated period of time with the possibility of readmission. Suspended students are prohibited from entering any University owned or operated property or attend any University function without written consent from the Dean of Students. At a minimum, the length of suspension generally includes the rest of the current semester plus one (1) full semester. Depending on the circumstance, the University reserves the right to determine the appropriate length of a suspension, including an indefinite suspension. If the suspension occurs after the Drop/Add period, suspended students will be involuntarily withdrawn and receive a grade of W for each course. Additionally, suspended students lose all tuition, coursework, or other privileges granted to enrolled students. Recommendations of suspension must be approved by the Provost and Chief Operating Officer.
- Expulsion
  - Expulsion involves permanent removal from the University community without the possibility of readmission. Expelled students are prohibited from entering any University owned or operated property or attend any University function without written consent from the Dean of Students. If the expulsion occurs after the Drop/Add period, expelled students will be involuntarily withdrawn and receive a grade of W for each course. Additionally, expelled students lose all tuition, coursework, or other privileges granted to enrolled students. Recommendations of expulsion must be approved by the Provost and Chief Operating Officer.

#### *Failure to Complete Sanctions*

Students found responsible for conduct violations are expected to meet all requirements, obligations, and/or deadlines of the assigned sanction. Additionally, in cases where students are assigned educational sanctions (including, but not limited to, reflection essays, letters of apology, participating in a seminar, etc.), students are expected to put forth an honest, respectful, and thoughtful effort. Failure to complete sanctions under these standards may result in further disciplinary action under the University's Failure to Comply policy, with sanctions including disciplinary probation, suspension, or expulsion.

### *Multiple Violations*

Students found responsible for violating the University's Student Code of Conduct on multiple occasions will be seriously considered for escalated sanctions, including disciplinary probation, suspension, or expulsion. Students alleged to have committed a second violation will be subject to the standard Student Conduct Process outlined above. Previous violations will not be considered when determining responsibility, however, if found responsible, the number of prior violations will be considered when determining an appropriate sanction. If the student is found responsible for the second violation, the Administrator may determine the appropriate sanction, which could include the recommendation of suspension or expulsion. Recommendations of suspension or expulsion must be approved by the Provost and Chief Operating Officer. Students alleged to have committed a third (or more) violation waive their right to the Student Conduct Process and will be referred to the Dean of Students for an Administrative Decision.

### *Appeals Procedure*

The University has established this appeals procedure for decisions related to violations of Academic Integrity, Student Conduct, and Sexual Misconduct. To appeal a University decision unrelated to these areas, please consult the appropriate policy or department.

In all disciplinary incidents, only sanctions of disciplinary probation, suspension, or expulsion are eligible for appeal. No other disciplinary sanction may be appealed. In matters of Sexual Misconduct, both the Complainant and Respondent have the right to appeal.

Appeals may only be heard if one of the following three criteria are met:

- Procedural error: The University did not follow its own published procedures.
- New Information: New information not considered during the request becomes available and could significantly alter the outcome, including evidence of bias.

Appeal requests must be submitted in writing to the Dean of Students no more than five (5) business days after the initial outcome and sanction decision is communicated. Written requests must include the following information and requests failing to meet these instructions will not be considered:

- Name, address, telephone number, and University identification number of the appellant.
- Nature of the disciplinary action against the appellant and the name of the assigned hearing body.
- The grounds for appeal and any supporting documentation.
- Signature of the appellant and date of submission

The Dean of Students will respond to the appeal within five (5) business days of receipt. If criteria for an appeal are not met, the Dean of Students will notify the Appellant that the request is denied, and the original outcome and sanction is final. Additional requests are not permitted. If criteria for an appeal are met, the Dean of Students will schedule a time, date, and location for the Appellate Hearing. The Appellate Hearing Body will consist of the Dean of Students (chair) and two other senior executive cabinet members of the University. Students failing to attend the Appellate Hearing forfeit the ability to appeal and the original outcome and sanction is final. Under reasonable circumstances, the University reserves the right to reschedule an Appellate Hearing.

The Appellate Hearing is not intended to be a full rehearing of the incident. The burden of proof lies with the Appellant. At the conclusion of the Appellate Hearing, the Appellate Body can:

- Uphold the original outcome and sanction(s)
- Uphold the original outcome and lessen the sanction(s)
- Reverse the original outcome
- The Appellate Body cannot increase sanctions

A simple majority vote among the Appellate Hearing Body will determine responsibility. Students will be notified via email of the Appellate Hearing Body's decision. The Appellate Hearing Body's decision is final. The Dean of Students will furnish a completed copy of the appropriate conduct form, which outlines the final outcome and sanction, and provide it to the student and the Student Development Division for documentation and filing. If students are withdrawn from courses and grades need to be altered, the Dean of Students will contact the registrar to make the alteration. Students are only permitted one (1) appeal.

## SELF HARM POLICY

At ACU we want to create a safe environment for authentic discovery of our true selves in Christ, holistic development of loving relationships and strengths-based discernment of our vocation as members of the body of Christ. The University recognizes that along this journey students will experience hurt and pain, guilt, and shame. ACU also recognizes that the actions of any student, not pose an objective danger to one's self, not pose a direct threat to the health and/or safety of others, and not significantly jeopardize the educational process of other students.

### *Danger to Self*

Danger to self is defined as any direct act, or threatened act, that places a person at reasonable risk of self-induced bodily harm or loss of life. Danger to self may also include a situation where a person is unable to cater to their nourishment, shelter or self-protection without supervision or assistance of another person. Without such supervision and adequate treatment, it is probable that the individual may succumb to death, substantial bodily harm, or serious physical debilitation or disease. Examples would include actual and/or planned acts of suicide, self-mutilation, substance overdoses, consistent purging, unhealthy dietary restrictions, etc.

### *Danger to Others*

Danger to the health and safety of others is defined as any conduct that threatens or endangers the health, physical or emotional safety of an ACU community member or guest. This may also include any conduct violation motivated by bias, prejudice, or insensitivity toward personal characteristics. Furthermore, a student may be considered to pose a direct threat to the health of others if current medical information indicates that the student's behavior and/or medical condition could reasonably expose others to illness or disease. This exposure risk must exceed that commonly found in community environments and would include a student's possession of a presently contagious illness or disease and/or failure to maintain appropriate hygiene.

## Crisis Response to Suicides and Attempt Suicides

There are times that a student may have a difficult time handling the stress and emotional pressures during their college years. These pressures may manifest in an attempt by the student to take his or her life.

### *Guidelines*

- If a student is contemplating or threatening suicide call 911, and then call the Campus Safety. Campus Safety can be contacted via the Punch Alert App or by calling 602-489-5301.
- Administer first aid if necessary.
- Immediate counseling services are available through the Crisis Network Behavior Health Counseling Center.
  - The Crisis Network phone number is 800-631-1314. Crisis Response has team of trained counselors that will be dispatched to assist our students.
  - Additional Resources can be found on their webpage <https://crisis.solari-inc.org>.
- Notify Campus Safety as soon as possible
- The Chief of Campus Safety or the Dean of Students will make the notifications as follows.
  - Dean of Students, Campus Pastor, and Senior Director of Operations
  - In life threatening situations the Chief Operations Officer/Provost, and the University's President will be notified by the Senior Director of Operations or Dean of Students.

**(Intentionally Left Blank)**

## Workplace Violence

Arizona Christian University is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to University and personal property. We do not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in University policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

### *Prohibited Conduct*

Threats, threatening language or any other acts of aggression or violence made toward or by any University employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious, or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto University premises.

### *Procedures for Reporting a Threat*

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation, or disciplinary action as a result of reporting a threat in good faith under this policy. If the University determines, after an appropriate good faith investigation, that someone has violated this policy, the University will take swift and appropriate corrective action. If an employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

# Fire Safety

## *University Housing Fire Safety System*

### Main Residence Hall

- System Type: Local fire alarm with central station monitoring
- Control type: Integrity Fire
- Protection devices: Fire sprinkler and fire pump supervision, smoke detectors, manual pull stations and horn/strobes

## *Student Housing Fire Prevention Rules*

### *Candles, Fires, and Oil Lamps*

Burning any open flame item or incense in any university building at any time is prohibited. This includes but is not limited to oil lamps and all types of candles. Violations of this policy may be referred to the Restorative Discipline Process. Candles are only allowed in campus residences if the wicks are cut off or dislodged from the candle entirely. Candle warmers are permitted.

### *Appliances and Cooking*

Students may have one microwave and one refrigerator (max. 3.0 cubic feet) in each room. Residents may have a coffee maker, but it must contain an automatic shutoff function. Fire regulations prohibit the use of appliances with exposed heating coils. The use of toaster ovens and hot plates are restricted to apartment kitchen and Suites. Hot plates are not allowed in any other student's rooms. Hot air corn poppers (but not those that use oil) and hot spots that do not have exposed heating coils are permitted in all living areas.

### *Christmas Trees*

Any Christmas trees put up in campus facilities must be flameproof. Please contact Facilities to learn more about this service. Please keep in mind that all Christmas lights must be plugged into a surge protector or an outlet. Students are responsible to appropriately dispose of Christmas trees before the Christmas break.

### *Electrical Cords*

For safety reasons, extension cords are not allowed. However, UL-rated power strips with built-in circuit breakers are an acceptable alternative. Microwaves, refrigerators, or other heavy appliances may not be plugged into a power strip. Microwaves, refrigerators or other heavy appliance must be plugged directly into the wall outlet.

### *Fire Safety Equipment*

Campus fire safety equipment is an important, life-saving necessity. Individuals who tamper with fire safety equipment place themselves and the campus community at risk. Tampering with any smoke detector, fire alarm, fire extinguisher, fire safety map/signs, fire access key or fire exit is strictly prohibited. Any person found responsible for tampering with fire safety equipment will be fined \$50 in addition to any repair or replacement cost.

All fire alarms should be treated as a real emergency and students shall exit all building to the amphitheater, keeping the fire lanes clear. A \$200 fine will be levied for misuse of a fire alarm; this will be applied to your student account. It is a misdemeanor to tamper with fire equipment (under ARS). Damaged equipment or emptied fire extinguishers will incur additional charges. Tampering with smoke detectors will result in a \$25 fine.

Inform an RA or Campus Safety if a low battery causes the smoke detector or exit alarm to "beep." Follow up with an email request to Facilities Management to have the battery replaced. No furniture or personal items may be within 18 inches of the smoke detector or a fire sprinkler. Candles, flammable devices, or open flames shall not be permitted or used in any room.

## Fire Safety and Emergency Response Education and Training

ACU provides students and employees with education and training on fire safety and emergency response procedures. Training can be located on the Campus Safety website <http://arizonachristian.edu/campussafety/emergency-response-plans/> and the Punch Alert App.

Punch Alert App: Once the user has signed into the Punch Alert App, click on the top left-hand corner drop down box. Next click on "Networks", and then "View Plans." Once you have clicked on "View Plans" the user will be able to review the University's Emergency Response Plans. Additional Fire Safety training is done through our Staff and Student Video Training Platform.

## Fire Drills

Fire drills are conducted once a semester. Evacuation from buildings may be required due to a variety of emergency situations or fire drill. Supervisors, Faculty, Department Heads, Managers, and other staff are responsible to advise their employees, students, and visitors on evacuation procedures.

### *Evacuation Areas Include:*

- Follow Evacuation Routes Provided inside Buildings
- If possible, move to the exterior perimeter of the campus (Parking lots, Athletic Fields, Firestorm Way, etc.)

\*Note: Evacuation areas are incident driven. Remember to look for the direction of the wind. Never evacuate in the direction the smoke is traveling.

### *Response (Fire Drill)*

- **Everyone must participate**
- Terminate your phone call, meeting, etc. and evacuate the building
- Remain calm and exit the building
- If the exit is blocked, use a secondary exit
- Evacuate the building using the stairs or stair wells
- Do not use elevators even during a fire drill
- Once evacuated, move away from the building upwind at a minimum of 100 yards
- Move outward towards the perimeter of the campus
- Wait for the all clear notification before re-entering the building

## ***Reporting a Fire/Evacuation Procedures***

A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

- Notify 911 and then Campus Safety.
- The Residence Assistant or Residence Director will observe the following procedures:
  - Begin evacuating the Residence Hall immediately
  - Be sure doors and windows are closed.
  - Move students away from the building to the University evacuation points. (Emergency evacuation maps are posted throughout the Residence Hall)
  - The residence life staff will ensure that all students are accounted for.

When the fire alarm is heard, all students, employees, and guests are required to exit their buildings and use the posted evacuation routes.

- Remain calm and do not panic
- Pull the PULL Station alarm and leave the building (If the ALARM is not already sounding)
- Exit the building in a calm and orderly manner
- Alert others as you evacuate
- Use stairs and stair wells
- Never use elevators
- Move away from the building upwind at a minimum of 100 yards
- Move outward towards the exterior perimeter of the campus if possible
- When you are safe to do so dial 9-1-1
- Activate Punch Alert
- Call Campus Safety (602)489-5301
- Never go back into a building until the ALL-CLEAR notification has been given by fire, police, or Department of Campus Safety personnel
- If you observe others not taking an alarm seriously encourage them to do so
- Call 9-1-1 if you are unable to evacuate. Provide 9-1-1 your location for assistance

\*Residents may return to their rooms only after the building has been cleared by the fire department or Campus Safety, and the All-Clear Notice has been given.

## **Fire Log**

The Department of Campus Safety maintains a fire log that includes the date that the fire was reported, any fire that occurred in an on-campus student housing facility, and the nature, date, time, and general location of the fire. Entries must be made within two business days of the receipt of the information.

The log for the most recent 60-day period is open to public inspection during normal business hours. Portions of the log older than 60 days are available within two business days of a request for public inspection.



## Three Year Crime Statistics Campus Report

The following data represents Arizona Christian University's annual crime statistics for 2020 as required by the Clery and SaVE Acts:

<div> <b>2020</b>  <b>Arizona Christian</b>  <b>University</b>  <b>CLERY/SaVE ACTs</b>  <b>Reported Crimes</b> </div>	On-Campus	*Student Housing	Non-campus Property	Adjacent Public Property
<b>Offenses</b>				
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
<i>Sex Offenses-Forcible</i>				
Rape	3	2	0	0
Fondling	0	0	0	0
<i>Sex Offenses-Non-Forcible</i>				
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	1	0	0	0
Arson	0	0	0	0
<b>Arrests</b>				
Weapons Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Liquor Law Violations	0	0	0	0
<b>Referrals for Disciplinary Action</b>				
Weapons Law Violations	0	0	0	0
Drug Abuse Violations	15	14	0	0
Liquor Law Violations	7	7	0	0
<b>VAWA Offenses</b>				
Domestic Violence	6	1	0	0
Dating Violence	5	2	0	0
Stalking	0	0	0	0

**Notes:** Crimes reported in the "Student Housing" column are included in the on "Campus Category." There were no Hate Bias crimes reported, and no Unfounded Crimes.

The following data represents Arizona Christian University's annual crime statistics for 2019 as required by the Clery and SaVE Acts:

<div> <b>2019</b>  <b>Arizona Christian</b>  <b>University</b>  <b>CLERY/SaVE ACTs</b>  <b>Reported Crimes</b> </div>					<i>On-Campus</i>	<i>*Student Housing</i>	<i>Non-campus Property</i>	<i>Adjacent Public Property</i>
<b>Offenses</b>								
Murder/Non-Negligent Manslaughter					0	0	0	0
Negligent Manslaughter					0	0	0	0
<i>Sex Offenses-Forcible</i>								
Rape					0	0	0	0
Fondling					0	0	0	0
<i>Sex Offenses-Non-Forcible</i>								
Incest					0	0	0	0
Statutory Rape					0	0	0	0
Aggravated Assault					0	0	0	0
Burglary					9	4	0	0
Motor Vehicle Theft					1	1	0	0
Arson					0	0	0	0
<b>Arrests</b>								
Weapons Law Violations					0	0	0	0
Drug Abuse Violations					0	0	0	0
Liquor Law Violations					0	0	0	0
<b>Referrals for Disciplinary Action</b>								
Weapons Law Violations					0	0	0	0
Drug Abuse Violations					5	4	0	0
Liquor Law Violations					4	4	0	0
<b>VAWA Offenses</b>								
Domestic Violence					1	1	0	0
Dating Violence					1	0	0	0
Stalking					0	0	0	0

**Notes:** Crimes reported in the "Student Housing" column are included in the on "Campus Category." There were no Hate Bias crimes reported, and no Unfounded Crimes.

The following data represents Arizona Christian University's annual crime statistics for 2018 as required by the Clery and SaVE Acts:

<div> <b>2018</b>  <b>Arizona Christian</b>  <b>University</b>  <b>CLERY/SaVE ACTs</b>  <b>Reported Crimes</b> </div>	On-Campus	*Student Housing	Non-campus Property	Adjacent Public Property
<b>Offenses</b>				
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
<i>Sex Offenses-Forcible</i>				
Rape	0	0	0	0
Fondling	1	1	0	0
<i>Sex Offenses-Non-Forcible</i>				
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	1	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
<b>Arrests</b>				
Weapons Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Liquor Law Violations	0	0	0	0
<b>Referrals for Disciplinary Action</b>				
Weapons Law Violations	0	0	0	0
Drug Abuse Violations	1	1	0	0
Liquor Law Violations	6	6	0	0
<b>VAWA Offenses</b>				
Domestic Violence	2	2	0	0
Dating Violence	1	1	0	0
Stalking	0	0	0	0

**Notes:** Crimes reported in the "Student Housing" column are included in the on "Campus Category." There were no Hate Bias crimes reported, and no Unfounded Crimes.

## Three-Year Campus Housing Fire Report

The following data represents Arizona Christian University's annual fire statistics between 2018-2020 as required by the Clery and SaVE Acts:

Summary of Fires									
	2020			2019			2018		
Name of Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Residence Hall	0	0	0	0	0	0	0	0	0
Apartments	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

### **2020**

There were no fire incidents reported in 2020 in the Residence Hall or campus apartments.

### **2019**

There were no fire incidents reported in 2019 in the Residence Hall or campus apartments.

### **2018**

There were no fire incidents reported in 2018 in the Residence Hall or campus apartments.

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## Appendix

### ***Prepared with input from***

- Len Munsil, University President
- Dr. Steve Adamson, Chief Operations Officer and Provost
- Jon Cline, Vice President of Campus Operations
- John Hoebee, Chief of Department of Campus Safety/ Title IX Coordinator
- Dr. Peter Dryer, Dean of Students and Athletic Director
- U.S. Department of Education, the Handbook for Campus Crime Reporting.

***The following ACU Departments will be involved in the ongoing implementation of this policy:***

### ***Approved for distribution and web posting:***

- |                     |            |
|---------------------|------------|
| • President Munsil  | 09/30/2021 |
| • Dr. Steve Adamson | 09/30/2021 |
| • Jon Cline         | 09/30/2021 |
| • Dr. Peter Dryer   | 09/30/2021 |

### ***The following will be provided notification of this document:***

- Students
- Faculty
- Staff
- Prospective Students
- Prospective Faculty
- Prospective Staff

Questions about this policy may be directed to the Chief of Campus Safety:

[John.hoebee@arizonachristian.edu](mailto:John.hoebee@arizonachristian.edu)