



Annual Campus Security Report
and
Annual Campus Fire Safety Report

2015
(For statistics from calendar year 2014)

Introduction

In compliance with the campus security and safety reporting requirements specified by the Federal Government, the following is Denver Seminary's combined 2015 Annual Security Report and Annual Fire Safety Report. These reports cover incidents of campus crime and fire in student housing during the 2014 calendar year, as well as policy and procedure information regarding security and safety. Federal regulations, under the Clery Act, require all public and private post-secondary educational institutions participating in federal student aid programs to publish an annual report that contains three years of campus crime statistics, and fire statistics for the on-campus student housing facility.

Under amendments to the Clery Act mandated by the Violence Against Women Reauthorization Act of 2013 (VAWA) and Title IX, institutions of higher education are also required to compile statistics for incidents of domestic violence, dating violence, sexual assault and stalking, and include certain policies, procedures, and programs pertaining to these incidents in their Annual Security Report. This information is contained in this report.

Annual Security Report

Denver Seminary is committed to providing a safe environment for all members of the campus community. As our crime statistics indicate, we have been very fortunate historically in having a low campus crime rate, and are pleased to report that there were no Clery Act crimes reported on our campus during calendar year 2014. We understand that appropriate policies, in conjunction with personal responsibility and vigilance on the part of all members of the Seminary community, are necessary to maintain an environment of safety.

Bike thefts and car break-ins (not specified as Clery Act crimes) are the crimes that occur most often on the Seminary campus. As such, we encourage all members of our community to secure their bikes with a strong lock, or keep them in the bike storage shed or their apartment, and to lock vehicles at all times and refrain from keeping valuables inside.

Denver Seminary's Mission

Denver Seminary prepares men and women to engage the needs of the world with the redemptive power of the gospel and the life-changing truth of Scripture. Through our educational programs and mentoring process we challenge students to grow spiritually, intellectually, and professionally in order to lead God's people in the accomplishment of his mission in the world.

Scope of this Report

This report will present statistical information on crimes covered in the Clery Act that occurred on the Denver Seminary campus during 2012, 2013 and 2014, as well as policy statements regarding security and safety on campus.

Building Locations

Academic, Administrative and Campus Residence Buildings, Extension Sites

All of the following buildings list the Seminary address, 6399 South Santa Fe Drive, Littleton, Colorado 80120:

Graber Administration Center (#100)
Simpson Leadership Center (#200)
Lewan Learning Resource Center (#300)

Seminary Campus Apartments:

Building 1 – 6409 South Vinewood St., Littleton, Colorado 80120
Building 2 – 6419 South Vinewood St., Littleton, Colorado 80120
Building 3 – 6429 South Vinewood St., Littleton, Colorado 80120
Building 4 – 6439 South Vinewood St., Littleton, Colorado 80120

Extension Sites:

In addition, Denver Seminary has the following extension sites operational in these church locations:

First Baptist Church of Glenarden (operation effective January 2015)
3600 Brightseat Road
Landover, MD 20785

Hillside Christian Church (operation effective August 2015)
6901 S. Bell
Amarillo, TX, 79109

Policy Statements

In compliance with the Clery Act requirements, this report contains policy statements in the following areas:

1. Reporting criminal actions and other emergencies on campus
2. Security of and access to campus facilities and apartments
3. Enforcement and arrest authority of Seminary security personnel
4. Programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and that of others
5. Programs designed to inform students and employees about the prevention of crimes

6. Monitoring and recording through local police agencies of criminal activity by students at noncampus locations of student organizations recognized by the Seminary
7. Possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws
8. Possession, use and sale of illegal drugs and enforcement of Federal and State drug laws
9. Description of any drug or alcohol abuse education programs
10. Procedures that the Seminary will follow if crimes of dating violence, domestic violence, sexual assault and stalking are reported, and programs to prevent these crimes
11. Statement advising the Seminary community where law enforcement agency concerning registered sex offenders may be obtained
12. Policy regarding emergency response and evacuation procedures
13. Timely warning reports
14. Missing student notification
15. Hate crimes

1. Reporting Criminal Actions and Other Emergencies On Campus

Denver Seminary security personnel are on-duty 24/7, 365 days a year at 303-783-3120 (or extension 1001 from a Seminary network phone). Students, faculty and staff should call this number immediately to report a crime, or ANY situation where they believe safety to persons or property is threatened. (911, or 9-911 from a Seminary phone, should be called whenever an emergency situation warrants.) In addition, members of the Seminary community are encouraged to call security if ever they would like an escort from a building to their car or apartment, day or night.

The following persons can be contacted directly to report a criminal offense. (Security personnel will report crimes to these people in the event a crime report is given to them):

Title	Name	Telephone
Director of Security, Risk Mgt., Auxiliary Enterprises	Kent Quackenbush Graber Administration Building, kent.quackenbush@denverseminary.edu	303-762-6923
Director of Facilities	Rob Bachman Apartment building #2 maintenance office, rob.bachman@denverseminary.edu	303-762-6970
Dean of Students	Rob Foley Graber Administration Building, rob.foley@denverseminary.edu	303-357-5838
If after Seminary business hours or during the weekend - Security at 303-783-3120		

2. Security of and Access to Campus Facilities and Apartments

All Seminary administration and classroom buildings are equipped with electronic locking systems and alarm systems that are operated according to a predetermined, seasonal schedule. The campus apartment residences in each of the four apartment buildings are individual, self-contained units with their own exterior, key-locking doors. Facilities Department personnel are authorized for entry into any building. Facilities Department or Seminary security staff report the need for replacement of lights and any other physical hazards they notice.

3. Enforcement and Arrest Authority of Seminary Security Personnel

Denver Seminary security personnel have the authority to issue parking tickets, but not to arrest, and are to call Littleton Police Department (LPD) officers if such action is necessary. The Seminary has an excellent relationship with the Littleton Police Department, facilitated by periodic meetings with officers. All members of the campus community are encouraged to promptly report crimes to Seminary authorities, as well as LPD, when necessary.

4. Programs Designed to Inform Students and Employees about Campus Security Procedures and Practices and to Encourage Students and Employees to be Responsible for Their Own Safety and That of Others

Students and employees are informed about campus security and safety practices through regular communications in the weekly Campus News and monthly Student Housing Newsletter electronic publications, as well as information provided in conjunction with the annual evacuation and lockdown drills. Information is also provided each September through National Campus Safety Awareness Month activities, which includes presentations on campus and personal safety by the Littleton Police department.

5. Programs Designed to Inform Students and Employees about the Prevention of Crime

The Littleton Police Department makes presentations semiannually to students and employees about campus and personal safety, and crime prevention.

6. Monitoring and Recording Through Local Police Agencies of Criminal Activity by Students at Noncampus Locations of Student Organizations Recognized by the Seminary

The monitoring of crime activity in the vicinity of the Seminary is done on a daily basis through the RAIDS Online Daily Neighborhood Watch Report provided through the Littleton Police Department. Crime recording and communication is done as warranted. (There are no recognized noncampus student organizations, such as what would exist at an undergraduate institution, at Denver Seminary.)

7. Possession, Use and Sale of Alcoholic Beverages and Enforcement of State Underage Drinking Laws

The Drug-Free Workplace Policy in effect at Denver Seminary notifies all employees, faculty, and students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690), Denver Seminary prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and alcohol in the workplace, or on school property.

For the purpose of this statement, the site for performance of work done in connection with grants, and thus the drug-free workplace, consists of all locations where Denver Seminary does business. This includes, but is not limited to; all lecture classrooms, computer labs, parking lots, all administrative offices, corridors, storage rooms, and any space to be added in the future.

8. Possession, Use and Sale of Illegal Drugs and Enforcement of Federal and State Drug Laws

The Drug-Free Workplace Policy in effect at Denver Seminary notifies all employees, faculty, and students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690), Denver Seminary prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and alcohol in the workplace, or on school property.

- Any employee, faculty, or student must notify the Denver Seminary of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.
- Denver Seminary will then notify the government contracting office of the reported violation within 10 days after receiving notice from the employee, faculty, or student.
- Within 30 days after receiving notice of an employee, faculty, or student conviction, Denver Seminary will impose corrective measures on the employee, faculty, or student convicted of drug abuse violations in the workplace by:
 1. Taking appropriate action against the employee, faculty, or student up to and including expulsion or termination of employment and referral for prosecution and/or;
 2. Require such employee, faculty, or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement, or other appropriate agency.

9. Description of Any Drug or Alcohol Abuse Education Programs

Resources regarding drug and alcohol abuse education programs are available to faculty, staff and students, and can be accessed through Human Resources or Student Life and Enrollment Management.

10. Procedures That the Seminary Will Follow if Crimes of Dating Violence, Domestic Violence, Sexual Assault and Stalking are reported, and Programs to Prevent These Crimes

The Denver Seminary community has the right to be free from sexual violence and is committed to providing a non-discriminatory and harassment-free educational, living and working environment for all members of its community, including students, faculty, administrators, staff, and visitors. Denver Seminary does not discriminate on the basis of sex in admission to its educational programs, activities and regulations, as they apply to programs and decisions. All members of the Denver Seminary community are expected to conduct themselves in a manner that does not infringe upon the rights of others. All forms of sexual or gender-based harassment, discrimination and misconduct, including sexual violence, sexual assault, stalking and dating violence is prohibited. The Seminary will not tolerate sexual harassment, sexual violence, stalking or dating violence. Any student or employee who is found to have violated this policy may face disciplinary sanctions up to and including expulsion, or termination.

The Seminary encourages prompt reporting of any incident of gender-based discrimination and/or sexual misconduct to Seminary officials and local law enforcement or civil rights enforcement agencies. The Seminary provides complaint procedures for students and employees who feel they have been subjected to sexual harassment or other unlawful sex discrimination, and the Seminary will take prompt and effective action upon receipt of such a report. Any student who feels the Seminary has violated Title IX or its implementing regulations may optionally make a complaint to the Office for Civil Rights or the U.S. Department of Education. Inquiries regarding the application of Title IX can be referred to any member of the Title IX team listed below.

Title IX and Sexual Misconduct Policies and Procedures

The following information regarding Title IX is summative in nature for the purposes of this report. Denver Seminary's policies and procedures regarding sexual misconduct can be found in their entirety in the Sexual Misconduct Policies and Procedures Manual. Individuals should consult this document for full reference.

Sexual misconduct encompasses a broad range of actions commonly represented by unwanted sexual activity, touching, or behavior. More specifically, sexual misconduct refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to incapacitation. Intimate partner violence refers to any act of violence or threatened act of violence, sexual

or otherwise, against a person who is or has been involved in a sexual, dating, domestic or other intimate relationship with that person. Attempting any of the above described behaviors is also sexual misconduct. Detailed definitions and descriptions of sexual misconduct and sexual violence are provided in the Denver Seminary Sexual Misconduct Policy and Procedure Manual (Section V).

Instructions for Victims of Sexual Violence

1. Go to a safe place and call someone. Call 911.
2. Do not shower, wash your hands or fingernails, change or remove clothing, or apply or take medication. Any of these actions could alter or destroy physical evidence.
3. Go to a hospital for medical attention.
4. Get help, like counseling or victim assistance.

On Campus: The Department of Student Life, specifically the Dean of Students, Director of Human Resources, or Campus Security can connect you with these services and can also help you report the incident if you choose to do so.

Off Campus: If you cannot get to or contact anyone on campus, or if it is after-hours, the following resources are available:

- The Blue Bench – Denver’s rape crisis center; call their 24-hour hotline at 303-322-7273.
- Littleton Police Department Victim Services Unit – 303-660-7535
- Women’s Crisis Center of Douglas County – 303-688-8484
- Denver Health Medical Center SANE – 303-602-3007

If you would like to speak to someone but not report the alleged violations, the Department of Student Life or the Dean of Students, or the Director of Human Resources can provide you with counseling options.

Instructions for Victims of Sexual Misconduct

Denver Seminary encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The Seminary encourages individuals to also make a report to appropriate Seminary officials. Reporting to law enforcement and to the Seminary are not mutually exclusive options, as both criminal and internal reports may be pursued simultaneously.

Reporting Title IX Violations

Making a report means telling someone in authority what happened – in person, by telephone, in writing or by email. At the time a report is made, a Complainant does

not have to decide whether or not to request any particular course of action, nor does a Complainant need to know how to label what happened. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. The Seminary provides support that can assist each individual in making these important decisions, and to the extent legally possible will respect an individual's autonomy in deciding how to proceed. In this process, the Seminary will balance the individual's interest with its obligation to provide a safe and non-discriminatory environment for all members of the Seminary community.

Detailed information on reporting of sexual misconduct and violations of the sexual misconduct policy can be found in Section VII of the Policies and Procedures Manual.

Emergency and External Reporting Options:

Littleton Police Department (LPD)

For emergencies: 911

For non-emergencies: LPD non-emergency dispatch at 303-794-1551

Campus Reporting Options:

Denver Seminary employees have an ethical and institutional obligation to report anything they are aware of related to discrimination, harassment and sexual misconduct. If you have questions or are unsure, contact any of the individuals listed below:

Title IX Deputy Coordinator (for students) – Rob Foley, Dean of Students
Rob.Foley@denverseminary.edu; 303-357-5838

Title IX Deputy Coordinator (for employees) – Zandy Wennerstrom, Director of HR
Zandy.Wennerstrom@denverseminary.edu; 303-762-6887

Title IX Coordinator – Debra Kellar, Vice President of Finance and Campus Operations
Debbie.Kellar@denverseminary.edu; 303-762-6893

Campus Security: 303-783-3120 or dial 1001 from any campus phone.

Anonymous Reporting

Any individual may make an anonymous report concerning an act of sexual misconduct and/or sexual violence through Denver Seminary's Alert Line. An individual may report the incident without disclosing his/her name, identifying the Respondent or requesting any action. Depending on the extent of the

information available about the incident or the individuals involved, however, the Seminary's ability to respond to an anonymous report may be limited.

Interim Measures, Remedies and Accommodations

See Section VIII of the Sexual Misconduct Policy

Investigations and Options for Resolution

See Section IX of the Sexual Misconduct Policy

11. Statement Advising the Seminary Community Where Law Enforcement Agency Information Concerning Registered Sex Offenders May Be Obtained

Information provided by the State of Colorado concerning registered sex offenders can be obtained at: <http://sor.state.co.us/>.

12. Policy Regarding Emergency Response and Evacuation Procedures

Denver Seminary's emergency response procedures are detailed in the Emergency Procedures Guide, an easy-to-use, shingle-style manual issued to all Seminary employees. The guide covers ten (10) different emergency situations and includes emergency phone numbers, crime prevention tips and safety considerations for persons with disabilities. Procedures to immediately notify the campus community upon the confirmation of an emergency on-campus or the immediate vicinity are included by various means appropriate to the situation, whether it's an evacuation of buildings or shelter-in-place that is warranted. Seminary personnel will work as closely as possible with Littleton Police to confirm the seriousness of the emergency, the scope of notification and appropriateness of the message content in issuing the notification.

An evacuation drill in campus buildings, including the campus apartments, was conducted October 15, 2014 in compliance with the annual requirement. A lockdown drill was conducted February 26, 2015.

Any incident of a fire occurring on campus will involve Seminary security personnel, Facilities staff, and the local Fire Department. A fire in any building may result in the loss of life or injuries, damage to physical structures, release of chemicals or biological hazards. Therefore, any suspected fire, smell of smoke, or visible manifestation of a fire must be considered as a working fire and treated by responding personnel as factual rather than as a possibility.

The following should be contacted to report a fire:

- Littleton Fire Rescue – 911

- Kent Quackenbush – Director of Security, Risk Management and Auxiliary Enterprises, 303-762-6923, kent.quackenbush@denverseminary.edu; or, if unavailable,
- Rob Bachman – Director of Facilities, 303-762-6970, rob.bachman@denverseminary.edu
- If after Seminary business hours or during the weekend - Call security at 303-783-3120

13. Timely Warning Reports

In order to keep the Seminary campus community informed about safety and security issues (as well as other issues such as weather-related closures) on an ongoing basis, it is our policy to issue a warning whenever a significant crime or threat to security is reported. If the crime is of the kind noted below (whether on the Seminary campus or the surrounding area), or law enforcement authorities notify us of a dangerous situation in progress in the vicinity of our campus, students, faculty and staff will be alerted as soon as possible by one or more of the following means of communication, as deemed appropriate: Telephone intercom system, email, word-of-mouth, or the Rave Wireless Alert email and text messaging emergency alert system. The decision to make such a warning will be made by the Director of Security, Risk Management and Auxiliary Enterprises in consultation with other members of the Seminary administration and staff. In the event a Rave Wireless Alert message is required, it will be issued by the Director of Security, Risk Management and Auxiliary Enterprises.

14. Missing Student Notification

- The following should be contacted to report a student who resides in campus housing that has been missing for 24 hours:
 - Kent Quackenbush – Director of Security, Risk Management and Auxiliary Enterprises, 303-762-6923, kent.quackenbush@denverseminary.edu; or, if unavailable,
 - Rob Foley – Dean of Students, 303-357-5838, rob.foley@denverseminary.edu
 - If after Seminary business hours or during the weekend - Call security at 303-783-3120
 - Littleton Police Department – 303-303-794-1551
- Each student living on-campus has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. Only authorized Seminary personnel and law enforcement officers in conjunction with the missing person investigation are allowed access to this information. Contact Kent Quackenbush if you choose to register a confidential contact person.
- Local law enforcement (Littleton Police) will be notified if the Seminary is contacted regarding a campus resident student missing for 24 hours, even if the student hasn't registered a contact person.

- In addition, the Seminary will notify the parent or guardian of a missing student under the age of 18 and not emancipated.
- A missing student report will be issued by Seminary personnel and referred to members of the Administrative Committee, as well as the local law enforcement agency.
- The following procedures will be followed when a student who resides in on-campus housing is determined to have been missing for 24 hours:
 - When notification of a missing student is received by Seminary personnel, members of the Administrative Committee (AC – President, Provost/Dean, VP Finance, VP Student Life and Enrollment Management, VP Advancement) will be informed via cell phone call or text message.
 - From this communication, decisions will be made regarding the calling of local law enforcement and a confidential contact person and/or parents, if appropriate.
 - A missing student report will be written by the appropriate Seminary personnel and provided to the AC and law enforcement.
 - Communication will continue among all concerned, the AC, director-level personnel, law enforcement and contact persons(s), if appropriate, until the missing student is located.

15. Hate Crimes

Denver Seminary does not condone hate violence and aims to safeguard the rights guaranteed by law and the United States Constitution. If a hate crime occurs it will be handled according to Denver Seminary policy and reported on the campus crime statistics portion of this report.

Denver Seminary Annual Campus Safety/Security & Fire Safety/Security Report 2015

Annual Disclosure of Crime Statistics												
Number of Occurrences On:												
Type of Criminal Offense	On Campus			Campus Housing			Non-Campus Building or			Public Property		
Give data for last 3 years. Year 1 is the current year.	11	12	13	11	12	13	11	12	13	11	12	13
Muder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Non-forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	1	0	0	0	0	0	0
Motor Vehicle Theft	0	0	2	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Arrests for Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Arrests for Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Arrests for Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Referred for Campus Disciplinary Action:												
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0

There were no incidents of domestic violence, dating violence, sexual assault, or stalking reported in 2013 and 2014 (the first years these incidents were to be reported).

CAMPUS MAP AND PLAZA

1 Anita I. Graber Administration Center

Lower Level:

- Office of Student Life and Enrollment Management
- Business Office
- Shepherd's Gate Counseling Center (entrance on back)

Upper Level:

- Faculty Offices
- Executive Board Room
- President's Office
- Advancement Office

2 Harold and Virginia Simpson Leadership Center

- Classrooms
- Chapel

3 Paul and Marjorie Lewan Learning Resource Center

- Denver Seminary Bookstore
- Potter's Café
- Student Center
- Computer Labs
- Carey S. Thomas Library
- Vernon Grounds Reading Room

4-7 On-Campus Apartment Buildings

Guest Apartment

Guest Parking




DENVER SEMINARY



Annual Fire Safety Report

2015

(For statistics from calendar year 2014)

Introduction

The Annual Fire Safety Report is being prepared in conjunction with the U.S. Department of Education Requirements. Denver Seminary is committed to ensuring the safety of our students, faculty and staff as well as remaining in compliance with regulatory directives.

For the purpose of this report, a fire is "Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner." The Seminary has 93 apartment units on-campus, contained in four separate buildings, at the following addresses on South Vinewood Street, Littleton, Colorado, 80120: Building 1, 6409; Building 2, 6419; Building 3, 6429; Building 4, 6439.

There were no fires in any of the apartment buildings in 2012, 2013 and 2014.

The following should be contacted to report a fire:

- Littleton Fire Department – 911
- Kent Quackenbush – Director of Security, Risk Management and Auxiliary Enterprises, 303-762-6923, kent.quackenbush@denverseminary.edu; or, if unavailable,
- Rob Bachman – Director of Facilities, 303-762-6970, rob.bachman@denverseminary.edu
- If after Seminary business hours or during the weekend - Call security at 303-783-3120

Description of the Fire Safety System for Each of the Campus Apartments

Each Denver Seminary apartment building (all constructed in 2005 as part of the new campus) contains a heat activated sprinkler system and fire alarms in each apartment. There are fire alarm pull stations in the first floor walkways throughout each building and a strobe light and alarm that sounds if triggered by any one of these system components. The system is electronically monitored by the Seminary's contractor, Security Central, which alerts security personnel and the Littleton Fire Department if the fire safety system is activated. In addition, small fire extinguishers have been installed in the kitchen of all apartments.

Denver Seminary Policies and Rules on Smoking, and Open Flames in Campus Apartments

Denver Seminary policies regarding smoking and open flames in student housing can be found at <http://www.denverseminary.edu/current-students/student-housing/on-campus-housing/>, under "Housing Policies."

Smoking

Denver Seminary does not allow smoking anywhere on campus.

Procedures For Student Housing Evacuation

Evacuation routes and the destination for each apartment building are posted in each walkway throughout the complex. Residents are to evacuate to the designated destination whenever they hear the fire alarm for their building, and remain there until the "all clear" is given by Seminary personnel in conjunction with the Littleton Fire Department.

An evacuation drill for the campus apartment residents in all four buildings was conducted on October 15, 2014, in compliance with the annual requirement.

Any questions or comments concerning this report should be directed to:
Kent Quackenbush, kent.quackenbush@denverseminary.edu.