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INTRODUCTION
Notification of availability of Annual Security Report
All members of the Saint Paul community will receive notification via institutional email that the annual security report has been published no later than October 1st of each year. The notification indicates the contents of the report, the specific web address where the report is published and notification that any interested parties may request a paper copy of the report and that they have a right to receive a copy of the report upon request. Prospective students and employees will be referred to the published report available on the Saint Paul website.

Annual Security Report Responsibilities
Saint Paul School of Theology’s Dean of Students is the Campus Security Authority, and is responsible for
1. Oversight and coordinating the creation of the ASR
2. Working with Church of the Resurrection security personnel and local law enforcement officials to compile the required crime statistics.
3. Maintenance of documents pertinent to the ASR including
   a. All internal documentation required to compile the report.
   b. A copy of original documentation provided by the Church of the Resurrection Security office (who is responsible for maintaining the original copy the document)
Ensuring that all crime statistics are properly reported to the department of education.
**SECTION ONE**

**Reporting Crimes and Emergencies**

1.1 Emergency response and evacuation procedures

1.1.1 OCU Emergency Shelter/Evacuation Locations

*Facilities with underground shelters are highlighted in red.*

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>ASSEMBLY LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aduddell Fitness Center</td>
<td>1 McDaniel Visitor Parking</td>
</tr>
<tr>
<td>Banning Hall (residence hall)</td>
<td>2 Activities Lawn</td>
</tr>
<tr>
<td>Bishop Smith Chapel</td>
<td>3 Lawn west of Chapel</td>
</tr>
<tr>
<td>Children’s Center for the Arts</td>
<td>4 Lawn north of Children’s Center</td>
</tr>
<tr>
<td>Clara Jones Administration</td>
<td>5 Centennial Lawn</td>
</tr>
<tr>
<td>Cokesbury Court Apartments</td>
<td>2 Activities Lawn</td>
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<tr>
<td>CR Sutton Baseball Complex</td>
<td>6 Parking lot west of baseball field</td>
</tr>
<tr>
<td>Dawson-Loeffler</td>
<td>7 Entrance to baseball field</td>
</tr>
<tr>
<td>Draper Hall</td>
<td>8 Parking lot south of Draper Hall</td>
</tr>
<tr>
<td>Dulaney Browne Library</td>
<td>9 Clock Tower</td>
</tr>
<tr>
<td>Freede Wellness Center</td>
<td>10 Parking lot north of Freede</td>
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<tr>
<td>Gaylord Building / Ann Lacy School of Dance Management</td>
<td>11 Quad Lawn</td>
</tr>
<tr>
<td>Gold Star Building</td>
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</tr>
<tr>
<td>Harris Hall</td>
<td>Parking lot south of Draper Hall</td>
</tr>
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<td>Innocence Clinic</td>
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</tr>
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<td>Kirkpatrick Fine Arts Building</td>
<td>Lawn east of Kirkpatrick Fine Arts</td>
</tr>
<tr>
<td>Knight Wrestling Facility</td>
<td>Parking lot to west of building</td>
</tr>
<tr>
<td>Kramer School of Nursing East</td>
<td>15 West plaza, Meinders School</td>
</tr>
<tr>
<td>Kramer School of Nursing West</td>
<td>16 Parking lot south of Nursing</td>
</tr>
<tr>
<td>Lacy Visitor &amp; Admissions Center</td>
<td>13 Parking lot east of building</td>
</tr>
<tr>
<td>McDaniel University Center *</td>
<td>9 Clock Tower</td>
</tr>
<tr>
<td>Meinders School of Business</td>
<td>15 West plaza, Meinders School</td>
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<tr>
<td>Methodist Residence Hall</td>
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<td>Norick Arts Center</td>
<td>17 Parking lot west of Norick Arts</td>
</tr>
<tr>
<td>Panhellenic Quad</td>
<td>21 Parking lot east of Quad</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>19 Parking lot south of Freede</td>
</tr>
<tr>
<td>Sarkeys Law Center</td>
<td>2 Activities Lawn</td>
</tr>
<tr>
<td>Smith Hall (residence hall)</td>
<td>2 Activities Lawn</td>
</tr>
<tr>
<td>University Health Center</td>
<td>18 Parking lot east of Quad</td>
</tr>
<tr>
<td>Walker Center</td>
<td>17 Parking lot west of Norick Arts</td>
</tr>
<tr>
<td>Walker Hall (residence hall)</td>
<td>20 Basement of Chapel</td>
</tr>
<tr>
<td>Wanda Bass Music Center</td>
<td>15 West plaza, Meinders School</td>
</tr>
<tr>
<td>Wilson House</td>
<td>4 North side of Children’s Center</td>
</tr>
</tbody>
</table>
1.1.2 Medical Emergency Response

A medical emergency is defined as sudden onset of loss of consciousness, shortness of breath, acute change in behavior such as confusion, uncontrolled bleeding, acute pain or complaint of chest pain. If any person on campus is complaining of any of these, call 911 from an on campus phone (or 405-208-5911 by cell) immediately. Do not hesitate. Take action, even if in doubt.

Start CPR if the person is not breathing and has no pulse. Have someone get the nearest Automated External Defibrillators immediately. The OCU Police Department will come to your location to assist you and assist local emergency responders find your location. Response time for EMSA or Oklahoma City Fire Department may be as little as 3 to 5 minutes.

It is absolutely free for community emergency responders to come to the University. There is no charge or penalty to the University. Ambulance personnel will provide minor injury care at no charge if the patient is not experiencing a medical emergency. If the person is unconscious, having difficulty breathing or chest pain, is bleeding profusely, is in severe pain or is medically unstable, the paramedics will assess, stabilize and transport the person to a local hospital. The patient is charged only if transported to a hospital.

1.1.3 Locations of Automated External Defibrillators on campus

- OCUPD vehicle
- Law School – lower floor near restrooms and stairway
- Law Library – west wall across from circulation desk
- Student Health clinic – main hallway across from patient exam rooms
- Freede – west hallway across from check-in desk
- Freede – athletic training room
- Meinders School of Business (2) – first floor near elevator and third floor north access wing
- Administration Bldg. - north hallway first floor near water fountain
- Ann Lacy School of Dance and Arts Management – main level, mid-hall, near door to stairway
- McDaniel University Center – main level, on wall outside cafeteria
- Dulaney-Browne library – north wall behind circulation desk
- Loeffler – main level, next to women’s restroom
- Physical Plant – in engineering office
- Kramer School of Nursing – main hallway, near entry
- Walker Center – first floor, near room 151
- Bishop W. Angie Smith Chapel – main level, near chapel office
- Wanda L. Bass Music Center – first floor, near family restroom
- Ann Lacy Visitor’s Center – first floor, near reception desk
- United Methodist Residence Hall (4) – on each level, east end, near fire extinguisher
- Smith Residence Hall (1) – Lounge, first level, near fire extinguisher
- Banning Residence Hall (1) - Lounge, first level, near fire extinguisher
- Walker Residence Hall (2) – First floor, across from reception desk and Fourth Floor, near RA quarters
- Aduddell Workout Center next to Centennial Hall – across from check-in desk
- Cokesbury Apartments – Clubhouse entryway

1.2 Emergency Notification System

Saint Paul uses the e2Campus notification program as a quick and effective way to send, via text, time-critical messages to the user’s cell phone and/or email. Thus, a person can receive immediate notice of class cancellations, campus closures and campus emergencies wherever he or she is. All students, faculty, and staff will receive an email copy of e2Campus messages via their Saint Paul email account without taking any action. The e2Campus mass notifications will
only be used for *vital time-critical urgent messages* issued by an e2campus power user as instructed by a senior administrator.

### 1.3 Procedures for institutional response to dangerous or emergency situations

Senior level administrators including the Interim Vice President of Academic Affairs and Dean, Dean of Saint Paul at Oklahoma City University, Dean of Students, Vice President of Administration/CFO and Vice President of Advancement will evaluate a situation to determine if it warrants emergency action. They will agree on a plan of action appropriate to the situation and will determine the content of an emergency alert notification if it is deemed necessary. In most situations all members of the Saint Paul community will receive the emergency notification. A senior administrator will be designated to communicate the information to one or more of the e2campus power users who will distribute the notification. Announcements of closings and/or alternate schedules will be made via the following channels immediately following a decision/declaration. Senior administrators will not release an e2campus notification if doing so would compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

#### 1.4 Persons responsible for institutional response to dangerous or emergency situations

Elaine Robinson, Interim Vice President for Academic Affairs and Dean  
Elaine.robinson@spst.edu 405-208-5755  
Jeanne Hoeft, Dean of Students  
Jhoeft@spst.edu 913-253-5019  
Laura Snow, Vice President of Administration/CFO  
laura.snow@spst.edu 913-253-5060  
David Sisney, Vice President of Advancement  
david.sisney@spst.edu 913-253-5080

#### 1.5 Methods for emergency notification

In the event that one or both campuses are closed, classes cancelled or campus activities will be held on a delayed/alternate schedule. Announcement of closings and alternate schedules will be made via the following channels, immediately following a decision/declaration.

- e2campus mass notification system – go to www.spst.edu to sign up for an account
- Television stations in the metro area of campus affected and their websites
- Campus phone and voicemail systems Kansas City Campus – (913) 253 – 5000
- Oklahoma City University Campus emergency number – (405) 208-5871
- Email broadcast from a campus official and/or postings at entrances of campus buildings when the decision and announcement are made during regular work hours

#### 1.6 Testing the emergency alert system

The emergency response and evacuation procedures, including e2campus alert, will be tested at least once per calendar year. The test may or may not be announced and will be followed by a notice detailing emergency response and evacuation procedures. Documentation of these tests will be kept by the Dean of Students and will include a description of the exercise, the date, time, whether it was announced or unannounced and the follow up notice regarding emergency response and evacuation procedures sent to the Saint Paul Community.

#### 1.7 How to report a crime on campus

The OCU police department is charged by the Saint Paul with the responsibility of maintaining conditions necessary for a safe and secure learning environment and strives for a crime-free campus. OCUPD is located in Suite 320 of the Clara E. Jones Administration Building and is open 24 hours a day, 7 days a week. The dispatcher may be reached at 405-208-5911. OCUPD is comprised of 13 full-time officers commissioned by the University and state certified by the Oklahoma Council on Law Enforcement Education and Training (CLEET).

Any criminal act or emergency occurring on or in the vicinity of the OCU campus should be reported to the OCUPD either by phone, 405-208-5911 or in person without delay. Students, faculty, staff, campus guests and others are requested to cooperate fully with police officers. Failure to do so, making a false report or obstructing an
investigation may result in sanctions, fines or other disciplinary action by the University or, if applicable, criminal prosecution. All incidents reported to OCUPD are summarized and maintained in a daily crime log available for inspection upon request at OCUPD’s main office. This information is also updated weekly on the OCUPD website in the Blotter section.

OCUPD will promptly and thoroughly investigate all reports of any crime or incident including threats of (or actual) violence and of suspicious individuals or activities. If requested, the identity of the reporting party may be kept anonymous and will be protected to the greatest extent possible. Following receipt of a report, follow-up investigation may be initiated by the OCUPD and/or by the Oklahoma City Police Department.

Anyone determined to be responsible for criminal activity or any other conduct that is in violation of University policies will be subject to prompt disciplinary action, up to and including, suspension or dismissal from the University with the possibility of criminal charges being filed with the Oklahoma County District Attorney’s Office.

Occasionally, when information is necessary to aid in the prevention, detection or investigation of crimes, flyers may be posted around campus, distributed by campus e-mail, published in “The Campus”, OCU’s student newspaper and/or posted on the OCUPD Website.

Confidential Reporting
Although the University encourages anyone who is the victim or witness to any crime to promptly report the incident to the OCUPD, state law directs which portions of the police reports must be released as public record.

Sexual assaults on or off-campus may be reported to the appropriate law enforcement agency, but a student may elect to report the sexual assault to a member of OCU’s Title IX Compliance Team, identified at: http://www.okcu.edu/hr/titleIX/.

1.8 Clery Act crime timely warning
Clery Act crimes will be reported to the seminary community, by a community wide memorandum and or e-mail as soon as possible after the incident has occurred, generally within 24 to 48 hours

SECTION TWO
Campus Security

2.1 Access to and security of facilities
For the safety of its students, faculty, staff and guests Saint Paul School of Theology at Oklahoma City University seeks to maintain a closed campus and discourages trespassers. Students, faculty and staff must carry University identification cards at all times, and must present them to any University official upon request. With the exception of the Tom & Brenda McDaniel University Center all University buildings are secured by midnight. For safety reasons students are not to remain in University buildings after midnight unless accompanied by a full-time University employee.

While the University strives to maintain adequate evening lighting, individuals are discouraged from walking unaccompanied during the evening and late night hours. A call to OCUPD dispatch for an escort will enhance individual safety.

The Physical Plant supervises custodial services and maintains the buildings, grounds and utility systems. University employees routinely inspect building door locking mechanisms, windows, and fire alarm systems. Burned out lights, broken doors, windows and malfunctioning alarm systems are repaired as quickly as possible. University community members are encouraged to report maintenance problems, including lighting and elevator concerns to 405-208-5382 or after hours 405-208-5383.

2.2 Law enforcement authority
The Oklahoma City University Police Department (OCUPD) is devoted to providing the Saint Paul @ OCU community with emergency and non-emergency services in a timely and efficient manner. OCUPD is proactive in identifying and curtailing criminal activity and safety concerns. This is accomplished by ethical, well-trained, dedicated police personnel who successfully confront criminal activity with powers of arrest and apprehension and the implementation of professional crime prevention techniques, in order to support an academic environment that is conducive to learning.

The OCUPD is commissioned by the university and certified by the State of Oklahoma Council for Law Enforcement Education and Training (CLEET). OCUPD Officers are authorized to stop, question, detain, and if appropriate, arrest persons engaged in criminal activity or anyone behaving in a suspicious manner on any campus properties and surrounding area. The OCUPD maintains regular contact with other local, state and federal law enforcement agencies including Department of Homeland Security concerning known or suspected criminal activity likely to impinge upon the University, its students, faculty, staff, and guests.

The OCUPD have statutory authority that includes the real property, buildings and other improvements owned, leased or rented by the University at its primary Oklahoma City, Oklahoma campus. The jurisdiction begins at a point at the northern edge of NW 23rd Street, east to the east edge of North Douglas Street, north to northern edge of NW 30th Street, west to the east edge of North Pennsylvania Avenue, south to the north edge of NW 23rd Street and all areas within these boundaries. This will also include Oklahoma City University owned structures, specifically, University Manor Apartments at 1844 NW 23rd Street not within the aforementioned boundaries.

Oklahoma City University Police Department 2501 North Blackwelder Ave. OKC, OK 73106
Suite 320 of the Clara Jones Administration Building Open 24 hours a day, 7 days a week EMERGENCY CALL: (405) 208.5911
Non-Emergency: (405) 208.5001
Fax: (405) 208.6039
ocupd@okcu.edu

2.3 Monitoring and Recording Off-Campus Student Functions
OCUPD maintains continuing contact with other local and state police agencies to monitor and report any criminal activity at off-campus student functions and any off-campus student organizations that are recognized by Saint Paul and that engage the participation of students attending the University. This includes those students and organizations with off-campus housing facilities.

2.4 Preparation of crime statistics disclosure
Saint Paul School of Theology has prepared this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Annual Security Report is published each year on or before October 1. Crime statistics for the report are solicited from all law enforcement agencies that have or share law enforcement jurisdiction. The Dean of Students provides disciplinary actions taken concerning alcohol, drug, and weapon violations of the Student Code of Conduct.
Each year an e-mail notification is sent to all students, faculty and staff members providing the web link to access the Annual Security Report. That email will contain a brief description of the ASR contents and disclosure of the rights of interested parties to request a paper copy of the ASR and to have that copy furnished upon request. Prospective students and prospective employees may obtain this annual report from the web link.

2.5 Crime Statistics
Clery Act Crime Statistics are reported in accordance with Uniform Crime Reporting (UCR) procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Data sources include all reports made to the Oklahoma City University Police Department.
This report is prepared annually by the Chief of Police after reviewing all reports filed with the OCU Police Department or reported by other campus administrators. The Chief also consults with the Oklahoma City Police Department regarding incidents reported to them.

For purposes of timely warnings, reports of incidents should be made to the OCU Police Department at (405) 208-5911. You can help us prevent, deter and/or detect crime by reporting suspicious persons or actions and crime hazards before they become crimes, and by reporting criminal acts of which you are aware or informed.

<table>
<thead>
<tr>
<th>Total Crimes Reported For:</th>
<th>Oklahoma City University Campus</th>
<th>Non-Campus Building or Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
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<td>0</td>
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<tr>
<td>Forcible Sex Offenses</td>
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<tr>
<td>Non-Forcible Sex Offenses</td>
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<tr>
<td>Robbery</td>
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<tr>
<td>Arson</td>
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<tr>
<td>Motor Vehicle Theft</td>
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Other Selected Offenses

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<th>Total Crimes Reported For:</th>
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<th>Non-Campus Building or Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
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<td>Liquor Law Violations</td>
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<tr>
<td>Referral</td>
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<td>Drug Law Violation</td>
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</tr>
<tr>
<td>Referral</td>
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<tr>
<td>Referral</td>
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<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
Oklahoma City University is including these statistics for incidents of domestic violence, dating violence, stalking and hate crimes for 2013 in a good faith effort to comply with recent Violence Against Women Act (VAWA) and other amendments.

<table>
<thead>
<tr>
<th>Offense Type</th>
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<td>Res</td>
</tr>
<tr>
<td>Stalking</td>
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<tr>
<td>Dating Violence</td>
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<tr>
<td>Domestic Violence</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
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</tr>
</tbody>
</table>

SECTION THREE
Crime Prevention

3.1 Safety and Security Education
Safety awareness programs for the community, as well as increased attention to campus security awareness during new student and employee orientation programs, will be a part of the on-going educational efforts by the seminary. It is vital that all members of the seminary community practice and encourage responsibility for their own security and the security of others.

3.1.1 Safety Escorts – “Never walk alone”
On-campus safety escorts are available 24 hours a day, year-round. Off-campus safety escorts to designated locations are available at scheduled intervals during the evenings Monday through Friday: 9:15 PM, 10:15 PM, 11:15 PM, and 12:15 PM.

Please call the OCUPD dispatch at 405-208-5001 (on-campus ext. 5001) to request an escort. The dispatcher will provide instructions as to where to meet an officer.

3.1.2 Operation ID
OCUPD will engrave a unique number on valuables. This will aid in the recovery should these items be lost or stolen.

3.1.3 Enough is Enough Campaign to Stem Societal Violence
Oklahoma City University annually participates in the Enough is Enough Campaign to Stem Societal Violence. The week-long activities held in April include Love Not Hate Day, Random Acts of Kindness Day, invited speakers and informational outreach.

3.1.4 Motorist Assistance
- Battery jumps
- Vehicle unlocks
- Flat tires
- Out of gas

3.1.5 Lost & Found
The OCUPD is the central repository for all lost and found property. When property is found it should be delivered to OCUPD as soon as possible. To report items missing call OCUPD non-emergency line 405-208-5001 where a log is kept and will notify the individual if their items are recovered. Each year items not claimed or do not have an identified owner are sold by campus silent auction.

3.2 Safety and Security Reminders
Consider the following tips to ensure safety, security and crime prevention on our campus, as well as anywhere else.

- Lock the doors on your vehicle when you park and leave your vehicle, even if for just a moment.
- Keep items out of sight in your car. Move things into the trunk or conceal items beneath a coat or other cover.
- Use an anti-theft device on your vehicle.
- Keep doors locked anytime that you step away. Check the knob as you leave to confirm that it is locked and that the latch has properly engaged.
• Check to be sure that exterior building doors close, latch and lock properly when you leave or enter a building.
• Do not block open a locked exterior door, not for a friend who is coming over shortly, nor for the convenience of not having to use your key on frequent trips in and out of a building. It only takes a second for someone to slip into a building when an unsecured door is unattended.
• Immediately report any suspicious or unusual activity on campus to OCUPD
• Let someone know where you intend to be and when. This allows someone else, a family member, another student, a parishioner, or a neighbor to watch out for you. This also assists the school or others to locate you when we receive emergency calls for you.
• Stay alert and aware of your surroundings. Look around as you walk or as you enter a new space, like a building entryway, an office, or a car.
• When walking outdoors alone, keep your keys in your hand ready to open your car or building. Consider carrying pepper spray or a whistle, keeping items in your hand and ready for use.
• Choose open, well-lit and well-traveled areas.
• Travel with a friend or in a group.
• Avoid dark, vacant, or deserted areas.
• When walking you should walk facing traffic.
• Be cautious of drivers who stop to talk to you.
• Dress in clothes and shoes which won't hamper movement.
• If you sense trouble: move away from the potential threat if possible, Join any group of people nearby or cross the street and increase your pace.
• If a threatening situation is imminent and people are close by, yell, scream, or make a commotion in any way you can to get their attention. Remember: if you yell "help," people tend to leave you and go to get help. If you yell "fire," people will often come towards you.
• BE ALERT AND AWARE of your surroundings! Giving the appearance of not paying attention and not being alert is what offenders look for in a victim.
• NEVER HITCHHIKE!
• Do not wear headphones while walking or jogging.
• Do not read while walking or standing on the street.
• TRUST YOUR INSTINCTS: If something "feels wrong", something probably is wrong.

SECTION FOUR
Alcohol and Drugs Policies

Drug-Free Campus Policy
(Adapted from the Oklahoma City University Handbook, 2013-2014; approved 11/2013)
The Drug-Free Schools and Communities Act Amendment of 1989 is a federal law, which requires all educational institutions to have and make available a clear policy regarding illegal drugs.

4.1 Prohibited Behavior
Saint Paul School of Theology forbids the unlawful distribution, possession, or use of controlled substances, illegal or illicit drugs, or alcohol by students or employees, on seminary property, as a part of seminary activities, or in any way related to seminary employment or program. Alcohol is excluded from any official function of the seminary.

Each employee of the seminary, as a condition of employment, will agree to abide by the provisions of this regulation and all applicable conditions of the Drug-Free Schools and Communities Act Amendments of 1989, and will notify the institution of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

4.2 Institutional Sanctions
Any student who violates the provisions of this regulation is subject to disciplinary action, which may include termination of enrollment. The policies and procedures by which disciplinary action will be carried out are detailed under the Student Conduct and Status of Enrollment. Students receiving sanctions requiring treatment may use any
other certified program. In any case, a student must provide proof of treatment before consideration is given to his or her reinstatement.

**Notification to State and Federal Authorities**

Saint Paul may refer individuals to applicable local, state, or federal law enforcement authorities for prosecution. Any student who is convicted under a criminal drug statute for a violation occurring on campus the Dean of Students (GKC) or Associate Dean (OKC) within five working days of the conviction. Within ten working days, Saint Paul School of Theology is required to notify the Department of Education of the disciplinary action. Within thirty days, Saint Paul will take appropriate disciplinary action.

A student, who is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurred while the student is enrolled in school and receiving Title IV aid, is not eligible for Title IV funds. A borrower's eligibility is based on the student’s self-certification on the Free Application for Federal Student Aid (FAFSA). Convictions that are reversed, set aside or removed from the student’s record, or a determination arising from a juvenile court proceeding do not affect eligibility and do not need to be reported by the student.

**4.3 Applicable Legal Sanctions**

Apart and distinct from seminary policies, employees and students who engage in the unlawful use, possession, or distribution of controlled substances, illicit or illegal drugs, or alcohol are subject to sanctions under local and municipal ordinances, Kansas statutes, Oklahoma statutes, the United States code, or other applicable local, state, and federal laws. Such sanctions could include, without limitation, fines and imprisonment.

Federal law prohibits possession, use, distribution, manufacture, or dispensing of controlled substances. The ultimate punishment for drug crimes generally depends on the quantity, classification, and purpose of possession of the drug. The most serious drug crimes are producing, manufacturing or selling illegal drugs.

Federal Drug Possession Penalties: (federal charges are not applicable unless it involves multi-state trafficking)
- First violation - a minimum fine of $1,000 but no more than $100,000, and a maximum jail term of one year.
- Second violation - a minimum fine of $2,500 but not more than $250,000, and/or minimum jail term of 15 days but not more than two years.
- Third or subsequent violation - a minimum fine of $5,000 but not more than $250,000 and/or a minimum jail term of 90 days but not more than three years.
- Federal penalties have special sentencing provisions for the possession of crack cocaine: a maximum fine of $250,000 and/or a minimum jail term of five years but not more than 20 years, if it is a first conviction and the amount of crack cocaine possessed exceeds 5 grams: second crack cocaine conviction, and the amount possessed exceeds 3 gram; third conviction and the amount possessed exceeds 1 gram.

**4.4 Health Risks Associated with Abuse of Drugs and Alcohol**

The use, misuse, and abuse of illicit or illegal drugs and alcohol can lead to or result in a variety of health risks. Whether the drug of choice is alcohol, marijuana, a prescription drug or cocaine, the habit can lead to a change in work habits, too. Some people may believe that drugs are harmless or even helpful. The truth is that drugs can have very serious, long-term physical and emotional health effects. And if drugs are mixed, the impact is even more detrimental. The following is a partial list of drugs and some of the consequences of their use. Only some of the known health risks are covered, and not all legal or illegal drugs are included:

- **Alcohol** is the most commonly abused substance in the work place. It produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long term effects include: damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer.
- **Marijuana** impairs short-term memory comprehension, concentration, reaction time, and motivation. It may also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way marijuana is smoked enhances the risk of contracting lung disease and cancer.
• While cocaine and crack can speed up performance, their effect is short-lived. More lasting risks are short attention span, irritability and depression, seizure and heart attack.

• Prescription drugs are often used to reduce stress. However, they are not safe either, unless they are taken as directed. If abused, they can lead to sluggishness or hyperactivity, impaired reflexes, addiction and brain damage.

• Other drugs, such as PCP, LSD, heroin, mescaline and morphine, have a wide variety of negative health effects — from hallucinations and mental confusion to convulsions and death.

Drug and Alcohol Dependency Testing
Saint Paul may require any student or employee, who is reasonably suspected of drug use, to undergo drug testing. Drug and alcohol tests may be administered under the following conditions:

- If the employee or student exhibits conduct that would cause a reasonable person to believe that the employee is under the influence of drugs or alcohol
- If the employee demonstrates a level of job performance which suggests a drug or alcohol problem

An independent, professional laboratory will be used to test for the presence of controlled substances and alcohol when testing is necessary. Termination of employment or enrollment may occur as a result of a violation of any provision of this policy.

Available Treatment
Saint Paul does not provide drug and alcohol counseling or treatment. Students and employees with substance abuse problems are encouraged, and, in some cases, may be required to use the services of appropriate off-campus resources.

Oklahoma City Area Resources
While Oklahoma City University strives to help members of the campus community learn about alcohol and other drugs, we realize that sometimes students may wish to seek off-campus help. Following is a list of contacts and resources:

<table>
<thead>
<tr>
<th>Reachout Hotline 1-800-522-9054</th>
<th>Oklahoma Alcoholics Anonymous <a href="http://www.aaoklahoma.org">http://www.aaoklahoma.org</a></th>
</tr>
</thead>
</table>
| Norman Alcohol and Drug Treatment Center  
P.O. Box 151  
Norman, OK. 73070-0151  
405/573-6624 | Oklahoma County Crisis Intervention Center  
1200 N.E. 13th  
P.O. Box 53277  
OKC, OK. 73152  
405/522-8100 or 1-800-522-9054 |
| A Chance to Change  
5228 Classen Circle  
OKC, OK.  
405/840-9000 | Catalyst Behavioral Services (Inpatient and Outpatient)  
3033 N. Walnut Ave.  
OKC, OK.  
405/232-9804 |
| Jordan’s Crossing, Inc. (Inpatient & Outpatient; Inpatient females only)  
301 SW 74th  
OKC, OK.  
405/604-9644 | North Care Center  
4436 NW 50th  
OKC, OK.  
405/858-2700 |
| Quapaw Counseling Services  
1301 SE 59th Street  
OKC, OK.  
405/672-3033 | The Referral Center (Medical Detox)  
1215 NW 25th Street  
OKC, OK.  
405/525-2525 |
| Specialized Outpatient Services, Inc. | Total Life Counseling |
Procedure for Distribution
This policy will be distributed annually to all students and employees through its inclusion in the Community Handbook which is also available on the Saint Paul web site, http://www.spst.edu/Handbook-Catalog.

Students at Saint Paul at Oklahoma City are subject to this policy and the policy of Oklahoma City University.

Smoke-Free Campus Policy
At its Fall 2007 meeting, the Saint Paul School of Theology Board of Trustees approved this "Smoke-Free Campus" Policy as follows: In the interests of the health of all persons who use or visit the Saint Paul School of Theology campus, which grows out of Christian loving concern for the well-being of every individual, all of the campus buildings and grounds shall be free of smoke from tobacco products effective January 1, 2008.

Saint Paul will encourage, support and assist students and employees who desire to quit smoking by reimbursing their out of pocket expenses up to $50 per month for up to 4 months of a smoking cessation program of their choosing, including consultation with a doctor and medical treatment with gum, patches and/or prescription medications. Persons may request this financial support through the Human Resources office, or the Dean of Students (GKC) and Associate Director of Contextual Education (OKC).

4.5 Review of Drug and Alcohol Policies
Saint Paul will conduct biennial reviews of this policy to determine its effectiveness, to implement changes as needed, and to ensure that sanctions are consistently enforced. Reviews implemented by the Masters Committee and Director of Human Resources will:

- Conduct and evaluate an alcohol and drug use and opinion survey
- Assess effectiveness of mandatory drug treatment referrals
- Assess effectiveness of documented disciplinary actions
- Assess effectiveness of policy and information distribution.

A report of the review’s findings will be submitted to the president for approval.
SECTION FIVE
Sex Offenses

5.1 Educational and Support Services

Sexual Assault Educational and Support Services and Resources

Saint Paul strives to provide the education and resources necessary for members of the campus community to make informed decisions regarding personal relationships and the possibility of sexual assault. This may include educational programming, distribution of printed material, and referrals to outside areas for support and assistance.

The seminary urges anyone who has been sexually assaulted to seek support as soon as possible in order to minimize and treat physical harm, assist with processing the unique and complex emotional aftermath, and help preserve and understand options for pressing charges. Even for someone who does not wish to report the event to the police or pursue disciplinary action, seeking medical attention as soon as possible is important. At any point that an individual is ready to come forward, Saint Paul is prepared to assist her or him.

The needs of someone who has been sexually assaulted vary from person to person and may change over time. OCU offers a diverse array of services and external resources, many of which may be accessed 24 hours a day, so that a person may choose what she or he would find most helpful and healing. The offices of Student Health and Disability Services, the OCUPD, and University Counseling are all potential points of contact for a student suffering the effects of sexual assault.

Saint Paul School of Theology offers sexual assault education workshops and presentations on a regular basis. In addition the following resources are available:


http://www.whitehouse.gov/sites/default/files/docs/vawa_factsheet.pdf

National Domestic Violence Hotline 1-800-799-7233 (SAFE)

YWCA Sexual Assault Hotline 405-943-7273 (RAPE)  
http://www.ywca.org/site/pp.asp?c=djIMI0POKvG&b=256915

Oklahoma State Safeline 1-800-522-7233

Oklahoma Coalition against Domestic Violence and Sexual Assault  405-524-0700  http://www.ocadvsa.org/
info@ocadvsa.org
1-800-273-TALK

http://www.suicidepreventionlifeline.org/

Counseling Services

The Oklahoma City University Counseling Center is located in the lower level of Walker Hall. Students receiving counseling from a counselor are provided confidentiality within the dictates of incidents to the OCUPD, but will not disclose students' identities or other confidences that are of an identifiable nature (unless authorized by the reporting student). The Safe Line, 1-800-522-SAFE, also has counselors available 24 hours a day. These counselors can also recommend area support groups and other services.
5.2 Commitment to Anti-Harassment, Anti-Discrimination and Anti-Retaliation

The purpose of this policy is to uphold Saint Paul School of Theology’s commitment to preserving the fundamental dignity and rights of all individuals involved in Seminary activities. Prohibited discrimination, harassment and retaliation are contrary to the education and employment values of Saint Paul School of Theology. All members of the Saint Paul community have the right to be free from harassment, discrimination and retaliation from anyone – students, faculty, staff, supervisors, co-workers or others, including clergy, congregation members, vendors, suppliers, and contractors with whom the employee or student has contact as a result of the individual’s employment, study, or contextual education ministry setting while at Saint Paul.

Preventing prohibited discrimination, harassment and retaliation is the responsibility of all members of the Saint Paul community. Possible violations of this policy (a “Concern”) should be reported as soon as possible to designated personnel noted in this policy. Every effort will be made to respond to Concerns of perceived prohibited conduct in a reasonable, thorough and timely manner. If any one feels that the Seminary has not met its obligations under this policy, that person should contact the Director of Human Resources, Dean of Students, Academic Dean (OCU), or Vice President of Academic Affairs and Dean (GKC).

Prohibited Behaviors and Conduct

Discrimination

It is a violation of this policy to discriminate on the basis of race, creed, color, religion, national origin, sex, gender, age, disability, pregnancy status, sexual orientation, veteran status or any other status protected by law, in any educational/academic or employment programs, experiences, activities, and opportunities.

Harassment

Saint Paul School of Theology prohibits unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an employee or person because of race, color, sex, religion, age, national origin, disability, pregnancy status or any other protected status protected by law. This prohibition applies to all individuals who work for or with the Seminary, or other persons conducting business with Saint Paul. Examples of conduct prohibited by this policy include, but are not limited to, jokes, language, comments, suggestions, innuendoes or pranks that are hostile or demeaning with regard to a protected status or have the purpose or effect of creating an intimidating, hostile, abusive or offensive environment.

Sexual Harassment

As part of the above-stated policy, no student, faculty, staff or any person may sexually harass another individual. Prohibited sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical or other non-verbal conduct of a sexual nature when (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any educational program, activity or employment; (2) submission to or rejection of such conduct by an individual is used as a basis for any education or employment decision affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s education or work performance or creating an intimidating or hostile learning or working environment. Sexual violence is a prohibited form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Some examples of sexual violence may include, but are not limited to, rape, sexual assault, sexual battery, and sexual coercion.

Saint Paul School of Theology has zero tolerance for any prohibited behaviors or conduct and violators will be disciplined, up to and including expulsion or termination.

Any student or employee who has a question, concern or complaint of discrimination, including harassment based on his/her protected status or retaliation is encouraged to bring the matter to the immediate attention of the Director of Human Resources, the Dean of Students, the Academic Dean (OCU), or the Vice President of Academic Affairs and Dean (GKC). Any Saint Paul School of Theology official who becomes aware of any complaint of harassment should contact Human Resources immediately.

Retaliation
Saint Paul School of Theology prohibits retaliation against anyone for reporting discrimination/harassment, assisting in making a complaint, or cooperating in an investigation. Retaliation prohibited by this policy includes, but is not necessarily limited to, disparaging comments, uncivil behavior, or other negative treatment of an employee because a complaint was made pursuant to this policy or otherwise cooperated with Saint Paul’s investigation. Anyone who believes he/she has experienced or witnessed retaliation should immediately notify the Director of Human Resources, the Dean of Students, Academic Dean (OCU), or the Vice President of Academic Affairs (GKC).

5.3 Policy on Consensual Romantic or Sexual Relationships between Members of the Saint Paul Community

Although we recognize that close personal relationships may exist or develop between members of the Saint Paul Community, including but not limited to consensual romantic relationships, appropriate limitations on such relationships are prudent.

- Romantic or sexual attention by any adult toward any minor child is absolutely prohibited. Any sexual abuse of a child will be reported according to applicable laws.
- Unsolicited, non-consensual, or coercive romantic or sexual attention between or among adults is strictly prohibited in all circumstances as detailed in the Policy Prohibiting Harassment/Intimidation.
- Any sexual relationships between or among adults are prohibited when:
  - One party has power over the other party and/or is responsible for making decisions regarding the other party’s participation in/with the Saint Paul Community, such as directing, supervising, hiring, promoting, evaluating, grading, advancing, or developing the academic or employment experience of the other party to the behavior.
  - One party has a position of confidence, authority or spiritual guidance over the other party.
  - One party is a subordinate under the other party's supervisory line of authority.
  - One party is a faculty or staff member and the other is a student.
  - One party is a student in a contextual education ministry setting and the other is a congregant within the same ministry setting and they were not spouses or partners prior to being assigned to the ministry setting.
  - There is a potential for significant interference with either party’s work or academic performance or ability to conduct himself/herself in a professional manner.
  - A conflict of interest may be created by the relationship.
  - Other situations as determined.

Students may enter into and create relationships with other students that do not violate the criteria set forth above and/or do not otherwise adversely affect the Community environment.

Consensual romantic or sexual relationships between employees (administrators, faculty and staff) of Saint Paul School of Theology may be permissible if they are not otherwise prohibited by any criterion set forth above, and/or that would not otherwise adversely affect the Community environment.

All Community members – employees and students alike – should consider carefully the potential problems inherent in such relationships. At the earliest stage of a relationship between community members where there is a power differential, or the appearance of such, that may raise questions regarding its appropriateness, the persons involved shall disclose the relationship and dialogue with their supervisor and/or vice-president level administrator for guidance on appropriate precautions to protect the interests of all parties.

Failure to follow this policy may result in disciplinary action, up to and including dismissal from employment and/or the Saint Paul Community. Saint Paul representative(s) will address any incidents or situations that are reported to them using the tools and processes detailed in the sections Guidelines for Conflict Resolution, and Investigating Complaints of Serious Misconduct against Employees and Students Guidelines.

5.4 Reporting a Sexual Assault
Saint Paul urges anyone who has been sexually assaulted to call OCUPD immediately in order to strengthen the likelihood of successful prosecution. Oklahoma City University Police Department: 208-5001 or 208-5911 (24-hours). An OCUPD officer can be summoned from any of the emergency phones located throughout the community.

Responsibilities of the OCUPD include:

- attending to the immediate needs of the victim, including personal safety and prompt medical care
- when appropriate, broadcasting a description of the offender
- notifying the Dean of Students if the victim is a student

The OCUPD recommends the prompt reporting of sexual assaults; nevertheless, individuals should not be reluctant to file a report at a later date. Reporting an incident does not obligate a person to press charges.

The University Counseling Center supports members of the campus community who are working through an experience of sexual assault or questions about relationships and sexuality. Consultation with a therapist is available in person during regular business hours and by telephone for after-hours emergencies.

Procedures following an alleged sexual assault by a student will follow the Procedures for investigating Complaints of Serious Misconduct against Employees and Students, delineated below and in the Student Handbook and in section six below. The victim and the accused may be accompanied by a support person, but not by legal representation, during any investigatory interviews. Disciplinary actions may include criminal prosecution and termination from Saint Paul.

5.5 Disclosure of disciplinary proceeding results to sex offense victim
The accuser and accused will be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense. The standard will be whether it is more likely than not that the charged student has violated this sex offense policy. Students found to have violated this sex offense policy will be disciplined, up to and including expulsion from the seminary. Sanctions will not be lessened because the offense committed was with an acquaintance or while on a date. If the accuser is deceased as a result of the offense, the next of kin will be treated as the accuser for purposes of this policy.

5.6 Sex Offender Registration
Sex offenders who are students or employees at Saint Paul are required to notify the Dean of Students or the Director of Human Resources of their status. The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. The OCUPD maintains a link on its website to the Oklahoma Department of Corrections Sex and Violent Crimes Offender Registry.

The Sex Offender Registration laws for the state of Oklahoma were amended in 2002 to include all University campuses. This means that anyone convicted of a non-aggravated sex offense in the past ten (10) years must register with the Oklahoma City University Police Department if they are a student, employee, resident, or anyone who works on campus in any capacity.

Those persons who have been convicted of aggravated sex offenses must register indefinitely. This applies to persons convicted in Oklahoma and all other states and territories of the United States of America. Registration with campus authorities must be in addition to registration with the local law enforcement agency where the convicted person resides (unless they reside on campus). Failure to register in accordance with the law, will subject the offender to additional criminal prosecution. OCUPD works in cooperation with the Oklahoma City Police Department, which has an Offender Registration Unit that coordinates the registration of sex offenders and violent offenders residing in Oklahoma City limits. This information is reported to the Oklahoma Department of Corrections which maintains the
statewide Oklahoma Sex and Violent Crime Offender Registry. To access the registry to search for or find out if someone is a registered sex or violent crime offender go to http://docapp8.doc.state.ok.us/.

For example, you can enter your zip code to search for all offenders registered in your zip code area. It is important to be aware of all registered offenders residing in your neighborhood, including Habitual and/or Aggravated Offenders. If an Offender is Habitual and/or Aggravated, it will indicate it on their listing.

**Delinquent Offenders Statewide** Offenders who do not follow certain registration requirements are considered by the Department of Corrections to be delinquent. To view a list of delinquent offenders in Oklahoma, go online: http://sors.doc.state.ok.us/svor/f?p=106:253:1565584384390101::NO:::

These delinquent offenders are often not residing at their registered address. If you know the whereabouts of any delinquent offender listed statewide, there is a place on their listing to e-mail information about them. Helpful information would include where they are currently staying and/or working.

**Check for Offenders by Oklahoma City Address**

Another way you can search for registered offenders in your area is by entering a specific address in Oklahoma City limits. Click http://sors.doc.state.ok.us/svor/f?p=106:5:0::NO to access a City of Oklahoma City mapping program that will display registered offenders in proximity to a specific address in Oklahoma City. There is a Help link if you have questions on how to use this function. For example, be sure to click on the “i” button before clicking on the red squares to identify specific offenders in your area. The offenders shown on this mapping program are linked to the information on the Oklahoma Sex and Violent Crime Registry.

**Information for Offenders**

If you are an offender residing or wanting to reside in Oklahoma City limits and you are required by law to register with local law enforcement, you must come to the Offender Registration Unit at the Oklahoma City Police Department in addition to notifying the Saint Paul Dean of Students and Director of Human Resources. It is located at 616 Colcord Dr. in Oklahoma City. Office hours for registrations are Monday through Thursday from 8:00 a.m. to 11:00 a.m. and 12:00 p.m. to 3:00 p.m. Registrations on Friday are done between the hours of 8:00 a.m. and 11:00 a.m. **Offenders should not call or e-mail the office – all registration transactions including address checks must be done in person.** Personnel at the Offender Registration Unit will assist offenders (in person at the office) to check addresses to find a location to reside that is not in a prohibited area. Registration violations are taken seriously and will be investigated and presented for prosecution when appropriate.

**How to Report Possible Registration Violations**

If citizens have any immediate safety concern involving a registered offender, they should call 911 and have an Oklahoma City Police Officer respond to the scene. If a citizen has information about an offender in Oklahoma City limits required to register who is not actually staying at their listed registered address, that information can be reported to the Offender Registration Unit by e-mail at ocpd.sexoffender@okc.gov. Please include as much specific information as possible. You can remain anonymous or include your contact information if you would like. Possible registration violations will be investigated and presented for prosecution when appropriate.

**5.7 Disclosure of disciplinary proceeding results to sex offense victim**

The accuser and accused will be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense. The standard will be whether it is more likely than not that the charged student has violated this sex offense policy. Students found to have violated this sex offense policy will be disciplined, up to and including expulsion from the seminary. If the accuser is deceased as a result of the offense, the next of kin will be treated as the accuser for purposes of this policy.
SECTION SIX
Investigating complaints of serious misconduct against employees and students

6.1 Conflict Resolution Guidelines

Addressing Concerns

It is Saint Paul’s belief and expectation that members of the Saint Paul community will act in good faith and with consideration and respect for one another at all times, and will avoid intentionally engaging in behavior that violates its policies.

All Concerns will be held in confidence to the extent practicable. However, confidentiality cannot be guaranteed. All participants in any concern are encouraged to respect confidentiality to protect the privacy and reputations of all individuals involved. Obviously, individuals may have appropriate and confidential discussions with a dean, supervisor, or the Human Resources Director regarding the matter. Any breach of confidentiality may result in disciplinary proceedings up to and including expulsion from the Seminary or discharge from employment under this or other applicable Seminary policies.

• Notification

Consistent with these expectations and beliefs, Saint Paul encourages and empowers, but does not require, any individual who experiences or witnesses conduct or behavior prohibited by its Policies to respectfully and appropriately notify the party engaging in the offending behavior that the behavior is unwelcome and/or offensive and/or perceived/experienced as a violation of a policy. Saint Paul further expects and encourages anyone who is notified that his or her communication, behavior or conduct is unwelcome and/or offensive to another or perceived/experienced as a violation of a Saint Paul policy, to be receptive to such information. It is expected that they be open to dialogue on the issue, as well as to be open to change/discontinue the referenced conduct/behavior, to strive for reconciliation, and not to punish or retaliate against another member of the community who respectfully and appropriately shares such information. Open, frank and respectful conversations are opportunities for mutual growth, understanding and trust, for moving from brokenness to grace, from alienation to reconciliation, and from conflict to resolution.

• Reporting procedure

In the event an offended party opts not to directly notify the offending party that his or her behavior is unwelcome and/or offensive and/or perceived/experienced as a violation of a policy, or if that notification does not result in a satisfactory resolution and reconciliation then the concerned party is encouraged to raise the matter within a reasonable time following the incident, usually within 180 days of its occurrence, with the Director of Human Resources, Dean of Students, Academic Dean (OCU) or Vice President of Academic Affairs and Dean (GKC).

• Initiating institutional procedures to address a concern

In order to allow Saint Paul to formally investigate incidents and to correct prohibited behaviors so as to prevent such prohibited behavior from worsening or repeating, the concerned party(ies) may be asked to make a written complaint to one of the above named Saint Paul representatives. The Saint Paul representative will review with the concerned party the protections and procedures provided in its policies and guide her/him in the next steps toward the option(s) selected. The concerned party may be asked to sign an acknowledgement that such did occur.

• Mediation

When deemed appropriate, Saint Paul School of Theology will offer all concerned parties the opportunity to participate in mediation as an option for seeking and reaching a mutually satisfying resolution and reconciliation around the behavior identified by the reporting party. Only if both (all) parties agree to mediation will mediation occur. The person identified as the mediator may be someone from within or
from outside the Saint Paul community following the consent/approval of the party reporting the concern(s), the party about who the concern has been reported, and Saint Paul School of Theology.

- **Investigation**
  
  If Saint Paul does not deem mediation an appropriate option, or mediation is not agreed to by all parties, or mediation does not result in a mutually satisfactory resolution, Saint Paul will initiate a formal investigation.

### 6.2 Investigating Complaints of Serious Misconduct against Employees and Students

**Formal Investigations of Concerns**

Saint Paul is committed to investigating and resolving concerns of behavior or conduct prohibited by its policies as confidentially, and as quickly as practicable for an effective investigation and resolution of the concern. The length, duration, and precise details of each investigation will necessarily depend on the particular circumstances under investigation. The complaints that might be investigated by this procedure include, but are not limited to, behaviors identified under the “anti-harassment/intimidation” and “consensual romantic or sexual relationships” policies.

- All Concerns deemed necessary to investigate will be promptly and thoroughly investigated by the appropriate Seminary officials, generally initiated by the Human Resources Director, the Vice President for Academic Affairs and Dean (GKC) or Academic Dean (OCU). Saint Paul will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent its recurrence. Any student, faculty, staff or other person doing business with Saint Paul will be subject to the full range of corrective action, up to and including recommending discharge or expulsion from the Seminary. Saint Paul will inform the alleging party of the resolution of the Concern as appropriate. Saint Paul will notify the alleging party of the conclusion of the investigation.

- Investigators will communicate only with those who must know of the complaint and with those who may provide facts and details about the complaint. Investigations may include interviews and review of written documents in order to gather facts and details. The findings will be formalized and provided only to those who need to know.

- Investigators will formalize their findings in a confidential written report that will be provided to the President (KC), Vice-President for Academic Affairs and Dean (KC), and, when appropriate, to the Academic Dean (OKC), and Human Resources Director, unless one is a person(s) about whom the concern was raised. Based on the report of the investigators, these persons will decide what action is appropriate to take toward the party about whom the concern has been raised. In all cases in which the party about whom a concern has been raised remains in the Saint Paul community, that party will receive a permanent instruction of non-retaliation. Additional action taken with respect to the party about whom a complaint has been raised could include any of the following, or a combination:
  - closure with no further action toward the party about whom the complaint has been raised (except the permanent instruction of non-retaliation)
  - review with the party about whom the complaint has been raised of Saint Paul’s policies and expectations
  - suspension
  - demotion
  - transfer away from complainant
  - final written warning
  - individualized training
  - termination or removal from the Saint Paul community OR
  - other action Saint Paul determines appropriate under the circumstances
• All Concerns will be treated confidentially to the extent practicable for effective resolution. No person will suffer direct employment or educational consequences or retaliation as a result of making a good faith report or taking part in the investigation of a Concern. An individual who knowingly alleges a knowingly false or frivolous Concern against another will be subject the full range of corrective actions, up to and including expulsion and/or termination from the Seminary.
## OCU Police Department Campus Crime Statistics

<table>
<thead>
<tr>
<th>Crime Type</th>
<th>2007 Campus</th>
<th>2008 Campus</th>
<th>2009 Campus</th>
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<tr>
<td>Forcible Sexual Offenses</td>
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