



# CROSSROADS BIBLE COLLEGE

September 28,  
**2015**

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The disclosure and annual reporting of fire, safety, and crime disclosure is contained in this annual reporting of Crossroads Bible College. The document contains notifications of fire, emergency notifications, crime, and safety procedures to the community and those auxiliary campuses where student learning is taking place.

**Institutional Effectiveness  
Office**

## Annual Report 2014-2015

Crossroads Bible College's Annual Reporting on *Fire, Safety and Crime* disclosure is contained in this document. The period of report is from October 1, 2014 to August 30, 2015 per **Title 34, part 668.46** for those institutions receiving Title IV funding. The report is discloses our emergency plan and procedures and crime report on the premises to our public, faculty, staff, and students.

### Fire Disclosure

#### **Indianapolis-Main Campus, 601 N. Shortridge Road, Indianapolis, IN**

The main campus is routinely checked by the Indianapolis Fire Department in accordance with our Institution's insurance policies and local ordinances. The Institution is equipped with sprinklers, fire extinguishers, and other emergency kits available in case of emergencies. Fire escape signs are post at all exists and posting of evacuation procedures are located next by each entry door of the classrooms. Professors review emergency evacuation procedures at the beginning of each course. Facilities manager provides disclosure of procedures at student orientations.

#### **College Park & Northside New Church, Indianapolis, Indiana**

The Institution operates regional classrooms around the Indianapolis metro community. At these facilities, the school adheres to the emergency plans developed by the owner of the properties. Each location contains proper signage for emergency doors and provides their community, public statements of campus safety procedures for those accessing the building.

#### **Tree of Life Missionary Baptist Church, Gary, Indiana**

The Institution operates an additional location in the city of Gary. The Institution host courses at the Tree of Life Missionary Baptist Church. The church has working fire extinguishers that are routinely checked under their contractual agreement with the Fire Company and local municipality. Emergency exits are located at two different points where classrooms are being used.

#### **The Summit, Fort Wayne, Indiana**

The Institution operates a regional classroom located at 1025 W Rudisill Blvd., Fort Wayne, Indiana. The location's fire alarm is connected with the local fire department. There are sprinklers in all buildings/classroom/offices. The Summit services the property in accordance with their municipality ordinances and organizational procedures.

## Emergency Evacuation and Intruder Alert

Every six months, the main campus performs annual fire alarm and evacuation procedures from the building. The emergency notification is performed in association with the Indianapolis Fire Department and alarm company that services the main campus. During the spring, summer, and fall months the facilities department schedules emergency notifications and schedules necessary drills at the main campus. Auxiliary campuses adhere to the emergency notification determined by the owner of the property. Professors review necessary plans at the beginning of each course. The Institution's Campus Management Solution alerts students and personnel emergency notices.

## Clery Disclosure

The annual report is our due diligence of disclosing the procedures, processes, and plans for alerting our community of fire, crime, and safety recommendations while students are engaged in learning.

All students, staff, and faculty are required to report suspicious activities to one of the Deans or site administrators. The officials will research the validity of the findings in accordance with State and Federal law and make necessary reports as requested by the local municipal law enforcement agency.

## Preparing CBC for Emergencies

Facilities department with the aid of other onsite administrators collect and maintain monthly manifests of all crimes on the main campus. Postings and alerts are usually communicated through our Campus Management System, website, email notifications, and SMS text message services.

Semi-annual drills (i.e. fire, tornado, disaster response, and intruder alerts) are administered as requested by state, local municipalities, and in accordance with the guidelines in our policies and procedures.

## Preparing CBC for Sexual Predators, Offenders, & Assault

- **A statement advising the campus community where law enforcement agency information provided by the State concerning registered sex offenders may be obtained.**

Currently, the Institution does not have a written policy for its community regarding alerting state agencies of sexual predators, offenders, and assault. The Institution does not have a written statement alerting the community of such perpetrator to the community. In the

future, CBC plans to develop a written policy to be compliant and provide our students a safe learning environment.

- **A description and frequency of programs designed to inform students and employees about campus security and personal safety**

The Institution does provide training to its students and employees regarding campus security and personal safety. Periodic warnings are sent through emails, staff meetings alerting of potential safety concerns for students and employees. Seminars and information meetings are hosted during the calendar year.

### **Preparing CBC to be Drug Free Zone**

- **A description of any drug or alcohol abuse education programs, as required under HEA**

The Institution is a smoke, drug, and alcohol free institution. Crossroads Bible College is available to its college community to counsel students who admit failure to comply to college's written policies. A formal reprimand and expulsion is executed by the Institution's deans as contained in the Student Handbook and policies and procedures adopted by the Board of Trustees.

### **Campus Identification and Access Control**

The Facilities Management has established the following Campus ID and Access Control procedure for the Crossroads Bible College, Indianapolis *main and Ft. Wayne* auxiliary campus in order to promote and maintain a safe environment for everyone studying, working and visiting.

As with any system or procedure, it is only as good as those assisting in its use and enforcement. CBC requests that all employees and students adhere to these policies to ensure the safety of the community. Additionally, preparations can be made in advance for visitors to the campus by informing them of the proper access procedures and assisting them in obtaining proper identification and access as needed.

#### **Indianapolis**

- The Main Campus requires all visitors to ring the doorbell and sign the visitor's manifest. The front desk workers issue temporary visitor IDs to be returned at the end of the visit.
- Students, faculty, and staff at the college are issued access cards to be used at all permissible entry doors.
- Office doors are locked while not in use.

- Security and maintenance teams walk through the buildings at the close of the business day.
- Students, faculty, and personnel are required to have ID visual at all times.
- Records of on campus access are obtained through fob card retrieval and attendance records in Populi-CMS/LMS.

### **Ft. Wayne**

- The Summit, which is the owner of the property where CBC holds an additional location, is required for students to wear visual ID.
- Entry into the building is permitted with an access key card.
- Students are only permitted to enter the building during normal business hours of 8am-5pm or during designated nights of class session from 6-10pm.
- A student log is not required at this campus, but access records are registered through the Summit's fob card database and professors are required to record class attendance weekly.

### **Gary-Northwest Indiana**

- CBC uses the Tree of Life Missionary Baptist Church for an additional location.
- Students access the side door in the parking lot by ringing the doorbell.
- A receptionist monitors the entry door through cameras that are stationed around the facility.
- The door remains locked during business operations. Students are not permitted to prop and dismantle emergency procedures while on campus.
- CBC follows those written policies established by the church and owner of the property.
- A student log is not required for this location. Students are registered in the LMS for class attendance.

### **New Era Church & College Park**

- Each location has an onsite security guard.
- Students are permitted on campus and must use the security bell to enter the facility.
- The college maintains a site liaison that is employed by the college to verify all students as enrolled.
- Visitors must sign in and out with the church's security guard.
- A student log is not required for this location. Students are registered in the LMS for attendance.

## Policies and Procedures of Crossroads Bible College

The policies and procedures guidelines in the annual report, summarizes our intentions to protect, maintain, and accommodate safety precautions, plans, and implementations to keep the Institution a safe learning community of biblical higher learning.

### Policy on Crime Prevention

#### 34 CFR 668-46(b)(5)

The Institution promotes the personal and community safety of its students, faculty and staff by posting safety tips, presenting safety orientation classes, and publicizing safety programs as needed or in partnership with local IMPD, YMCA, and other disaster relief agencies of the great Indianapolis region.

- **Campus ID program** – key component of safety education is the promotion of our Campus ID program. The program requires all students, staff, faculty, and guests to wear a CBC campus issued ID at all times while on campus. Students at each location are required to display ID's to those college or church personnel. Entrance into the school by visitors must ring the doorbell and are required to sign in and out at the close of visit. Lobby desk workers are tasked with checking IDs and alerting Public Safety whenever unidentified persons attempt to enter any secured area on campus.
- **Safety Orientation Program** – CBC provides new students and reviews with current students, staff, and faculty safety procedures through semi-annual events (6 months). New students are required to complete an online and in person orientation seminar. The seminar is opened each semester. Students enrolling mid-semester can take an online seminar. CBC Safety Orientation Program include: presenting information on crimes that have occurred on campus and in surrounding neighborhoods, ways students, staff, and faculty can maintain personal safety, and challenges CBC community to be aware of their responsibility for personal security and the security of others.
- **Campus Community Alerts** – When emergencies take place at the main campus or at auxiliary locations, the Institution follows these protocols: Alerting of the Campus Community. Alerts are sent via text message CMS notification. Text messages are sent to cell phones of “community alerts, by email, and public announcement” that the learning community is to be prepared to take immediate action. Emails and other external measures are established for alerting the community.
- **Campus Safety Month** – During the calendar months, the Institution prepares the community for emergency alerts through emails, fire drills, intruder alerts, shut

downs, and tornado drills. At the beginning of the fall/spring semester, students are made aware of procedures for safety measures at the college. In April-May, tornado drills scheduled. Semi-annual shuts down are administered for intruder alerts and classrooms go into shut down drills during class sessions.

- **Policies for making timely warning reports to members of the campus community**

The Institution does not have a written policy regarding timely warning reports.

- **Policies for preparing the annual disclosure of crime statistics**

The Institution does not have a written policy regarding annual disclosure of crime statistics.

- **A statement of policy concerning the monitoring and recording of criminal activity off-campus, through local police agency resources, for the benefit of students engaged in off-campus activities or living off-campus**

The Institution does not have a written policy regarding annual disclosure of criminal activity off-campus.

- **A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws**

Section HR.02.01 of the policy and procedures for CBC forbids that students, faculty, and staff personnel consume and engage in the sale of alcoholic beverages at all locations. CBC also maintains a smoke free zone on its property. CBC auxiliary campuses abide under the owner and institutions that govern the property. CBC has advises all community members in association with the college to refrain from the consumption of alcohol while engaged in learning and ministry at the college. CBC also encourages students to refrain from the use of tobacco substances at all locations.

- **A statement of policy regarding the possession use and sale of illegal drugs and enforcement of Federal and State drug laws**

A statement of policy is found in the Course Catalog and also contained in our policy and procedures manual SA.06.01.

“Any student found participating in the following activities may be subject to administrative discipline from Crossroads Bible College by the Office of Student Affairs or by the President’s appointee: abortion, assault/sexual assault, commission/conviction of any felony, illegal drugs-association/possession and/or use/distribution, immorality, life threatening behavior or language to others or oneself (immediate removal from campus), possession or consumption of alcoholic beverages on campus, stealing or possession of stolen property, or unauthorized possession/use of weapons on campus.”

- **A statement of policy regarding the campus sexual assault prevention programs and procedures to follow when a sex offense occurs; which includes a description of the programs promoting sexual assault awareness, the definition of forcible and non-forcible sex offenses, procedures for victims of sexual assault to follow, information on student options for reporting sexual assault, notification of on and off campus counseling services for sexual assault victims, optional living arrangements available for student victims of sexual assault, and procedures for campus disciplinary action in cases of an alleged sex offense**

The Institution maintains procedures and practices concerning sexual harassment and sexual assault for community life. Section HR.01.01 contains specific examples and procedures for those victims who believe their rights have been encroached upon should seek the following steps for help. Students or personnel should report of claims to Student Services and complaints of personnel should report to one of the presiding deans of the college. After proper deans have been notified, the college deans will report claims to the local governing police departments where classes are being held.

Orientations at the beginning of each semester alerts students to proper preparedness and provides insights on how to be ready in case of an intruder or member of the community makes improper advances. Students should use all means necessary to defend and stay clear of activity that may lead to an unhealthy environment.

Students may contact the following agencies when sexual assault has been experienced.

**Rape and Incest National Network (R.A.I.N.N.)**

800.656.4673

**YMCA and all area YMCA in Greater Indiana**

615 N. Alabama St., Ste. 200

Indianapolis, IN 46204

PHONE 317.266.9622

Fire Departments and Local Police Departments

- **A statement of policy regarding emergency response and evacuation procedures**

General information about the emergency response and evacuation procedures are publicized each year as part of the institution's Clery Act compliance efforts and that information can be found on the Crossroads' website.

All members of the campus community are notified annually and required to register their personnel information in the Campus Management System. Telephone numbers, email contact, and other emergency notification are used. Personnel and students should notify the Facilities Manager, any Dean of the college, or professors for reporting significant emergency and dangerous situations that require immediate attention. Health, ongoing threats to personnel, students and visitors are to be reported immediately.

Legitimacy and accuracy of all information is needed. Claims and false reports will result immediate expulsion and dismissal from the college. Any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students, staff or guests on campus is taken seriously and handled with precaution. Federal Law requires that the College immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

### **Notification to Crossroads Bible College and its Community**

Notification of an immediate threat is issued to the College community. The Institution has several means to communicate threat to its constituents. The college performs required lock down of classrooms or immediate evacuation of all people from the property when an emergency is verified. The college utilizes phone, text messages, emails, external mega phone, bull horn, Moody Radio, BOT Radio, local television networks and other sources of media and social networking for communicating these threats. The College President and or Deans serve as spokespersons to those media venues in case a threat has been validated.

- **A statement of policy regarding missing student notification procedures**

Compliance: **34 CFR 668-46(h)**

The Institution does not maintain an active student housing. However, students are free to contact the college if they hear and or know specific reports of missing students. Student should first call the local police department where the student resides or lives.

- **A statement of policy regarding timely warning and emergency notification to the campus community**

The Institution provides emergency notification procedures in the Student Life Handbook. On pages 6-7, the document provides brief comments regarding student's preparedness for emergencies. The Institution's Campus Management System provides instant text messaging and email services for students. Fire alarms, fire extinguishers, and emergency drills are scheduled routinely by the Facilities Manager.

- **A statement of policy regarding the campus daily crime log and its availability for public inspection**

Compliant Notification **34 CFR 668-46(f)**

The Facilities Department monitors the weekly and monthly crime activities of the main campus. Auxiliary campuses are reviewed by those deans and personnel responsible for classroom instruction. The facilities department makes available the report to student via "The Bulletin Board" Feed on Populi.

### Reporting Personnel

Facilities Manager, Donna Hendrix

Dean of Administration & Academics, Marcus Schrader

Dean of Educational Services & Institutional Effectiveness, Dr. Joel Badal

Director of Enrollment Management, John Crowder

President, CEO, Dr. A. Charles Ware

Vice President of Institutional Development, Dr. Robert (Bob) Kellemen

### Statistics of Crimes at CBC and Auxiliary Campuses

Crime reported on campus includes the Main Campus, New Era Church Facilities, and College Park Church.

#### Indianapolis Main, College Park and New Era Church locations

Violations		
Offense	Year	On Campus Safety
Drug Law Violations	2010	0
	2011	0
	2012	0
Liquor Law Violations	2010	0
	2011	0

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	2012	0
Weapons Violations	2010	0
	2011	0
	2013	0
Stolen Property	2010	0
	2011	2
	2012	3
	2013	0
	2014	1

Offense	Year	On Campus Safety
<b>Sexual Assault</b>	2010	0
	2011	0
	2012	0
	2013	0
	2014	0

**The Summit-Ft. Wayne Campus**

<b>Police Arrests</b>		
Offense	Year	On Campus Safety
Drug Law Violations	2010	0
	2011	0
	2012	0
	2013	0
	2014	0
Liquor Law Violations	2010	0
	2011	0
	2012	0
	2013	0
	2014	0
Weapons Violations	2010	0
	2011	0
	2012	0
	2013	0
	2014	1

Offense	Year	On Campus Safety
<b>Sexual Assault</b>	2010	0
	2011	0

	2012	0
	2013	0
	2014	0

**Gary-Northwest Indiana, Gary, Indiana<sup>1</sup>**

<b>Police Arrests</b>		
Offense	Year	On Campus Safety
Drug Law Violations	2010	0
	2011	0
	2012	0
	2013	0
	2014	0
Liquor Law Violations	2010	0
	2011	0
	2012	0
	2013	0
	2014	0
Weapons Violations	2010	0
	2011	0
	2012	0
	2013	0
	2014	0

**Fire Safety Report and Fire Log**

- The Annual Fire Safety Report and Fire log

The Institution performs yearly maintenance schedule on all emergency devices on campus. The fire department performs annual visits to test alarms. Emergency notification procedures are required by each local municipality.

<sup>1</sup> Gary location was a new location started January 1, 2013 and there are no records obtained from previous years.