

2009 Annual Security Report

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According to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, Title IV institutions must publish an annual security report. The annual security report includes crime statistics for the previous three years as well as various safety and security policies. This report is compiled by the Director of Campus Security who is responsible for ensuring that the institution's security policies are actively implemented as prescribed. The report is made available to all students, prospective students, and staff members. The Office of Safety and Security also maintains a Daily Crime Log which is viewable upon request.

Section 1: Crime Statistics

The Director of Security keeps a record of crimes occurring at and near institutional locations. This record contains all Clery Act crimes for the previous three calendar years. This is in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. These statistics are compiled from reports made to the Office of Safety and Security, designated campus officials (deans, faculty advisors to student organizations, athletic coaches), and the following law enforcement agencies:

Lanham Campus - Prince George's CO, MD PD
Various Extension Sites - Ann Arundel CO, MD PD; Fairfax CO, VA PD

These statistics may also be viewed on the web at the link bellow.

<http://www.bible.edu/security/security>

Crime Log

The Director of Campus Security maintains a Daily Crime Log of every crime reportedly occurring on campus. The Crime Log contains the nature, date, time, general location and disposition (if known) of crimes reportedly occurring at or near institutional locations. This log is available to the public and can be viewed by appointment at the Director of Security's Office.

Section 2: In the occurrence of a crime

Reporting of Crimes

Students, faculty, staff, and guests are strongly encouraged to make timely and accurate reports of all criminal incidents to representatives of the Office of Safety and Security and/or to the Prince George's County Police Department. The accurate and timely reporting of crimes will aid the Department of Security in issuing timely warnings of potentially serious threats to the campus community and in maintaining accurate campus crime statistics. Reports of criminal incidents made to the Office of Safety and Security will be included in the Daily Crime Log.

To report a crime, contact the Office of Safety and Security. Crimes may also be reported to any of the following Campus Security Authorities who are instructed in their responsibilities as such and overseen by the Director of Security:

Bernt King - Dean of Students
 Christy Tanious - Associate Dean of Students
 Dave Ermold - Resident Director
 Lynwood E. Davis - Director of Security
 Rev. Brian Smith - Director of Athletics
 Dr. Todd Beall - Faculty advisor to Seminary Student Council
 Dr. Ed Curtis - Faculty advisor to College Student Council
 Dr. G. Davis - Academic Dean of Seminary
 Kathi Haley – Office Mgr. Northern Va.

Confidential and Anonymous Reporting

If you are the victim of a crime or a witness to a crime and do not want to pursue disciplinary action within the WBC/CBS judicial system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the campus security authorities listed above can file a report on the details of the crime without revealing your identity. Incidents reported in this manner will be counted and disclosed in the WBC/CBS annual crime statistics survey. Such reports will help the Office of Safety and Security keep an accurate survey of campus crime and to issue necessary timely warnings to the staff and student body. Confidential crime reports however, cannot be made to the Prince George's County Police Department.

Crimes may be reported anonymously by calling the Director of Security's Office at 301-552-1400 ext. 1244 and giving the details of the crime to the Director or by filling out an "Anonymous Incident Report" on the web at the link bellow. If you desire to make a truly anonymous report, make sure you are not logged in to the website before filling out the report.

<http://www.bible.edu/Security/Security>

Counseling Situations

Campus "Pastoral Counselors" and Campus "Professional Counselors," according the Clery Act, when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, they are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Assault, Sexual Harassment, and Sexual Offense

Information on Sex Offender Registration

The Federal Campus Sex Crimes Prevention Act went into effect in Oct. 2002 and requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. This act also mandates that an institution must inform members of the campus community of the means by which they can obtain information about registered sex offenders who may be present on campus. The regulations clarify that institutions must include this new disclosure in their annual security report. The following is the link to access the sex offender registry for the state of Maryland: <http://www.dpscs.state.md.us/onlineservs/sor/>

The following is the link to access the national sex offender registry: <http://www.nsopr.gov/>

Assault Policy: Employee Handbook Fall 2006

If any employee is assaulted, including sexual assault, they must report the assault to Campus Security, Human Resources, and the Office of the President. At the time of a report of an assault, the victim must be informed of the right to file criminal charges with the Prince George's County Police Department.

For sexual assaults the nearest hospital equipped with the Maryland State Police Sexual Assault Evidence Collection Kit is the Sexual Assault Center of Prince George's General Hospital, 3005 Hospital Drive, Cheverly, MD (301-618-3158). This center also provides counseling.

Campus personnel must provide full and prompt cooperation in obtaining appropriate medical attention including transporting the victim to a hospital of the victim's choosing such as Doctor's Hospital, across Good Luck Road from the campus. Counseling assistance of the Victim is available through the counseling department of WBC/CBS. However, if more extensive and long-term intervention is needed a referral to another Counseling Center can be identified. Every effort will be made to do diligence in caring for the needs of the victim while preserving their confidentiality throughout this process.

Harassment: Employee Handbook Fall 2006

It is the policy of WBC/CBS to strictly prohibit any conduct that constitutes harassment, including sexual harassment, and to discipline any employee guilty of committing such conduct. This policy is based on the biblical principles of the worth and dignity of each individual and on Title VII of the 1964 Civil Rights Act and Court decisions.

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other conduct of a sexual nature including sexually explicit language and jokes.

An individual who believes that he or she has been subjected to sexual harassment should make it clear to the offender that the behavior is offensive to him or her. If the behavior continues, he or she shall immediately report the conduct to Human Resources. WBC/CBS's policy prohibits retaliation against anyone for reporting harassment, assisting in making a complaint or cooperating in a harassment investigation. To the fullest extent practicable, the complaint and the terms of its resolution will be kept confidential. If the investigation confirms that a policy violation occurred, corrective action will be taken, up to and including dismissal.

The following procedure will be followed to investigate complaints of sexual harassment:

1. Complainant reports behavior to Human Resources
2. Complainant files a written statement with Human Resources
3. Within ten (10) working days after receiving the written statement, human Resources will conclude an investigation of the harassment allegation(s).
4. Following the investigation, the accused will be informed within five (5) working days and will be advised of future procedures if any are necessary.

WBC/CBS accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. WBC/CBS will not provide legal, financial, or any other assistance to an individual accused of harassment if a legal complaint is filed.

Hazing: Community Guidelines 2007

No form of hazing or destructive conduct to other students is permitted. Hazing is defined as an act which endangers the mental or physical health or safety of a student. Destructive conduct is described as fighting with the intent of injuring another.

Threats and Violence: Community Guidelines 2007

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person is strictly prohibited.

Sexual Offense Prevention and Procedures

In accordance with Section 485 (f) of the Higher Education Act, WBC educates the student body about sexual assault and rape awareness through new student orientation and residence hall meetings. Information will be also disseminated among students in the form of pamphlets made available through the Nurse's Office or the Office of Student Services.

A sexual offense or assault is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Students will report a sexual assault to the Dean of Students or to the Associate Dean of Students, who will keep the President informed. Cabinet members, faculty, and staff will report the assault either to Human Resources or to the Office of the President. At the time of a report of an assault, the victim must be informed of the right to file criminal charges with the Prince George's County Police Department. Filing a police report will provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. School officials will inform the victim of their option in filing a report with the Director of Campus Security, and or to the Prince George's Police Department and will assist the victim in filling out such reports. Reports filed with the security department will be held in strict confidence, however police reports are a matter of public record. Ideally a victim of a sexual assault should not wash, use the toilet, or change clothing prior to a medical exam. The nearest hospital equipped with the Maryland State Police Sexual Assault Evidence Collection Kit is the Sexual Assault Center of Prince George's General Hospital, 3005 Hospital Drive, Cheverly, MD (301-618-3158). This center also provides counseling.

Campus personnel must provide full and prompt cooperation in obtaining appropriate medical attention including transporting the victim to Doctor's Hospital, across Good Luck Road from the campus. Counseling of the victim is available through the counseling department of the Washington Bible College or the Capital Bible Seminary. At the victim's request, every effort will be made to transfer the individual to alternative classes or housing.

In any disciplinary proceeding resulting from an alleged sexual offense, both the accused and the accuser are entitled to have others present. WBC will inform both the accused and accuser of the result of any disciplinary proceeding. Such a disclosure is not a violation of FERPA regulations. Anyone found guilty of committing a sexual offense is subject to immediate dismissal.

Institutional Response

Timely Warning Policy

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Campus Security, constitutes a serious or continuing threat to students, staff, and faculty on the WBC/CBS campus, a campus-wide “timely warning” will be issued. Timely warnings are intended to give notice to students of potential danger on the WBC/CBS campus. The warning will be issued through campus e-mail to students, staff, and faculty, as well as through any campus publication (currently “Cougar Pause”) or e-mail newsletter. Timely warnings will also be posted on campus bulletin boards as well as in the residence halls. The Director of Campus Security will be responsible for issuing any timely warnings.

Disciplinary Actions: Employee Handbook Fall 2006

Some behavior will lead to dismissal (see “Dismissal” below). Other unacceptable behavior may be dealt with through the following steps as appropriate for the level of the employee.

1. Verbal warning
2. First written warning
3. Appeal to the next higher supervisor
4. Second written warning
5. Appeal to the President
6. Dismissal

Written warnings will include the reasons for the supervisor’s dissatisfaction and any supporting evidence (including documented measurable criteria to show how a problem can be corrected). You will have an opportunity to defend your actions and rebut the opinion of your supervisor at the time the warning is issued by appealing to your next higher supervisor. Resolution may be accepted at any step. A second written warning may be appealed to the President. If he concurs in the warning dismissal will follow.

Dismissal: Employee Handbook Fall 2006

Cause for immediate termination and dismissal may include, but is not limited to, any one or more of the following: absence without notification and/or approval for three school days (abandonment of position), abuse of a student, failure to improve performance after a written warning, falsification of information, heterosexual activity outside of marriage, homosexual activity, insubordination, intemperance, major change in doctrinal position, neglect of duty, theft, or any conduct tending to bring discredit upon the school or upon a faculty member that causes a diminishing of his/her effectiveness as a Christian role model for the students of Washington Bible College/Capital Bible Seminary.

Although some circumstances may indicate or require immediate dismissal of an employee, generally, a two-week notification will be given prior to dismissal. For faculty evaluation, see page 56.

Discipline Measures: Community Guidelines 2007

Divine discipline comes from a heart of love (Heb 12:6). Many personal problems can be resolved, without resorting to formal discipline, through the procedures outlined in Matt 18:15-17. However, WBC/CBS, as an institution, must follow due process if a person refuses to change negative or harmful attitudes and behavior (1 Corinthians 5). This would include violations of Scripture and infractions against institutional policies. At registration, each student signs an honor commitment of intended cooperation with the institution.

In order to effectively deal with various levels of offenses, a fine structure, as well as three levels of discipline have been established.

FINES

Fines are for minor infractions such as dress code violations or certain resident student responsibilities. (For a more complete list, see the resident student section.) Fines range from \$5.00 to \$15.00 and are always preceded by a warning.

LEVEL ONE - DISCIPLINARY PROBATION

The Disciplinary Probation level is the first response to a student's violation of the community guidelines. There are a wide variety of outcomes from such an infraction, and the goal is to match the infraction with a productive response. These measures of disciplinary probation are always for a certain period of time and are always spelled out by way of contract/agreement. Failure to abide by such contracts/agreements results in further disciplinary action. Outcomes are frequently documented by way of formal agreements and may include, but are not limited to:

- Disciplinary Probation Mark - These marks are formally placed on the student's academic record. Three such marks result in the student's referral to the Student Affairs Committee for suspension, dismissal, or expulsion.
- Assignments - Students may be assigned a specific number of work hours or to research and study a topic related to the infraction. Failure to complete such assignments on time results in further disciplinary action.
- Counseling - Students may be required to undergo counseling.
- Restitution - Compensation for loss damage, or injury. This may take the form of appropriate service, monetary, or material replacement.

LEVEL TWO - DISCIPLINARY SUSPENSION

Serious offenses or chronic problems will be referred to the Dean of Students for suspension. Suspension is reserved for more serious offenses or for students who display an attitude not in harmony with the school. The Associate Dean of Students or the Dean of Students may use this level as the first step, if the situation warrants. Suspension may be used in conjunction with other forms of discipline, such as loss of privileges, or suspension. Suspension is the removal of the student from classes and prohibition from participation in all official institutional activities for one week. Students on suspension must leave campus for the duration of their suspension. A student is not allowed to attend classes and must take the accompanying penalties of class and chapel absences. Tests and quizzes missed may not be taken.

LEVEL THREE - DISMISSAL/EXPULSION

Students who receive three Disciplinary Probation marks during their time at WBC/CBS will be automatically considered for dismissal. This must be done when it becomes obvious to the Student Affairs Committee that the student is out of harmony with the institution, its purpose and regulations, and yet they do not withdraw themselves. To gain re-entrance, the student must contact the Office of Student Life and Development. Dismissed students, may not return to campus for any reason unless they are readmitted as active students. Expulsion is the highest level of dismissal, reserved for extreme offenses. A student who has been expelled from the institution may not apply for readmission or return to campus for any reason. The Dean of Students reserves the right, however, to move to dismissal without the preceding steps if the situation warrants.

APPEALS

Students always have the right to appeal a disciplinary decision as part of due process. The student should submit a written explanation to the Office of Student Life and Development. This must be done within 48 hours after receipt of the disciplinary decision. The student will be able to discuss the appeal with a Dean and learn of the outcome. While the student is actively involved in the appeal process he/she will remain status quo until the appeal goes through all channels. Additional appeals are available with the Dean of Students, the Student Affairs Committee, and then with the President (in this order), after an attempt has been made to resolve an issue with the Office of Student Life and Development.

STUDENT AFFAIRS COMMITTEE

This committee assists the Deans in reviewing chronic or serious problems. It is chaired by the Dean of Students (or by a faculty member appointed by the Dean of Students) and is composed of the Associate Dean of Students, the appropriate Residential Director (if a resident student), Academic Dean, two faculty members (appointed by the Academic Dean), and a member of the appropriate Student Council Body (WBC or CBS) (appointed by the SC president).

COUNSELING/CONFIDENTIALITY

The faculty and staff of WBC/CBS do not offer absolute confidentiality in regard to any disclosures made to them by any currently enrolled student of the school. Limits of confidentiality would include issues related to self-harm, other harm, illegal activity, non-compliance with the standards of the campus community, and subpoenas associated with the preceding areas mentioned. WBC/CBS does not employ any licensed mental health practitioners for the purpose of clinical therapy. WBC/CBS never advises that a student terminate any physician services or existing treatment plans. The Office of Student Life and Development will operate with modified confidentiality. This policy maintains confidentiality of verbal disclosures to the office and written records within the department, except when: a) the Office of Student Life and Development requests a conference on a matter within the department, or b) the nature of the student's violation of institutional regulations indicates the need for conference within designated faculty committees and/or the WBC/CBS administration, or c) the student is a minor and conference with parents or other representatives is indicated.

Section 3: Crime Prevention and Safety Promotion

Access Control

During business and class session hours, the College and Seminary buildings (excluding certain housing facilities) will be open to students, parents, employees, guests, invitees, etc. During the breaks from classes, all office and classroom buildings will be locked at the close of business. After 10:00 pm, guests are not permitted unless possessing a legitimate purpose to be on campus. When school is in session, the Linton classroom and gymnasium are locked from 10:00 pm until 6:00 am. Except for the mailroom, the Linton building will remain locked on weekends except for special occasions.

When class is in session, the Miles dormitory is locked from 10:00 pm until 6:00 am. During the summer months and extended breaks, the men's dorm will be locked at the close of business. The Steiner dormitory is locked 24 hours a day, seven days a week. Access is by a computerized key card. Access to individual suites and rooms is by individual keys. The Collamore apartment building is accessed by individual keys as well. All housing units have window locks.

The entire campus is surrounded by a chain link fence, and the Office of Safety and Security performs surveillance of the WBC/CBS campus facilities 24 hours a day, 7 days a week by patrol. While on patrol, security officers make note of and alert supervisors to potential security risks such as burnt out lights, broken window locks, or improperly functioning electronic locks.

Keys: Employee Handbook Fall 2006

The Maintenance Department makes all keys for locks on campus. When you are employed, your supervisor will give you a key for access to your office as well as any other keys you will need. On termination of your employment, you are to return keys to your supervisor. Lost keys are subject to a \$5 replacement fee.

Solicitation: Employee Handbook Fall 2006

Outsiders will not be permitted to sell any kind of merchandise, solicit subscriptions, or engage in any kind of commercial activity on campus without permission from the Vice President of Institutional Outreach. Student council sales of items are authorized by the Office of Student Life and Development. Employees may sell items for personal ministry or gain provided it is done on a low-key, small scale, and before or after normal working hours. If there are complaints about perceived pressure to purchase, an increase in the scope of sales, or increase employee time, the privilege will be ended.

Identification Card: Community Guidelines 2007

All students are granted ID cards which should be carried at all times. They must be used for entrance into the dining room and are required in the Wagner Center and Library or by Security staff for campus access. There is a \$20 non-refundable fee to replace a lost or damaged card. Contact the Help Desk at the Office of Student Life and Development for more details.

Room Entry: Community Guidelines 2007

The institution reserves the right to have authorized personnel open and inspect student rooms for damages, regulation violations, cleanliness, essential maintenance work, and illegal items. The student will be notified of the search thereafter and confronted if anything against institutional policies is found. The staff member will knock and identify himself or herself before entering.

Keys: Community Guidelines 2007

In order to protect the safety of the community and property, students are not allowed to have duplicates made of any keys that are given to them. Students must pay \$5 to the Office of Student Life and Development for replacement of lost room keys. Please do not leave your keys unattended.

Overnight Guests: Community Guidelines 2007

Resident students may arrange for same gender guests to stay in their rooms for up to two nights through the Office of Student Life and Development. The student is responsible for completing a dorm guest form. Students may request reservations for opposite gender guests of guests who are staying more than two nights through Hospitality Services.

Privacy: Community Guidelines 2007

All rooms are private and are not to be entered except by invitation. Students should observe Christian courtesy in regard to each other's room. Always knock before entering an occupied room. Never enter other students' rooms in their absence without permission. The administration reserves the right of entry into a student's room when deemed necessary for inspection, personal discipline, or campus security.

Noise is a form of entry. Music and other activities should be conducted in a way that will not unduly disturb others.

Educational Programs and Support Services

Security Personnel Policies and Procedures

The Washington Bible College/Capital Bible Seminary Office of Safety and Security is staffed by a full-time director and student security officers. The Office of Safety and Security is not a police force; neither security officers nor the Director have the power to arrest, nor do they carry firearms. Campus security officers do have the authority to ask persons for identification and to determine whether individuals have legitimate business on the WBC/CBS campus. Security officers also have authority to enforce campus parking and traffic regulations, issue citations, and to immobilize or have towed vehicles of repeat offenders of such violations. Criminal incidents are referred to the local police who have jurisdiction on the campus.

The Office of Safety and Security maintains a working relationship with the Prince George's County Police Department which responds to criminal incidents on campus and provides crime statistics upon request. The Director of Security receives regular information concerning local criminal activity from a leader in the local Community Service Area 24.

Contact numbers for the Office of Safety and Security:

24 hour emergency number - 301.366.3105

Directors office in Miles Hall 120 - 240.387.1244

Guard Booth @ Good Luck Rd. entrance - 240.387.1249

Security awareness will be communicated to new and returning students in new student orientation and residence hall meetings. New students will receive information concerning safety and security procedures as part of the orientation process prior to both the Fall and Spring semesters. It is the duty of the resident assistants to address security awareness in dormitory meetings at the beginning of each semester. Resident assistants will discuss issues pertaining to safety and security, discuss emergency procedures, and inform residents of any actual or potential threats to campus security.

The Student's responsibility in crime prevention will also be addressed through new student orientation and dormitory meetings. Although WBC/CBS makes every effort to provide adequate security, no measures can remove all danger. Security awareness as well as crime and theft prevention is the personal responsibility of each student and staff member. WBC recommends that each student take the following precautions:

WBC/CBS has no off-campus housing or off-campus student organizations.

Safety and Security: Employee Handbook Fall 2006

According to the Jeanne Clery disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, Title IV institutions must publish an annual security report. The annual security report includes crime statistics for the previous three years as well as various security policies. This report is compiled by the Director of Campus Security and is made available to all students, prospective students, and staff members. The Department of Campus Security also maintains a daily Crime Log which is available upon request.

The Washington Bible College/Capital Bible Seminary Department of Campus Security is not a police force; security officers do not have the power to arrest, nor do they carry weapons or firearms. Campus security guards do have the authority to ask persons for identification and to determine whether individuals have legitimate business on the WBC/CBS campus. Security officers also have authority to enforce campus parking and traffic regulations, issue citations, and to immobilize cars of repeat offenders of such violations. Criminal incidents are referred to the local police who have jurisdiction on the campus.

The Department of Campus Security maintains a working relationship with the Prince George's County Police Department which responds to criminal incidents on campus, provides crime statistics, as well as timely warnings of criminal activity in the area that may present a serious threat to the campus. For more information regarding campus safety and security please visit the website at <http://www.bible.edu/>.

First Aid: Employee Handbook Fall 2006

A health station located on the 1st floor of Miles Hall is available for treatment of minor illnesses and injuries. If necessary, you may be required to go to Doctors Hospital across the street from the campus. Contact the Office of Student Life and Development.

The Occupational Safety Health Act (OSHA) requires that we keep records of all illnesses and accidents that occur during the workday. The Maryland State Worker's Compensation Act also requires that you report any illness or injury on the job, no matter how slight. If you hurt yourself or become ill, please contact your supervisor for assistance. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards that might be present on the job.

Should you have any questions or concerns, contact the School Nurse, the Office of Student Life and Development, or your supervisor for more information.

Safety Rules: Employee Handbook Fall 2006

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all WBC/CBS activities. We want to protect you against industrial injury and illness as well as minimize the potential loss of production.

Please report all injuries (no matter how slight) to your supervisor immediately (who will report them to the nurse), as well as anything that needs to be repaired or is a safety hazard. See also Workers' Compensation, page 37.

Security: Employee Handbook Fall 2006

Maintaining the security of WBC/CBS buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible. Money should be counted in an enclosed area.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise. Call 911 to report a fire.
- When opening any letter, box, or package, you should continually be sensitive to anything unusual in the wrapping or sounds. If you have any question about the contents, take the unopened parcel to Campus Security (OSLD) for assistance.
- When you leave WBC/CBS's premises, make sure that your office is properly locked and secured. If you are the last to leave the area, be sure all entrance are locked and windows are closed.
- Keep a record of all serial numbers of valuable items (including jewelry, cameras, and electronic equipment).
- Lock your car and take your keys when you park. Remove valuable property from plain view, including stereo faceplates and cell phone chargers. Place them in the trunk or out of sight.

WBC/CBS hires security guards to be on duty in the evening and weekend hours for the protection of life and property of faculty, staff, students, relatives, and friends who are on campus. Any suspicious looking individual (not associated with the institution) who is loitering on the campus or involved in suspicious or questionable actions should be reported to Campus Security during business hours or to security guards at other times. At any time, any employee may request a security escort to one's car or to any point on the campus.

There are two entrances to the institution's main campus, one from Good Luck Road and the other from Princess Garden Parkway. The Good Luck entrance is accessible 24 hours a day with the security guard maintaining watch and access during the night. The Princess Garden gate is open from 7a.m. to 6 p.m., M-F only.

Campus Safety: Community Guidelines 2007

The purpose of the Washington Bible College/Capital Bible Seminary security department is to maintain an atmosphere of safety on our campus as well as to protect our students and property. The department is staffed by a full-time director and student security guards. Services include: Security guards patrol the campus 24 hours a day. Security guards provide surveillance and escorts, observe and report illegal or suspicious activity, investigate incidents and write up incident reports, and provide timely response to emergencies. To contact security please call 301-366-3105.

Health Services: Community Guidelines 2006-2007

A part-time nurse position assists students with health related needs. The Campus Nurse is retained to provide for health, healing, and prevention of sickness among students, faculty, and staff of WBC/CBS. The primary role of the Campus Nurse is to respond to on-campus, health-related emergencies and to maintain limited clinic hours for consultation. As time and funds permit, other tasks may be established, to promote health and wellness on campus. The nurse’s office is located on the first floor of Miles Hall.

Counseling Services: Community Guidelines 2006-2007

Spiritual health, or “wholeness,” includes every dimension of life and our whole being including emotions, relationships, values, vocations, and lifestyles. Thus, areas of struggle may impact multiple dimensions of a student’s experience, including his or her spiritual growth and ability to interact and engage in community in healthy ways.

The Office of Student Life and Development provides limited counseling services for issues that impact students’ ability to thrive in the academic or interpersonal community. Presenting problems include interpersonal conflict, substance use, eating disorders, pornography additions, and depression. Currently, informal counseling is provided through the Office of Student Life and Development at the college and seminary locations. As time and funds permit, additional services and hours may be added to promote health and wellness of the student body. The counseling office is on the first floor of Miles Hall and functions under the supervision of the Associate Dean of Students.

**Section 4: Various Institutional Polices
Drug and Alcohol**

Alcohol and Drug Education : Information pamphlets focusing on education and prevention will be distributed to students and employees through the school nurse’s office or the Office of Student Services.

Counseling and Treatment Services : WBC/CBS recognizes that students and/or employees may have alcohol/drug abuse problems. The college can require counseling for those who have such a problem. WBC/CBS may refer students or staff to the CBS counseling program or to an outside agency. The following is a list of counseling and treatment services in the metro DC area that offer counseling for alcohol or drug abuse problems.

Counseling

Sue McHenry	Ephesians Life Ministries	Mariner’s Church
13104 Poplar Hill Rd.	1620 Elton Road, Suite 204	1592 Whitehall Rd
Waldorf , MD 20601	Silver Spring, MD 20903	Annapolis, MD 21401
301-751-2058	301-439-7191	410-263-0222

Treatment

Counseling Services	Federal City Recovery Services	Washington Adventist Hospital
2905 Mitchellville Rd.	920 Bellevue Street SE	7600 Carroll Avenue
Bowie , MD 20716	Washington, DC 20032	Takoma Park, MD 20912
301-249-9700	202-574-2480	301- 891-7600 x5618

Substance Abuse Prevention: Policy Employee Handbook Fall 2006

WBC/CBS seeks to be a drug/alcohol -free campus, and as such seeks to prevent the use and abuse of chemical substances. Faculty and staff are expected to abstain from all forms of the use of tobacco, drinking of alcohol (except where prescribed by a physician or taken as part of the Lord's Supper), or the use of drugs (Except as prescribed by a physician) whether on the institution's campus (including extension locations). Possessing, buying, selling, and/or manufacturing of these substances are also prohibited. WBC/CBS will not accept the risk or the performance problems which drug or alcohol abuse can create. Anyone who violates this policy will be subject to disciplinary action up to and including dismissal.

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. It is also illegal to sell, furnish or provide alcohol to a person under the age of 21; the possession of alcohol by anyone under 21 years of age is illegal. Those in violation of such laws will be subject to criminal prosecution.

As condition of employment, each employee must abide by the terms stated above. Each employee must also notify the school within 5 calendar days, if he or she is convicted of a criminal drug violation committed in the workplace. For more information regarding substance abuse please visit the website at <http://www.bible.edu/>.

Personal Habits: Community Guidelines 2007

The Lord expects those involved in a leadership capacity to be godly examples to the flock in all areas of life. For this reason, students must assiduously avoid using their Christian liberty in any way that would cause another to stumble (Rom 14:13). WBC/CBS students are asked to be very discriminating in the type of amusements (dancing, movies, music, television, etc.) in which they participate so as not to promote a sensual or worldly lifestyle.

WBC/CBS students are encouraged to refrain from participating in any questionable practice which might bring criticism on the student or the College/Seminary, or more importantly, the name of Christ. This includes adhering to rules set by governing authorities such as rules prohibiting:

- Underage drinking (currently 21; see <http://www.mudpc.org/laws.html> for more details)
- Using, manufacturing, possessing, or distributing illegal substances or drug paraphernalia.
- Students are expected not to abuse the use of legal prescriptions.
- Gambling (see <http://www.gambling-laws-us.com/State-Laws/Maryland/> for complete details)
- This also includes actions associated with guidelines that the Bible establishes such as:
- Drunkenness (Deu 21:20; Luke 21:34; Rom 13:13; 1 Cor 5:11; 1 Cor 6:10; Eph 5:18; 1 Th 5:7)
- Sexual activity Outside of Marriage (2 Tim 2:21-22; Phil 4:8; 1 Cor 6:9)
- Alcohol and tobacco are strictly prohibited on campus or teaching locations.

Being found involved in the above as described may result in immediate dismissal from the College and/or Seminary. In addition, the Administration reserves the right to notify parents of students involved in illegal activities (Underage drinking, gambling, etc.).

Vehicles and Traffic

Automobile Registration: Employee Handbook Fall 2006

All vehicles parked on campus must be registered. The Office of Student Life and Development gives each faculty/staff member a decal for each vehicle. If the vehicle is sold or employment terminated, the parking decal is to be removed. Faculty and staff are to observe the same traffic rules on campus as students and are subject to fines for violating campus regulations.

Parking Lots: Employee Handbook Fall 2006

Parking spaces through campus are designated for specific groups of people. If you are not parked in a space designated for faculty/staff, you are eligible to be ticketed. Remember to lock your car every day and park within the specified areas.

Courtesy and common sense in parking will avoid accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor. WBC/CBS does not assume any liability for any loss or damages you may sustain.

Vehicles: Community Guidelines 2007

Ample parking is available on the campus and at extension locations. On the Lanham campus, at registration, each student must provide current vehicle insurance information. All student vehicles parked on the Lanham campus must be registered and a parking sticker purchased and displayed as instructed. Stickers are valid only for students who are currently enrolled. Cars that do not have the proper paper work and sticker from Campus Security will be ticketed. All posted parking restrictions on campus are in effect 24 hours a day, 7 days a week except where otherwise publicly indicated.

Traffic and Parking Regulations: Community Guidelines 2007

Safety, fire, and insurance regulations make traffic control a necessity. The following regulations are expected to be observed by all faculty, staff, students, and patrons. On campus driving and parking are privileges, not rights.

1. All automobiles are to be registered at the Offices of Student Life and Development, where a nontransferable permit sticker will be issued. This sticker is to be affixed to the lower corner of the front windshield on the driver's side.
2. All vehicles on campus MUST have up-to-date tags and a WBC/CBS parking sticker. Vehicles without current tags will be towed.
3. Those granted parking privileges must park only in designated spots. At no time is a student to park in a Faculty/Staff parking space.
4. The campus speed limit is 15 miles per hour.

5. Normal driving procedures are to be observed. All traffic signs are to be obeyed. Reckless driving, driving under the influence of alcohol or while intoxicated, drag racing, and excessive use of the horn are prohibited. Cases of these kinds will be judged by the state and county traffic laws.
6. Mechanical work performed on vehicles is to be limited to minor repairs that do not detract from the function or beauty of the campus.
7. No parking on grass unless specifically directed for special functions.
8. No double parking.
9. Traffic and parking violations will incur a \$25 fine for the first time offense with the exception of handicapped violations which are \$50. Fines are to be paid or contested within 24 hours to the Office of Student Life and Development.

Firearms and Weapons

Firearms & Weapons: Community Guidelines 2007

Firearms and weapons (including but not limited to guns, BB guns, paintball guns, knives, etc.) are prohibited on campus, and violations will result in appropriate discipline. No fireworks are permitted inside any of the College/Seminary buildings. In addition, students are expected to adhere to Maryland State Law (see <http://www.firemarshal.state.md.us/fworks.htm> for full details. (Virginia students: please review extension section).

Theft

Theft and Respect for Property: Community Guidelines 2007

Attempted or actual theft of, or damage to, property of WBC or CBS or property of a member of the WBC/CBS community or other personal public property is strictly prohibited. Members of the student body are expected to show respect for the property of others and should refrain from the theft and/or destructions of property belonging to others. Examples of behaviors which constitute a violation of this standard include, but are not limited to:

- Unauthorized taking or possession of another's property
- Using another person's ID card or allowing another to use one's ID card for entrance to residential facilities or to obtain meals
- Intentional or reckless behavior which may, or in fact does, deface or cause damage to college property or the property of others.

Any intentional act of destruction of college property will result in the perpetrator(s) facing disciplinary action by the institution and/or civil authorities.

Further instructions for preventing theft can be found in the Community Guidelines 2006-2007.

Fire Safety and Prevention

Emergency Response: Employee Handbook Fall 2006

Training for what to do including prevention measures, preparation measures, and what to do in the case of a fire or fire alarm is given to faculty and staff through the Employee Handbook and faculty staff meetings.

Fire Regulations: Community Guidelines 2007

The fire exits and halls must be kept clear at all times. The fire doors are not to be propped open at any time. Information and instructions concerning fire drills and procedures in case of a fire will be provided during the course of the year.

Fire: Community Guidelines 2007

Anyone who is found to have caused a fire maliciously or recklessly (no matter how small), who tampers with fire fighting/life protecting equipment, initiates a false alarm, or fails to comply promptly with requests from the administration, faculty, or staff, puts the lives of other people at risk. Anyone conducting such acts will jeopardize his or her student status at WBC/CBS.

Crime Stats for Lanham Campus

Crime statistics for 2007, if any, will be available on the on the US Department of Education website after October 13, 2008. To access the crime statistics, go to <http://www.ope.ed.gov/security/InstList.aspx> and click on the link to "Main Campus" in the institution/Campus column

OFFENSE	YEAR	ON CAMPUS PROPERTY	RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
MURDER/ NON-NEGLIGENT HOMICIDE	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
SEX OFFENSES, FORCIBLE	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
ROBBERY	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
AGGRAVATED ASSAULT	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
BURGLARY	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
MOTOR VEHICLE THEFT	2006	2	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
ARSON	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
LIQUOR LAW ARRESTS	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
LIQUOR LAW VIOLATIONS/ DISCIPLINARY REFERRAL	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
DRUG LAW ARRESTS	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
DRUG LAW VIOLATIONS/	2006	0	0	0	0	0
	2007	0	0	0	0	0

DISCIPLINARY REFERRAL	2008	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS/ DISCIPLINARY REFERRAL	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0

Crime Stats for Fairfax Co VA Extension Site – Forbes Place

OFFENSE	YEAR	ON CAMPUS PROPERTY	RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
MURDER/ NON-NEGLIGENT HOMICIDE	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
SEX OFFENSES, FORCIBLE	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	13	0
SEX OFFENSES, NON-FORCIBLE	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
ROBBERY	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
AGGRAVATED ASSAULT	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
BURGLARY	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
MOTOR VEHICLE THEFT	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
ARSON	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
LIQUOR LAW ARRESTS	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
LIQUOR LAW VIOLATIONS/ DISCIPLINARY REFERRAL	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
DRUG LAW ARRESTS	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
DRUG LAW VIOLATIONS/ DISCIPLINARY REFERRAL	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0

ILLEGAL WEAPONS POSSESSION ARRESTS	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS/ DISCIPLINARY REFERRAL	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0

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