

Welcome to the College of Public Studies, Fort Worth

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The College of Biblical Studies exists to glorify God by educating and equipping multi-ethnic Christian leaders to impact the world for Christ.

Safe Environment

The College of Biblical Studies (CBS) is committed to the safety of our students and staff. Our priority is to create a campus environment in which people are safe from physical harm, and property is secure, in a manner that meets or exceeds federal, state, and local laws, as well as CBS policies that regulate these matters. It is the intent of CBS to provide a safe and secure environment for students, visitors, and others with whom we serve. Most of the specific threat procedures are listed on the CBS [General safety page](#).

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.

Building Access

CBS shall take all necessary steps to provide a safe and secure structure for the protection of its students, faculty, and staff members. The building will be opened based on an approved schedule and will remain locked otherwise in accordance with the management company guidelines.

Security

In the event of a security threat the [Fort Wayne Police Department \(FWPD\)](#) should be notified immediately by calling 911. Local police are the primary response agency for all crimes and

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime
Statistics Act (By Calendar Year)

Offense (Reported By Hierarchy)	Year	On Campus	Non- Campus	Public Property	Total
Murder/Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/object and Fondling)	2023	0	0	0	0

Gender Identity	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

HATE CRIME REPORTING:

There were no hate-crimes reported for 2023.

Mailing Address:

CBS Campus Security
 Attn. Director of Real Estate Operations
 7000 Regency Square Blvd. Suite 109
 Houston, TX 77036-3211
 Email: Terry.Bryan@cbsouston.edu
 Website: <http://www.cbsouston.edu>

Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions Excerpted from the Implementing Regulations of the " Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," 20 U.S.C. § 1092, (originally the Campus Security Act originally published in the *Federal Register* on April 29, 1994 (Vol. 59, No. 82)).

The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the *Uniform Crime Reporting Handbook*. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Criminal Homicide-Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of

Policy for preparing this Annual Security Report for the disclosure of campus crime statistics:
CBS compiles and publishes this Annual Security Report on or before October 1. CBS gathers statistics from all "campus security authorities" as defined by the Clery Act for inclusion in this report.

Policy regarding persons and organizations to whom reports of crimes and emergencies should be made for the purpose of making timely warnings and for inclusion in the Annual Security Report:

For the purpose of making timely warnings to the CBS community, reports of crimes and emergencies should be made directly to the CBS Fort Wayne Staff. When the crime or emergency concerns the safety and welfare of the CBS community, CBS issues a Security Alert through the CBS Watchman Alert system and the posting of notices in the Summit campus facilities and classrooms.

Policy regarding confidential reporting of crimes to the College of Biblical Studies:

CBS strives to protect the identity of those reporting crimes to the extent that the law allows. CBS does not usually accept anonymous reports unless the information can be substantiated by means other than the caller's veracity. If a police report is made, CBS cannot ensure privacy of the complaint as it is a public record.

The Fort Wayne Police Department is the primary security authority for the Summit Property. They have arresting authority and will be called upon in the event of an issue that may be considered warranted to do so.

Alcohol consumption is expressly forbidden on institutional premises under any circumstances. The consumption and/or possession of any alcoholic beverage by any person less than 21 years of age are forbidden as provided by state law.

The College of Biblical Studies prohibits the use, possession, manufacture, sale or distribution by its students, faculty, or staff of any illegal drug. All Federal and state drug laws will be enforced. Any student that is found admitting to or proven to have violated any of these policies is forbidden on institution grounds.

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cocaine, phencyclidine (PCP), and amphetamines. The Drug-Free Workplace Act of 1988 applies to all employees of the College of Biblical Studies. Any employee that is found guilty of an offense involving a controlled substance on the premises or property owned or controlled by the institution shall be subject to disciplinary action, including termination, or will be required to satisfactorily participate in an approved drug assistance rehabilitation program.

The College of Biblical Studies (CBS) is committed to maintaining a safe learning and work environment for all students, faculty and staff and is committed to the elimination of sexual violence in all forms and will take appropriate action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal and civil law that may require separate proceedings. To further its commitment against sexual violence, CBS provides reporting options, an investigative and disciplinary process, and prevention training and other related services as appropriate.

Sexual Violence (SaVE ACT) Purpose

As described by the Clery Center for Security on Campus: The Campus Sexual Violence Elimination (SaVE) Act represents a turning point in our nation's handling of sexual misconduct on college campuses and universities. The Sexual Violence Elimination (SaVE Act) seeks to address the violence people face on campus.

The College of Biblical Studies (CBS) is an education community committed to living in accordance with biblical principles and standards, community committed to living in accordance with biblical principles and standards, community committed to living in accordance with biblical principles and standards, livso5(re)-2(mlq0.00000912

Women in acquaintance rapes are more often confused about what is happening and who is responsible. Their confusion is heightened by the fact that acquaintance rapists, unlike stranger rapists, often become conciliatory after the assault and almost always try to remain in contact with the victim. As a result, victims are less likely to call it rape or even understand that it is a crime.

Reporting a Sexual Assault If you are sexually assaulted, you are encouraged to call police immediately! The emergency number is 911.

Note: when contacting the police, advise them if the suspect is still in the area and if any weapons were involved.

If you are victimized, do the following items:

1. Get to a safe place as soon as you can. Go to the nearest lit public place.
2. Do not change clothes, shower, bathe or douche. Physical evidence is needed in court such as hair, blood types, seminal fluids, and scrapings of flesh from the victim's nails.
3. Protect the crime scene. If the attack did not occur in your residence, try to recall the area you were taken so the officers can recover evidence left at the scene.
4. Get medical attention as soon as possible. A medical examination will provide any necessary treatment and collect important evidence. Injuries may not be immediately apparent. Campus authorities, including security, staff supervisors, or department heads, may assist in notifying authorities, if you wish.

It is critical for the police agency to be informed as soon as possible after the incident so that appropriate steps, such as gathering crucial evidence and information, can be taken.

It is always a survivor's choice as to whether or not to report a sexual assault but reporting an assault (or attempted assault) is extremely important for the protection of both the victim and the community. Reporting an assault does not mean that the survivor must prosecute.

However, it does begin the legal process if the survivor decides to prosecute at a later date. The survivor has the option of requesting a concealed identity or pseudonym during the investigation.

Talk with counselors who will maintain confidentiality, help explain your options, give you information, and provide emotional support.

Contact someone you trust, a close friend or a family member, to be with you and to support you. This person may accompany you to the hospital or the police station if necessary.

Pursue charges against the assailant. You may seek criminal prosecution, file charges through the college judicial process (Student Life Referral via Dean of Students Office, or sexual harassment charge), or file a civil suit.

You may have the right to compensation and financial assistance if you report the incident to

etc.

9. If you receive an obscene phone call, hang up and call the police.
10. Do not give personal information over the telephone.

Driving:

1. Never pick up hitchhikers.
2. Make certain you have enough gas to get to your destination.
- 3.

Sexual Offender Registration

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act (FERPA) of 1974

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- b. abuse, as that term is defined by a member of a family or household toward a child of the family or household; or dating violence.
- 5. Stalking: Means a person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct, including following the other person, that:
 - a. t

1. Reporting incidents of sexual violence

- a. Prompt reporting is strongly encouraged.
 - i. Complainants of sexual violence may report incidents at any time but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.
 - ii. Complainants are strongly encouraged to report incidents of sexual

iii. The College may determine it necessary to act regardless of whether the parties have reached a personal resolution or if the complainant request that no action be taken. In such instances, the college will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

c. Required Reports.

i. Any College authority, employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow College procedures for making a report, including a report for the annual crime statistics report.

ii. College security authorities shall report to other school officials, as appropriate, such as the Office of the Dean of Students which is responsible for administering the student code of conduct, Human Resources which is responsible for the administration of employee disciplinary policies, and the designated Title IX compliance coordinator1 180.00 G()TJET

1. Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
 2. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate college contacts for employees, students, and others. Such contacts should be identified by name, location, and phone number for 24-hour availability, as applicable.
 3. Resources for where and how complainants may obtain on- or off-campus counseling, mental health, or other support services.
- ii. Notice of complainant rights. Complainants shall be notified of the following:
1. Their right to file criminal charges with local law enforcement officials in sexual assault cases;
 2. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident.
 3. Assistance available from campus authorities in preserving for sexual violence complainant materials relating to a campus disciplinary proceeding;
 4. That complaints of incidents of sexual violence made to campus security authorities shall be promptly and appropriately investigated and resolved;

- b. General principles.
 - i. The College shall use the procedure for Report/Complaint of Discrimination/Harassment Investigations and Resolution when investigating complaints of sexual violence. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization.
 - ii. The College investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall:
 - 1. Be respectful of the needs and rights of individuals involved;
 - 2. Proceed as promptly as possible;
 - 3. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
 - 4. Employees shall have the right to representation consistent with Employee Handbook;
 - 5. Be conducted in accordance with applicable due process standards and privacy laws;

The College of Biblical Studies-Houston (CBS) prohibits the possession and use of firearms,

This information may be disseminated to campus community members via a variety of mechanisms or mediums. CBS will use one or more of the following means depending on the nature of the incident:

- CBS Watchman Alert System (text and e-mail)
- Electronic mail messages
- Social Media
- CBS website www.cbshouston.edu
- Other methods deemed necessary that may be used in the information dissemination process
- Local media (when applicable)

The College of Biblical Studies (CBS) Security and Safety Plan provides for the security, safety, and welfare of employees, students, and visitors through the establishment of reasonable practices to achieve the following:

- (1) Support a safe and secure environment at the campus and grounds owned, leased, and/or operated by CBS.
- (2) Promote safety through policies and awareness;
- (3) Provide an appropriate level of security for staff, faculty, and students during hours of operation; and
- (4) Safeguard CBS property and physical assets.

The goal is to provide a safe environment for employees, students, and the general public while maintaining an open campus environment. In an educational institution, there is a need to balance the accessibility and use of facilities with the need to provide a safe and secure environment. Convenience must sometimes be compromised to maintain safety and security. The Summit utilizes the Fort Wayne Police Department for security related issues. Since the Summit is a leased space, any changes to the scope related to security and other specifics of building protection are handled through the current management company. If there is a criminal event, the campus dean, or designee, will immediately notify the director of real estate operations of the issue to follow protocols that may deem necessary to implement.

Campus Emergencies and Alerts

As part of continued safety on campus, CBS recognizes that our campuses experience the possible risks and threats of society. As such, the college has established safety and emergency information

Weapons on campus
Fire safety emergency
Bomb threat

If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

- Discuss with the user of the wheelchair how to lift the user and the wheelchair either together or separately. When circumstances necessitate separating the user and the wheelchair, keep the period of separation to a minimum.
- Some parts of a wheelchair are safe to lift, others are not. Always ask the user to confirm where it is safe to lift. Also, ask the user what else you should know about his or her wheelchair in order to lift it safely.
- Wheelchairs with four wheels (not three-wheeled scooters) usually have handbrakes on each side of the chair. When the wheelchair is to remain stationary, set both brakes.
- When the lifting is complete, follow the instructions of the user and restore the manual or motorized wheelchair to full operation; then direct the user to a safe area.

Power Outages

If an outage occurs during the day and people with disabilities choose to wait in the building for electricity to be restored, they can move near a window where there is natural light and access to a working telephone. Advise emergency personnel.

Shelter-in-Place means to seek immediate shelter and remain there during an emergency rather than evacuate the area. It is always preferred to evacuate. Shelter-in-Place should only be used when an evacuation is not safe.

Certain events may necessitate the initiation of the College's Shelter-in-Place protocol. The President or his designee will make the decision to Shelter-in-Place. Once the decision has been made, the Director of Real Estate Operations will instruct the campus community to Shelter-in

If the victim is choking:

- Make sure they are coughing and getting air.
- If the victim cannot speak or cough and you think something maybe lodged in their throat, from behind, slip your arms around the victim's waist. Make a fist with one hand and grasp with the other hand. Place your fist right above the navel area. Press into the

- Move quickly, keep your hands visible and follow the instructions of any police officers you may encounter.
- Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible.
- Do not try to drive off campus until advised it is safe to do so by police services or College administrators.

What to expect from responding police officers:

Police officers responding to an active shooter are trained in “rapid deployment” procedures and proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible.

The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment.

The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know where the shooter is, tell the officers. Be aware as you are attempting to exit the area. Responding officers may not recognize

- If the door is cool, open it cautiously and continue along your escape route.
- Isolate fire by closing off doors if possible.
- Follow the evacuation route as outlined on the fire escape map located in each room of the building.
- If you are on the second floor, evacuate using stairwells. Do not use the elevators.
- Follow directions from those in authority.
- Stay calm.
- Once you are safe and the immediate emergency procedures have been followed, notify your vice president or the Director of Real Estate Operations.

Fire Drills

Instructions

1. VIA / Summit Properties has fire drills 2 – 4 times per year.
2. Each class has a visible fire escape map. Take the exit that is assigned to your classroom, suite, or department.
3. Running is not permissible while exiting the building.
4. Not everyone should be standing close to the building while waiting for clearance to re-enter the premises.
5. The fire drill will last 5-15 minutes. Everyone will be permitted to enter the building once the alarm stops sounding.

Contact	Number
VIA (Summit) Properties Maintenance, Management, and Security	(260) 446-3200
VIA (Summit) Properties Maintenance, Management, and Security	(260) 446-3236
Police & Fire Emergency	911
Fire Department Administration	(260) 427-1170
Indiana State Police - Administration	(260) 432-8661
Police Department - Administration	(260) 427-1222
Sheriff Emergency	911
Sheriff's Department - Administration	(260) 449-7535
Medical Emergency	911
Hazardous Chemical Spill/Biological Terrorism	(800) 424-8802
Poison Information Center	(800) 222-1222

This Annual Security Report is a requirement, and we take satisfaction in the minimal number of reported crimes. However, we willingly seek the challenge of assuring a safe and secure atmosphere for our students, employees and persons who visit the College of Biblical Studies. As we review the statistical tables for our campus, we are continuing to see ways we can improve our security presence. Our goal will always be to provide the safest environment possible for our students, faculty, and staff.