CAMPUS SAFETY & SECURITY

At Gordon-Conwell Theological Seminary, the safety and welfare of all Seminary community members and guests are the highest priority for the Jacksonville Enrollment Manager/Security Administrator and the Department of Public Safety, Campus Safety, Hamilton campus. With the support of many other departments we constantly strive to maintain a safe and secure environment for the Seminary to accomplish its educational mission.

Because no campus is immune from crime, Gordon-Conwell has developed a series of policies and procedures to enhance the safety and security of the Seminary community. However, we must also enlist support of the Gordon-Conwell community if our efforts are to succeed. The cooperation and active involvement of all students, faculty and staff members is an absolute necessity if any campus safety and security program is to succeed. All members of the Seminary community must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, people walking around the Jacksonville campus at night are encouraged to walk with at least one other person. Refrain from propping open any campus door, for your safety and security. Vehicles should be locked at all times.

Everyone is strongly encouraged to report any suspicious persons or activities to the Enrollment Manager/Security Administrator, David Hilburn at 904-354-4800 from a cell phone or any outside telephone immediately upon suspicion of any criminal activity, vandalism, theft or public disturbance. To report a crime in progress, a fire, or a medical emergency, dial 911. Fast action can make a difference. Also, your recommendations regarding any situation, which may cause unsafe or harmful conditions, will be gratefully accepted by any Security Administrator at Jacksonville.

When the Enrollment Manager/Security Administrator receives a report of a serious crime or other emergency involving a student, the seminary will act as soon as possible.

Safety and security related information is available to new students at orientation. A crime prevention tips section is published as part of the Student Handbook which is posted on the web.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY and CAMPUS CRIME STATISTICS ACT

This Act requires Gordon-Conwell Theological Seminary to distribute the information contained in this report to all current and potential Gordon-Conwell Theological Seminary students and employees. Please take a moment to read the following information.

To be in compliance with Clery Act regulations, Gordon-Conwell Theological Seminary has several obligations. These fall into three main categories: 1) policy disclosure; 2) records collection and retention; and 3) information dissemination.

ANNUAL PREPARATION AND DISCLOSURE OF CRIME STATISTICS

Gordon-Conwell Theological Seminary must provide the Seminary campus community and the public with accurate statements of its current policies and practices regarding:

• Procedures for students and others to report criminal actions or other emergencies occurring on the Gordon-Conwell Theological Seminary campus;
• Security of and access to campus facilities

Records collection and retention

Gordon-Conwell Theological Seminary is required to keep some campus records and to request records from law enforcement agencies.

• Gordon-Conwell Theological Seminary, the Enrollment Manager/Security Administrator and the Department of Public Safety, Campus Safety, Hamilton campus must keep records of crimes reported to campus security authorities.
• Gordon-Conwell Theological Seminary, the Enrollment Manager/Security Administrator and the Department of Public Safety, Campus Safety, Hamilton campus must also make a reasonable good-faith effort to obtain certain crime statistics from appropriate law enforcement agencies to include in an annual security report and the Web-based report to the United States Department of Education (ED).
• Gordon-Conwell Theological Seminary, the Enrollment Manager/Security Administrator is required to keep a crime log that must be open to public inspection *.

* A Campus Crime Log of at least the previous one hundred
and twenty (120) days is maintained and posted for public review. Paper copies of previous Campus Crime Logs are available from David Hilburn, the Enrollment Manager/Security Administrator upon request. ALL Campus crime reports or incidents are recorded on the Campus Crime Log for review within 2 business days of the report or incident.

**Information dissemination**

To provide Seminary community members with information necessary to make informed decisions about their safety, Gordon-Conwell Theological Seminary must disseminate information in several ways. Gordon-Conwell Theological Seminary must:

- Provide a “timely warning” of any Clery Act crime that might represent an ongoing threat to the safety of students or employees;
- Provide access to Gordon-Conwell Theological Seminary crime log during normal business hours;
- Publish an annual security report and distribute it to all current students and employees, and inform prospective students and employees about the content and availability of the report;
- Inform the Seminary community where to obtain information about registered sex offenders; and
- Submit Gordon-Conwell Theological Seminary’s crime statistics to the United States Department of Education (ED) through the Web-based data collection system.

**DEPARTMENT OF PUBLIC SAFETY, CAMPUS SAFETY**

The Department of Public Safety, Campus Safety, Hamilton Campus, works closely with the Enrollment Manager/Security Administrator on safety and security issues and advises Jacksonville as required.

Jacksonville Enrollment Manager/Security Administrator reports directly to The Department of Public Safety, Campus Safety, Hamilton campus.

**MEMORANDUM OF UNDERSTANDING WITH LOCAL LAW ENFORCEMENT**

For the safety and security of the Jacksonville campus community Gordon-Conwell Theological Seminary operates a Department of Public Safety, Campus Safety and Security Department or operation: a service agency that functions as part of the Seminary as component of services offered under Student Life Services/ the Enrollment Manager/Security Administrator. There is no Memorandum of Understanding (MOU) between Gordon-Conwell Theological Seminary and the Jacksonville Police Department because the seminary has always enjoyed a favorable and cooperative relationship with the Jacksonville Police Department.

**ALCOHOL & ILLEGAL DRUGS**

Gordon-Conwell Theological Seminary seeks to provide a safe setting and to protect the public health for all members of the Seminary community by securing a drug-free environment in compliance with the Drug-Free Schools and Communities Act of 1989 (Federal law). The law declares that students and employees have the right to study and work in a setting free from the effects of drug or alcohol abuse. In keeping with the principles outlined in the Seminary Community Life Statement (cf. Student Handbook). Policies are adopted in compliance with the law.

Gordon-Conwell Theological Seminary is in compliance with the Drug-Free School and Communities Act Amendment of 1989 relating to the illegal use of alcohol and drugs.

Gordon-Conwell Theological Seminary, the Enrollment Manager/Security Administrator works with the Jacksonville Police Department to see that laws regulating underage drinking and the use of controlled substances and weapons are enforced. From the Student Handbook, Seminary policy prohibits the following:

- The use, possession, manufacture, distribution or sale of illegal drugs, controlled substances, or drug paraphernalia on seminary premises, in Seminary-supplied vehicles, or at any official function or Seminary activity.
- The use, possession, manufacture, distribution or sale of alcoholic beverages on Seminary premises, in Seminary-supplied vehicles, or at any official function or Seminary activity.
- Being under the influence of an unauthorized controlled substance, illegal drug or alcohol on Seminary premises, in Seminary supplied vehicles, or at any official function or Seminary activity.
- The use of alcoholic beverages or drugs that adversely affects a student’s academic performance, preparation for ministry, or practice of ministry, or that adversely affects an employee’s work performance, or that is a threat to individual safety on the part of the students or employees, or that adversely affects the Seminary’s reputation in the public arena on the part of students or employees.

Full policy statements can be found in the Student Handbook, the Staff Handbook and the Faculty Handbook.
SEXUAL ASSAULT—Higher Education Amendments of 1992

Sexual assault is one of the most under-reported crimes in the country due to the embarrassment, guilt and stigma often associated with it. It is a violent crime that results in devastating, long-term consequences for its victims and their families.

The Congress of the United States passed the Higher Education Amendments of 1992 in response to the growing number of sexual assaults being committed. The intent of the bill is to combat this crime by focusing on heightened awareness and education on school campuses.

Gordon-Conwell’s Community Life Statement maintains that “we renounce behaviors such as distortion of God’s Word, deception, falsehood, drunkenness, stealing and sexual immorality such as premarital intercourse, adultery and homosexual behavior.”

POSSIBLE DISCIPLINARY SANCTIONS FOR SEXUAL ASSAULT

Rape and sexual assault are very serious crimes. Any person found guilty of committing a rape or sexual assault is subject to arrest and prosecution under applicable criminal laws. Conviction can result in sanctions up to and including imprisonment as well as dismissal from the Seminary. Any member of the Seminary community found in violation through the Seminary disciplinary process of attempting to commit or committing a sexual assault will be subject to disciplinary action up to and including possible dismissal from Gordon-Conwell.

PROCEDURES TO FOLLOW IF A SEXUAL ASSAULT OCCURS

Sexual assaults are very serious crimes that may be adjudicated through the Florida court system. Sexual assaults that occur on campus and are reported to the Enrollment Manager/Security Administrator will be turned over to the Jacksonville Police Department for investigation. The Jacksonville Police Department has jurisdiction in such cases and will lead the investigation. This procedure will be followed for all campus felony investigations. The Enrollment Manager/Security Administrator, Department of Public Safety, Campus Safety, Student Life Services, Human Resources Department, Academic Dean’s office, and the Jacksonville Police Department are available to receive and process sexual assault complaints. A complaint may also be initiated by contacting other seminary administrative personnel or Student Life Services, Human Resources and Academic Dean’s office have all necessary materials for filing a sexual assault complaint if the Seminary’s disciplinary process is utilized. (Also see the Student Handbook regarding sexual harassment).

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

• Contact a friend or someone for support.
• Seek medical attention at once. Some injuries may not be readily apparent.
• Do not bathe, douche, change your clothes, or rinse your mouth. You don’t want to destroy any physical evidence. Take a clean change of clothing with you to the hospital.
• Do not touch any physical evidence of a struggle, or disturb the scene of the assault.
• You have the option of reporting the crime to the police. While rape is a crime, the decision to report a sexual assault to the police is a personal one. Should you decide to contact the police, officers trained in rape investigation will interview you. A rape counselor, family member, or friend may also be with you during the interview. You always have the option of reporting the crime anonymously and also the option of whether or not to press charges.
• Rape is a crime of violence and is illegal. Since rape is a fact-specific crime, write down what happened, in your own words, to help you better remember if you decide to press charges.
• Get help and support. The Student Life Services staff and others can be of assistance.

Victims have the option of reporting the assault to the police. Even though rape and sexual assaults are crimes, the decision to report them to the police is a personal one. Should you decide to contact the police, trained rape investigators are available to help you. All reports of rape and sexual assault or attempts to commit such offenses shall not be public reports and shall be maintained by police departments in a manner which will ensure their confidentiality. The Jacksonville Enrollment Manager/Security Administrator will assist you in notifying the Jacksonville Police Department if you choose to file a criminal complaint.

PROCEDURES FOR SEMINARY DISCIPLINARY PROCEEDINGS

Seminary disciplinary proceedings in cases of sexual harassment will be processed by the Judicial Committee for students, the Academic Dean’s office for faculty and the Human Resources office for staff. Established sexual harassment and sexual assault procedures will be followed. This procedure is published in the employee and student handbooks and is contained in the Cleary Act Compliance Policy handbook. All complaints and proceedings will be kept confidential to the fullest possible extent.
In cases of alleged sexual assault that are to be handled by seminary disciplinary action, the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding and the accuser and the accused shall be informed of the outcome of any disciplinary proceeding brought alleging sexual assault.

Victims of sexual assaults must be informed of their options to notify the proper law enforcement authorities and to be assisted in doing so. Victims have the option of reporting the assault to the police. Even though rape and sexual assaults are crimes, the decision to report them to the police is a personal one. Should you decide to contact the police, trained rape investigators are available to help you. All departmental reports of rape and sexual assault or attempts to commit such offenses shall not be public reports and shall be maintained by police departments in a manner which will ensure their confidentiality. The Enrollment Manager/Security Administrator will assist you in notifying the Jacksonville Police Department if you choose to file a criminal complaint.

POLICY AND PROCEDURE FOR DISCIPLINARY ACTION

Statement of Standard for Disciplinary Action

The Seminary reaffirms the biblical principles set forth in its Community Life Statement as it seeks to support students in their theological endeavors. The seminary's commitment to its mission statement requires that all students be afforded an environment which promotes intellectual and spiritual growth. To this end, the seminary reserves the right to discipline a student who is found in violation of any aspect of the Community Life Statement or any other institutional code of conduct that interferes with or limits the student’s, as well as the community’s, ability to fulfill their academic goals.

The purpose of a student disciplinary process is to determine if a student has engaged in misconduct, and, in those cases in which it is determined that the student has engaged in misconduct, to impose appropriate sanctions. The following procedures are employed in fulfilling this purpose.

Procedure for Conducting an Informal Hearing

1. The Judicial Committee will conduct an investigation of the allegations brought against a student. The investigation will include the following steps:
   a. Confirm the name of the student in question.
   b. Gather all material facts.
   c. Determine alleged infraction as stated in the Community Life Statement or other published institutional code of conduct.
   d. If necessary, take any appropriate actions including government and/or law enforcement agencies.
   e. Seek legal counsel as deemed appropriate.
   f. Keep thorough and complete documentation of investigative process.

2. The Judicial Committee will notify the student in writing of the following:
   a. A statement of alleged charges against him/her
   b. The specific seminary policy or code of conduct which allegedly has been violated
   c. The purported facts/information supporting the allegation
   d. The establishment of an informal hearing

3. The Judicial Committee will conduct an informal hearing with the student, using the following guidelines:
   a. The student will be informed of the date, time, and location of the hearing, in writing, either by personal delivery or certified mail, at least five business days in advance. This information will also be provided to the person(s) who brought forth the alleged charges in case he/she desires to be present in the hearing, be required or be invited to be present in the hearing.
   b. The entire case file and the names of any prospective witnesses will be available for inspection by the accused student during normal business hours in the Registrar’s office where non-academic student files are maintained.
   c. The accused student may choose to be assisted by a family member or other individual. Those assisting the accused student will be given reasonable time to ask relevant questions of any individual appearing at the hearing, as well as to present relevant information. The student may also be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the respective student. It will be done in a quiet manner that is not disruptive to the proceedings. A reasonable effort will be made to accommodate the schedule of any representative or advisor allowed to assist the student.
   d. The accuser, if present in the hearing, may also be assisted by an advisor of his/her choosing.
   e. The accused student will be expected to respond to questions asked by the Committee. Students who refuse to answer on grounds of the Fifth Amendment privilege may be informed that the Committee could draw a negative inference from his/her refusal, which might result in his/her
dismissal from the seminary, in accordance with these standards and procedures.

f. The informal hearing may be conducted in the absence of the accused student who fails to appear, following proper notification of the hearing date, time and location.

g. The hearing may be tape-recorded by the Committee. If tape recorded, the tape(s) shall be kept with the pertinent case file for as long as the case file is maintained by the Seminary.

4. Immediately following the informal hearing, the Committee will meet for deliberations and render a written decision to the student within five business days after the completion of the informal hearing, except in the case of sexual assault, in which case the accused and the accuser will be notified within one business day.

5. The Committee has the authority to render any one of the following decisions/sanctions:

a. **Exoneration**

b. **Further investigation** culminating in another hearing.

c. **Admonition.** A formal admonition that an institutional standard has been violated and which does not become part of a student's permanent record, but that may be taken into account in judging the seriousness of any future violation.

d. **Disciplinary Probation.** A more serious admonition assigned for a definite amount of time, with the probation to continue until certain conditions stipulated by the Committee have been fulfilled. It implies that any future violation during that time, of whatever kind, may be grounds for suspension, or in especially serious cases, for dismissal from the seminary.

e. **Suspension for a Definite Period.** Removal from membership in the seminary community, including all student privileges for a specified period of time, with the suspension to continue until certain conditions stipulated by the Committee have been fulfilled. A suspension is noted on a student's official record only for the duration of the suspension. (Required to move out of seminary housing.)

f. **Indefinite Suspension.** Removal from membership in the seminary community including all student privileges for at least the period of time specified by suspension, with the suspension to continue until certain conditions stipulated by the Committee have been met, after which the Committee will reconvene to render a final decision. A suspension is noted on a student's official record only for the duration of the suspension.

g. **Dismissal.** Permanent removal from membership in the seminary community, including all student and alumni privileges without possibility of readmission. A dismissal is noted on student's official record.

6. If the student is suspended or dismissed, the written decision shall be mailed or personally delivered to the student within five business days after the completion of the hearing, except in the case of sexual assault, in which case the accused and the accuser will be notified within one business day. It shall contain a statement of reason resulting in the sanction. The accused student shall be asked to sign a form, for the record, indicating his/her understanding of the disciplinary action taken by the Committee. The accused, as well as the accuser, shall also be advised of the appeal process.

7. A confidential copy of the letter to the student(s) will be filed in the Registrar’s Office.

8. The Committee shall inform the accuser, if any, that the investigation has been completed and that a sanction has been imposed, except in the case of sexual assault, in which case procedure 6, above, will be followed.

### Procedures for Appeal

In the event that the response, decision, or action being unacceptable to either party (the accused or the accuser), formal complaints can be appealed to the Academic Dean at Hamilton. Exceptions can apply where the Campus Safety Department advises other action be taken, as required by law.

1. If either student or accuser so desires, he/she may appeal the Judicial Committee's decision in writing within seven business days, following the notification of sanction, to the Academic Dean at Hamilton.

2. The Academic Dean will present his/her decision within seven business days to the student (or accuser), unless he/she appoints a review committee of his choosing, in which case, he/she will have 10 business days in which to respond.

3. The Academic Dean’s decision will be final.

### Procedures for Student Departing the Seminary

1. If suspension or dismissal occurs during the course of the semester, tuition may be refunded to the student according to federal policy.

2. Appropriate notation shall be entered on the student's transcript and placed in his/her permanent file. The Registration office will follow normal procedure to notify
the appropriate offices of the student's leave from the seminary.

3. In the case of an international student (F-1 visa), as per SEVIS (Student Exchange and Visitor Information System) regulations, he/she must vacate immediately (i.e., no visa “grace period”), following the date of dismissal (date of dismissal will take into account the appeal process).

Deviations from Established Procedures

Reasonable deviations from these procedures (not to include sanctions) will not invalidate a decision or proceeding unless significant prejudice to the student may result.

COUNSELING AND OTHER SERVICES FOR VICTIMS OF SEXUAL ASSAULT

The Student Care office will assist rape and sexual assault victims in notification or referral to counseling and mental health services in the community.

Important Telephone Numbers:

1. The Women’s Center of Jacksonville: Tina Vaughn 904.722.3000

2. The Hubbard House: (904) 354-3114

SEXUAL ASSAULT VICTIMS’ OPTIONS FOR CHANGING ACADEMIC AND LIVING SITUATIONS

The Seminary will provide assistance in changing academic arrangements following a sexual offense if requested by the victim and if these changes are reasonably available.

The Jacksonville campus does not currently provide on-campus housing. Therefore, no policy exists regarding changing living situations.

SEXUAL ASSAULT PREVENTION

Gordon-Conwell Theological Seminary educates the student community about sexual assaults and date rape through various literature available. Literature on date rape education, risk reduction, and response is available through the Department of Public Safety, Campus Safety.

CAMPUS SEX CRIMES PREVENTION ACT

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student.

Members of the seminary community may request information about sex offenders in Florida by calling the Florida Department of Law Enforcement, Florida Sexual Offenders and Predators, at (888) 357-7332 or visiting their webpage http://offender.fdle.state.fl.us/offender/homepage.do or by calling the Jacksonville Police Department.

Information contained in the Sex Offender Registry shall not be used to commit a crime against the offender or to engage in illegal discrimination or harassment of an offender. Any person who improperly uses Sex Offender Registry information shall be punished by not more than two and one-half years in a house of correction or by a fine of not more than $1,000.00 or both. Information contained in the Sex Offender Registry shall not be used to commit a crime against the offender or to engage in illegal discrimination or harassment of an offender. Any person who improperly uses Sex Offender Registry information shall be punished by not more than two and one-half years in a house of correction or by a fine of not more than $1,000.00 or both.

SEXUAL MISCONDUCT, SEXUAL ASSAULT, PROHIBITED SEXUAL CONTACT, DATING AND DOMESTIC VIOLENCE

This statement outlines Gordon-Conwell Theological Seminary’s policy regarding interpersonal or intimate partner violence, which includes sexual assault, prohibited sexual contact, dating and domestic violence. (Also see Policy Statement Addressing Sex Offenses, the Student Handbook and Staff Handbook)

Policy Statement

Gordon-Conwell Theological Seminary does not tolerate interpersonal or intimate partner violence, which includes sexual assault, prohibited sexual contact, dating violence and domestic violence in any form. Any acts that fall within the definitions of sexual assault, prohibited sexual contact, dating and domestic violence are prohibited at Gordon-Conwell Theological Seminary and are a violation of seminary policy, and potentially state of Florida and/or Federal Law. Violations of state criminal law for bodily harm related to interpersonal violence shall constitute violations of this policy, as well. Through this policy, Gordon-Conwell Theological Seminary is extending the traditional prohibitions of sexual assault and domestic violence under law and seminary policy to forms of interpersonal violence including dating violence and intimate partner violence. This policy applies to all members of the Gordon-Conwell Theological Seminary community, and includes, but is not limited to, faculty, staff, students, seminary visitors, volunteers, and vendors. It also
applies to alleged acts of sexual assault, prohibited sexual contact, dating and domestic violence whether those acts occur on or off campus.

Appropriate disciplinary actions following the process outlined in the student or staff handbooks may be taken against any persons or groups engaging in these acts, up to and including expulsion from the seminary, termination of seminary employment, and termination of contracts/agreements with that person(s) or group(s). In addition, the seminary may terminate or suspend its relationship and associated privileges with any perpetrator of interpersonal or intimate partner violence covered by this policy, including but not limited to visitors, volunteers, vendors and other such guests of seminary. To this end, Gordon-Conwell Theological Seminary expressly reserves its rights to revoke the privilege, right and/or permission to anyone to be physically present on-campus, participate in seminary activities, and use seminary facilities or resources in order to carry out the intent and purposes of this policy.

The seminary may refer any alleged perpetrator of interpersonal or intimate partner violence to law enforcement.

The standard for determining whether a violation of this policy exists shall be based upon the preponderance of the evidence standard of the victim of an act of interpersonal or intimate partner violence.

DEFINITION OF TERMS

Domestic Violence:

Physically, sexually, and/or psychologically abusive behavior against a family member or household member is considered domestic violence. Such behavior may arise in the form of a direct violent act, or indirectly as acts that expressly or implicitly threaten violence. Family or household members include: spouses, former spouses, domestic partners, parents, children, stepchildren, and other persons related by blood or by prior marriage. This definition also includes persons who share or formerly shared a common residence (including residence hall roommates), persons who have or allegedly have a child in common, and persons who share or allegedly share a blood relationship through a child.

Dating Violence:

A form of domestic violence that includes persons who have or have had a dating relationship. Dating violence occurs when one partner attempts to maintain power and control over the other through one or more forms of abuse, including sexual, physical, verbal, and emotional abuse. Dating violence affects both females and males, and does not discriminate by racial, social, or economic background (Also see Acquaintance Rape).

Partner Violence:

Sexual or psychological harm or threat of harm by a current or former partner primarily motivated by the desire to obtain power and control in order to harm another.

Abusive behavior:

Physical violence of any nature against any person, on or off campus, other than for self-defense. This includes fighting; assault; battery; the use of a knife, gun, or other weapon; physical abuse; restraining or transporting someone against his/her will; or any action that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm. Persistent, severe, and/or pervasive threats of abuse, intimidation, coercion, bullying and/or other conduct that threatens or endangers the mental or physical health or safety of any person or causes reasonable apprehension of such harm.

Prohibited Sexual Contact:

At Gordon-Conwell Theological Seminary, prohibited sexual contact is behavior related to sexual activities or sexual contact between at least two individuals that is accomplished through force or the threat of force, or when the victim is unable, under the circumstances, to give clear and knowing consent. Prohibited sexual contact includes, but is not limited to, sexual assault and sex abuse and is prohibited regardless of sexual orientation, gender, or gender expression of the perpetrator or the victim.

Force or threat of force:

The use of force or violence, or the threat of force or violence, including but not limited to the following situations:

1) When the accused threatens to use force or violence on the victim or on any other person, and the victim under the circumstances reasonably believed that the accused has the ability to execute that threat; or
2) When the accused has overcome the victim by use of superior strength or size, physical restraint, or physical confinement.

Consent:

There must be consent to engage in any and all sexual behaviors . . . . Consent is hearing the word “yes.” It is not the absence of hearing “no.”

Willingly giving permission or agreement to a sexual act, without threat of harm. Consent is an informed agreement to
participate in an act, communicated verbally or through physical participation, that is not achieved through manipulation, intimidation, or coercion of any kind or given by one who is incapable of giving clear and knowing consent, by reason of the individual’s age, being under the influence of alcohol or drugs, or otherwise. The manner of dress of the victim at the time of the offense does not constitute consent. Individuals under the age of 16 in Florida are incapable of giving consent under any circumstances. Nothing in this provision constitutes a waiver or in any way impairs the application of state law related to the ability of a person to consent.

Coercion:
To compel or force one to act based on pressure, harassment, threats, or intimidation.

Mentally or physically incapable person:
A person who is temporarily or permanently incapable of making decisions for any reason or is otherwise unable to give clear and knowing consent. This may be caused by, but is not limited to, administration or use of alcohol or other drugs.

Sexual Assault:
When a person commits an act of sexual penetration
1) By the use of force or threat of force, or
2) When the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent. Rape is a form of sexual assault.

Rape:
A form of sexual assault. Rape is another word for penetration (oral, anal, or vaginal) that is forced on another person through threats to harm that person or another, intimidation, coercion, or lack of consent.

Acquaintance Rape:
A sex crime committed by someone who knows the victim. The perpetrator could be a friend, classmate, relative, co-worker. As a sex crime, acquaintance rape includes forced, manipulated, or coerced sexual contact.

Sexual Abuse:
When a person commits an act of sexual misconduct:
1) By the use of force or threat of force or
2) When the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent.

Sexual Harassment:
Occurs when sexual behavior or requests for sexual favors are made either explicitly or implicitly as a term or condition of employment or educational performance, or are made as the basis of employment or academic decisions affecting the individual as an employee or a student, or have the express purpose or effect of substantially interfering with an individual’s work/academic performance or create an intimidating, hostile, or offensive working or academic environment.

Process and Disciplinary Actions
It is the policy of the seminary to hold perpetrators of interpersonal and intimate partner violence, which includes sexual assault, prohibited sexual contact, dating violence and domestic violence in any form, accountable for their actions through appropriate student conduct or personnel procedures, and by working with community agencies and law enforcement as appropriate. (For detailed information regarding the disciplinary process and actions please see the Policy Statement Addressing Sex Offenses, Student Handbook and Staff Handbook)

For students:
Appropriate disciplinary actions for substantiated violations of this policy, up to and including dismissal, will be imposed in accordance with the Community Life Statement and Student Handbook.

For faculty and staff:
Appropriate disciplinary actions for substantiated violations of this policy, up to and including termination, will be imposed in accordance with applicable seminary policies and personnel procedures, listed in the staff handbook.

For everyone:
Seminary disciplinary procedures are independent of any and all criminal procedures and proceedings. In all cases, the seminary reserves the right to refer cases to law enforcement for criminal prosecution or to pursue disciplinary actions regardless of criminal prosecution. Violations of this policy
by a visitor, volunteer, or vendor may also result in the termination of pre-existing or future business relationships.

Reporting Procedures

Should there be an immediate risk of imminent harm, or disruption to the campus community, any seminary community member is encouraged to call 9-1-1 immediately.

For purposes of reporting, or for more information on victims’ or alleged perpetrators’ rights, the following procedures can be followed. Victims of sexual assault, prohibited sexual contact, dating violence and domestic violence on or at any seminary-sponsored event or activity have the option to and are encouraged to contact the Enrollment Manager/Security Administrator or the Dean’s Office. Additionally, victims have the right to access assistance and should be referred to the following resources which are available to help in crisis situations.

The option to confidentially report a crime is also available to victims or survivors. (See, Policy Statement for Reporting of Crimes on a Voluntary and Confidential Basis).

If the alleged perpetrator is a faculty or staff member:

In cases involving a faculty or staff member as the alleged perpetrator, contact Human Resources at 904-354-4800.

If the alleged perpetrator is a student:

In cases involving a student as the alleged perpetrator, contact the Enrollment Manager/Security Administrator at 904-354-4800.

If the alleged perpetrator is a vendor, visitor, volunteer, or other non-faculty, staff, or student individual:

In cases involving the above-listed individuals, contact the Enrollment Manager/Security Administrator at 904-354-4800. Depending upon the relationships that this individual has with the seminary, there may need to be additional reporting to affected seminary departments and employees.

NOTE: The process and reporting procedures listed here in no way prohibit the seminary from employing other appropriate mechanisms to address sexual assault, prohibited sexual contact and dating and domestic violence.

STALKING

Stalking incidents are occurring at an alarming rate on the nation’s college campuses. It is a crime that happens to men and women of all races/ethnicities, religions, ages, abilities, sexual orientations, and sexual identity. It is a crime that can affect every aspect of a victim’s life. Stalking often begins with phone calls, emails, social networking posts and/or letters, and can sometimes escalate to violence.

Policy Statement

Gordon-Conwell Theological Seminary is determined to provide a campus environment free of violence for all members of the campus community. For this reason, Gordon-Conwell Theological Seminary does not tolerate stalking. Gordon-Conwell Theological Seminary is also committed to supporting victims of stalking through the appropriate provision of safety and support services. This policy applies equally to all students, staff and faculty of Gordon-Conwell Theological Seminary community.

Stalking is a crime in Florida and is subject to criminal prosecution. Students, staff or faculty perpetrating such acts of violence will be subject to disciplinary action policy through the Gordon-Conwell Theological Seminary student or staff handbooks. This may include disciplinary action from Gordon-Conwell Theological Seminary and/or law enforcement involvement simultaneously.

Definition of Stalking

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. **Course of conduct** is defined as “a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct.”

The term “stalking” (from 42 USC ss 13925) means engaging in a course of conduct directed at a specific person that would cause a reasonable person to —

(A) Fear for his or her safety or the safety of others; or

(B) Suffer substantial emotional distress.

In Florida such conduct are felonies. 784.048 (Stalking). Stalking includes a willful and malicious knowing pattern of conduct or acts over a period of time directed at a specific person which seriously alarms or annoys the person and which causes a reasonable person to suffer substantial emotional distress and makes a threat with the intent to place the person in imminent fear of death or bodily injury. Stalking can be accomplished by mail, telephone, electronic mail, internet communications and facsimile. Conduct which does not include a threat of death or bodily injury is also illegal
and considered harassment by the seminary and Florida law. 784.048a (Criminal Harassment).

Stalking Behaviors

Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten her or his safety, mental health, or physical health.

Such behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, written letters, gifts, or any other communications that are undesired and place another person in fear.
- Use of online, electronic, or digital technologies, including:
  - Posting of pictures or information in chat rooms or on Web sites
  - Sending unwanted/unsolicited email or talk requests
  - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards
  - Installing spyware on a victim’s computer
  - Using Global Positioning Systems (GPS) to monitor a victim
  - Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
  - Surveillance or other types of observation, including staring or “peeping”
  - Trespassing
  - Vandalism
  - Non-consensual touching
  - Direct verbal or physical threats
  - Gathering information about an individual from friends, family, and/or co-workers
  - Threats to harm self or others
  - Defamation – lying to others about the victim

Reporting Stalking

Gordon-Conwell Theological Seminary encourages reporting of all incidents of stalking to law enforcement authorities, and respects that whether or not to report to the police is a decision that the victim needs to make. The Enrollment Manager/Security Administrator and the Dean’s Office (for students) and Human Resources (for staff) is able provide services and information for victims in a safe, supportive, and confidential setting. In some circumstances, a victim may wish to seek an order of protection from a court of appropriate jurisdiction against the alleged perpetrator. Victims may also seek restriction of access to Gordon-Conwell Theological Seminary by non-students or non-employees in certain circumstances.

TO REPORT STALKING

Call Jacksonville Police – 9-1-1 or 904-630-0500

Call Enrollment Manager/Security Administrator – 904-354-4800

In certain instances, Gordon-Conwell Theological Seminary may need to report an incident to law enforcement authorities. Such circumstances include any incidents that warrant the undertaking of additional safety and security measures for the protection of the victim and the campus community or other situations in which there is clear and imminent danger, and when a weapon may be involved. However, it is crucial in these circumstances to consult with the Enrollment Manager/Security Administrator and/or the Dean’s office (for students) or Human Resources (for staff), since reporting may compromise the safety of the victim. Personal safety concerns are often very important for stalking victims. Crisis intervention and victim safety concerns will take precedence.

Safety for Victims of Stalking

Gordon-Conwell Theological Seminary is committed to supporting victims of stalking by providing the necessary safety and support services. Student victims of stalking are entitled to reasonable accommodations, if possible. Due to the complex nature of this problem, the student victim may need additional assistance in obtaining one or more of the following:

- No-contact order
- Change in an academic schedule
- The imposition of an interim suspension on the accused
- The provision of resources for medical and/or psychological support

For assistance obtaining these safety accommodations, please contact the Dean’s office at 904-354-4800.
If safety is an immediate concern, encourage the victim to contact law enforcement for assistance.

**POLICY ADDRESSING COUNSELORS**

**Reporting Procedure:**

The Student Care office is able to serve as a supporting resource to students who may need assistance in locating counseling services for themselves and their families on such issues as personal development, spiritual concerns, relational adjustments, and marital concerns. The Students Care office acts as primarily as referral source and emotional support. Since mental health coverage is often provided with health insurance, students are encouraged to obtain adequate protection in selecting an insurance policy. Individuals who demonstrate financial need beyond insurance coverage may be eligible to receive a subsidy from the Seminary for necessary counseling through the Dean's office. Students who desire help in issues not requiring the credentials of a trained counselor are encouraged to talk to the seminary staff, their faculty advisor, the Dean, or their pastor.

**CLERY ACT note regarding campus counselors:**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors” *, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into 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.

**WEAPONS**

The possession, use or sale of firearms, ammunition, and any other weapons are forbidden on campus and subject to Seminary disciplinary action and possible criminal prosecution.

- The Bartley-Fox Law mandates a one year jail sentence for a person convicted of possession or carrying a handgun, rifle or shotgun without the proper license or Firearms ID card, as applicable.
- The use of any type of hunting or target bow is prohibited on campus.
- It is strictly prohibited to bring firearms or any proscribed weapons onto the campus or into any building (with the exception of authorized law enforcement personnel).

**FIREWORKS**

Fireworks, firecrackers and similar explosives are prohibited by state law and therefore are prohibited on campus.

**SECURITY FOR CAMPUS FACILITIES**

The campus building and facilities are accessible to members of the Seminary community, guests and visitors during normal business hours. The general public has access to the library and administrative facilities, and during normal business hours for most special events. There is an off-duty police officer on premises for security during most class nights. The building itself is alarmed and has videotaping in hallways after hours.

**SECURITY IN THE RESIDENCE HALLS & APARTMENT BUILDINGS**

The Jacksonville campus does not consist of any Residence Halls, apartment buildings or housing accommodations and therefore has no policy statement regarding this requirement that is not applicable to Jacksonville campus.

**SECURITY & THE FACILITIES DEPARTMENT**

The Salem Centre maintains the building and grounds where the seminary is housed. It inspects campus facilities and promptly addresses any issues affecting safety and security. Safety and security hazards may also be reported by telephone or in writing to the Enrollment Manager/Security Administrator.

**REPORTING CRIME**

Members of the Seminary community, visitors and guests are strongly encouraged to report any emergencies and criminal activity to the Security Administrator or the Jacksonville Police Department.

To report an emergency from any Seminary extension phone or outside phone, dial 911.

Information regarding criminal activity that poses no immediate threat or danger may be reported by calling the Security Administrator at 904-354-4800. The Security Administrator will prepare and submit incident reports the Jacksonville Police Department.

**REPORTING CRIMES ON A VOLUNTARY AND CONFIDENTIAL BASIS**
If you are the victim of a crime and do not want to pursue action within Gordon-Conwell Theological Seminary System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Enrollment Manager/Security Administrator can file a report of the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the Seminary can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics (Clery Act) for the institution.

**ACCURATE AND PROMPT CRIME REPORTING**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to a Security Administrator in a timely manner.

To report a crime in progress or an emergency on the Jacksonville Campus, call 911 IMMEDIATELY. Persons will be connected to the Jacksonville Emergency Communications Center (Jacksonville Police, Fire and Ambulance).

To report a non-emergency security or public safety related matter, call the Enrollment Manager/Security Administrator at 904-354-4800. In response to a call, Campus Administrators will take the required action.

All Security Administrator incident reports are forwarded to the Dean’s office for review. The Enrollment Manager/Security Administrator or Jacksonville Police will investigate an incident when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Dean’s office. If assistance is required from the Jacksonville Police or Fire Department, Department of Public Safety, the Enrollment Manager/Security Administrator will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including the Security Administrator or another staff member will offer the victim a wide variety of services.

This publication contains information about on-campus and off-campus resources. The information is made available to the Gordon-Conwell community members in the event that they become the victim of a crime.

Crimes should be reported to the Enrollment Manager/Security Administrator to ensure inclusion in the annual crime statistics and to aid in providing timely notices to the Seminary community, when appropriate.

**MONITORING AND RECORDING OFF-CAMPUS CRIMINAL ACTIVITY THROUGH LOCAL POLICE, INCLUDING STUDENT ORGANIZATIONS WITH OFF-CAMPUS HOUSING.**

Gordon-Conwell Theological Seminary, Jacksonville Campus does not monitor and record student off-campus criminal activity through the local police unless informed by the Jacksonville Police Department of a serious incident with a student. Gordon-Conwell Theological Seminary, Jacksonville Campus does not have on or off campus housing or student organizations. Therefore, Gordon-Conwell Theological Seminary, Jacksonville Campus has no policy concerning monitoring and recording student off-campus criminal activity through local police.

**CRIME PREVENTION PROGRAMS**

While the Jacksonville campus does not offer any formal crime prevention programs for students, we are able to offer resources and assistance to any student needing information or who would like more information about crime prevention.

**SECURITY AWARENESS PROGRAMS**

During orientation students are informed of resources available by the Student Care office. These include ways to maintain vehicle safety, and personal safety. Students have access to information about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, information is released to the Seminary community through security alerts posted prominently throughout campus, via email as well as a voice mail broadcasting system.

**TIMELY WARNINGS**

In the event that a situation arises, either on or off campus, that, in the judgment of the Dean, Enrollment Manager/Security Administrator, Director, Department of Public Safety, Campus Safety, Hamilton Campus, in conjunction with the appropriate administrative personnel, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued.

The warning will be issued through the Seminary e-mail system to students, faculty and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Enrollment Manager/Security
Administrator may also post a notice or notices campus-wide providing the Seminary community with more immediate notification. In such instances, a copy of the notice is posted in the library. Anyone with information warranting a timely warning should report the circumstances to Enrollment Manager/Security Administrator at 904-354-4800 or in person at 7235 Bonneval Rd, Jacksonville, FL 32256.

CAMPUS EMERGENCY NOTIFICATION

Gordon-Conwell Theological Seminary has implemented the Send-Word-Now (SWN) Emergency Alert System to expand and enhance its emergency notification methods. In the event of an emergency, the Send-Word-Now Emergency Alert Notification may be used to provide pertinent information and instructions to Gordon-Conwell Theological Seminary students, faculty, staff and residents through voice, text messaging and/or email. Gordon-Conwell Theological Seminary uses the Send-Word-Now Emergency Alert Notification Service that is a web-based mass notification system that sends emergency messages instantly and simultaneously to registered mobile phones, wireless devices and email addresses.

USE OF ELECTRONIC AND/OR CELLULAR COMMUNICATIONS (AS APPROPRIATE); CAMPUS EMERGENCY NOTIFICATION SYSTEM (SEND WORD NOW)

Any major emergency announcements or notifications will be communicated through the Send-Word-Now Emergency Alert Notification System in addition to any other means available.

The Send-Word-Now Emergency Alert Notification shall be used to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, faculty or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.

OTHER MEANS OF NOTIFICATION

• Telephones

The campus telephone system will be used to the extent possible. If there is a need to call for emergency services from an outside agency (police, fire department etc.), this can be accomplished by dialing 911 on any campus telephone.

• Monitored Systems

All fire alarms result in an automatic response by the Jacksonville Fire Department and other emergency services respond as well.

EMERGENCY RESPONSE AND EVACUATION PLANS

Gordon-Conwell Theological Seminary’s Jacksonville Campus Emergency Evacuation Plan has been created in an effort to assist students, faculty and staff that occupy campus buildings in preparing for building emergencies.

Gordon-Conwell Theological Seminary has the following Emergency Response and Evacuation plans in place for the Jacksonville campus:

• Campus Emergency Information Areas are located throughout campus containing Emergency Response Guidebooks, Emergency Response Quick Guides and Evacuation Assembly Area Maps.
• Campus Emergency Evacuation Plan
• Campus Short and Long-Term Evacuation Contingency Plan
• Campus Pandemic Flu/Illness Plan
• Campus Fire Safety Right-To-Know
• Safety Coordinators are assigned to the campus
• Campus Safety Committee

All Emergency Response and Evacuation plans may be found on the Jacksonville Campus Safety webpage at the following link:

http://www.gordonconwell.edu/jacksonville/current/Jax-Emergency-Response-Information.cfm

An email notification is sent annually to the Jacksonville campus community informing students, faculty and staff to review the Jacksonville campus Emergency Evacuation Plans.

Testing of the Emergency Response and Evacuation Plan is conducted annually by the Jacksonville Security Administrator with the assistance of the Hamilton campus, Department of Public Safety, Campus Safety staff.

MISSING STUDENT POLICY AND PROCEDURES

This policy applies to educational institutions with on-campus student housing. The Jacksonville campus does not currently provide on-campus housing. Therefore, no policy exists.

CAMPUS FIRE SAFETY and RIGHT-TO-KNOW

Gordon-Conwell Theological Seminary is concerned about the safety of every individual on campus and, therefore, has very strict fire safety regulations.

Fire and life safety programs must receive community-wide support to be effective. Cooperation from students during fire drills, announced and unannounced, is expected.

Students who do not observe these regulations jeopardize the safety of others on this campus and, therefore, will be subject to disciplinary action.

ANNUAL FIRE SAFETY POLICY and REPORT ON STUDENT HOUSING, JACKSONVILLE CAMPUS:
This policy applies to educational institutions with on-campus student housing. The Jacksonville campus does not currently provide on-campus housing. Therefore, no policy exists.
# 2011 Jacksonville Campus Crime Statistics Report

Gordon-Conwell Theological Seminary, 7235 Bonneval Road, Jacksonville, FL 32256

*with no crimes reported that constituted hate offenses, this category has been condensed into one line. Also see separate Hate Crimes Statistics Report.*

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<tr>
<th></th>
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### 2012 Jacksonville Campus Crime Statistics Report
Gordon-Conwell Theological Seminary, 7235 Bonneval Road, Jacksonville, FL 32256

*with no crimes reported that constituted hate offenses, this category has been condensed into one line. Also see separate Hate Crimes Statistics Report.*

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### 2013 Jacksonville Campus Crime Statistics Report

Gordon-Conwell Theological Seminary, 7235 Bonneval Road, Jacksonville, FL 32256

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# 2014 Campus Safety & Security Report

## Campus Hate Crime Statistics

On-campus hate crimes reported to the Jacksonville Security Administrator according to the category of PREJUDICE

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**Note:** The NA designation is to indicate that there was no data collection and reporting prior to 2013.

On-campus residential property .......... N/A – Jacksonville campus has no on-campus residences: N/A
Non-campus property .......... Hate crimes reported according to the category of prejudice: 0
Public property .......... Hate crimes reported according to the category of prejudice: 0