



2022 ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT

The Master's University Annual Security and Fire Safety Report is published annually in accordance with the Jeanne Clery Disclosure of Campus Security and Police and Crime Statistics Act. This report contains the Annual Security and Fire Report as well as the Department of Education Campus Security and Fire Survey statistics for years 2019, 2020, and 2021.

POLICY CONCERNING ANNUAL DISCLOSURE OF CRIME AND FIRE STATISTICS

This report is published on behalf of The Master's University and Seminary (TMUS) to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). This report is accessible online, here: www.masters.edu/campussafety.

Campus crime, arrest, and referral statistics include those reported from all campuses, not limited to safety and security department officers, campus safety officials, campus security authorities and local law enforcement agencies.

A campus wide email is annually distributed to all TMUS employees and enrolled students that provides a direct link to the campus safety web site to access this report. Parents and prospective students may compare crime, fire, and referral statistics with other higher education campuses at <http://ope.ed.gov/security/>. Printed copies of this report will be made available upon request from Office of Campus Safety at TMU.

In accordance with the Clery Act, all higher education campuses are required to record and publish specific crime and residential housing fire statistics within their geography from the previous three years, and these statistics must be submitted annually to the Department of Education. Please see the end of this report for a full listing of TMUS statistics.

POLICY CONCERNING REPORTS OF CRIMINAL OFFENSES

THE MASTER'S UNIVERSITY CAMPUS (Santa Clarita, CA)

To report a crime, fire, or emergency at The Master's University main campus (Master's) please contact campus safety at 661-362-2500 (landline) or 661-713-7561 (cell) or dial extension 2500 from any campus phone. Dial 9-1-1 for police, fire, or medical/ambulance. Any suspicious activity or person seen in the parking lots or loitering around the buildings, classrooms, or residence halls should be reported immediately to the campus safety department.

Campus Safety Official: Bryan Kortcamp

Campus Safety Department: Yes. The campus has a dedicated 24/7 campus safety department with armed and unarmed private security officers.

Campus Website: www.masters.edu

Campus Address: 21726 Placerita Canyon Road, Santa Clarita, CA 91321; 800-568-6248

Law Enforcement Contact: Los Angeles County Sheriff's Department (LASD), Santa Clarita Valley Station, 26201 Golden Valley Rd, Santa Clarita, CA 91350; 661-255-1121

In addition, you may report a crime to the following officials for Master's:

Director of Campus Safety	661-362-2687
Dean of Men	661-362-2334
Dean of Women	661-362-2247
Director of Human Resources	661-362-2844

The Israel Bible Extension Program (Israel)

To report a crime, fire, or emergency at IBEX, please contact the Police at 100, Fire at 102, or Medical Emergency/Ambulance at 101. U.S. citizens needing emergency assistance may call the U.S. Embassy in Jerusalem at any time: 02-630-4000. If calling from the U.S., dial 011-972-2-630-4000. The Branch Office in Tel Aviv can be reached at any time: (03) 519-7575, or from the U.S., call 011-972-3-519-7575. Urgent or general inquiries about passport issues, email: JersualemACS@state.gov or the Branch Office in Tel Aviv, email: TelAvivACS@state.gov and someone will reply during business hours. If you lose your U.S. passport, it should be reported immediately. U.S. citizen emergency services are available by appointment only (Mon, Wed, Friday, 0800-1100) and Tel Aviv (Tuesday/Thursday, 0800 to 1100), excluding holidays. Non-emergency services are available Mon-Fri by appointment only. The U.S. Embassy in Jerusalem is located at 14 David Flusser, Jerusalem 93392, Israel. The U.S. Embassy Branch Office in Tel Aviv is located at 71 HaYarkon Street, Tel Aviv 6343229, Israel.

Campus Safety Official: IBEX Program | Jason Beals, Professor of Christian Education | The Master's University, 21726 Placerita Canyon Road, Newhall, CA 91321 | IBEX Office: 661-362-2626 | Email: ibexoffice@masters.edu

Campus Safety Department: There is no dedicated security department. The property is located on a registered cooperative and shares the property with the community which has security presence.

Campus Website: www.masters.edu/ibex

Campus Address: Jerusalem Vicinity

Law Enforcement Contact: Please contact in country faculty and staff for this information.

In addition, you may report a crime, fire, or other emergency to the following officials for IBEX:

IBEX Campus Safety Official	In the US: Call the IBEX office at 661-362-2626 and ask for Jason Beals. International, call 972-2-533-6453 or 972-2-534-3956 (reception).
VP of Student Life	661-362-2620
Dean of Men	661-362-2334
Dean of Women	661-362-2247
Director of Human Resources	661-362-2844

The Master's Seminary Campus (Sun Valley, CA)

To report a crime, fire, or emergency at TMS please contact Grace Community Church (GCC) security at 818-909-5777, or dial extension 5777 from any campus phone. Dial 9-1-1 for police, fire, and medical/ambulance. Any suspicious activity or person seen in the parking lots or loitering around the TMS buildings or classrooms should be reported immediately to GCC security.

Campus Safety Official: Taylor Berghuis, TMS Staff Services Coordinator
Address: 13248 Roscoe Blvd., Sun Valley, CA 91352, Phone: (818) 909-5510 | Email: tberghuis@tms.edu

Campus Safety Department: There is no dedicated security department. The campus is located on the grounds of Grace Community Church, who employs armed and unarmed security with a 24/7 presence for the entire church property.

Campus Website: www.tms.edu

Campus Address: 13248 Roscoe Blvd, Sun Valley, CA 91352; 800-225-5867.

Law Enforcement Contact: Los Angeles Police Department – Mission Division, 11121 N. Sepulveda Blvd, Mission Hills, CA 91345; 877-275-5273.

In addition, you may report a crime to the following officials for TMS:

TMS Campus Safety Official	818-909-5502; 1-818-909-5777 (GCC security)
TMS Chief of Staff	818-909-5742

POLICY CONCERNING LAW ENFORCEMENT AUTHORITY, JURISDICTION OF SECURITY PERSONNEL, WORKING RELATIONSHIPS WITH LOCAL LAW ENFORCEMENT AGENCIES

TMUS campus security/safety has no law enforcement authority and there is no current memorandum of understanding (MOU) with law enforcement agencies.

TMU campus has an in-house security department that is staffed with professionally trained and armed campus safety officers duly licensed as private security guards by the California Bureau of Security and Investigative Services. Campus Safety Officers are provided initial and ongoing training in security skills and are authorized to carry Firearm, Baton, Taser, and Pepper spray. Campus safety officers are authorized to make private person arrests (837 PC).

TMS campus has no dedicated security department, but the property owner is Grace Community Church (GCC). GCC security is responsible for safety and emergency response for the church property. GCC security provides unarmed and armed security services.

IBEX campus has no dedicated security department but is located on a cooperative with a security presence.

All campuses maintain a good working relationship with law enforcement.

POLICY CONCERNING ENCOURAGEMENT OF ACCURATE AND PROMPT CRIME REPORTING

All employees and students are strongly encouraged to report all crimes and safety incidents accurately and in a timely manner to specific campus security department and call 911 for life threatening emergencies. After any crime or significant emergency occurs, the designated campus safety official must ensure a written Incident Report is filed and a Clery report is forwarded to the Director of Campus Safety for TMU who oversees Clery Act records for statistical purposes. Written Incident Reports are required for crimes reported by students or employees on individual campuses for the purpose of aiding in suspect identification, recovering stolen property, preventing similar crimes on the properties, identifying patterns and potential issues of liability, and complying with all state and federal laws related to mandatory disclosure of crimes. Any report of a crime involving a student or employee should also result in a disciplinary referral to the campus Human Resources and/or Student Life department for follow up. When a significant emergency or imminent threat from a Clery reportable crime occurs on any campus, the designated campus safety official should be informed so that an emergency notification or timely warning can be promptly issued to the campus.

POLICY CONCERNING COUNSELORS AND CONFIDENTIAL CRIME REPORTING

TMUS strongly encourages pastoral and professional counselors to voluntarily provide confidential and non-identifying statistical information to designated campus safety officials, when deemed a reportable Clery offense. Victims should be provided the option to contact law enforcement and/or to contact the campus security or safety department to file a written Incident Report. If confidentiality is asserted, the victim may be referred to the Title IX Coordinator, but victims should be referred to the Title IX Policy by counselors prior to disclosing confidential information to the Title IX office (policy is an appendix in student handbook for TMU). According to Title IX policies, TMUS pastoral and professional counselors must not report confidential information disclosed during a privileged counseling session, unless it is otherwise required by law.

POLICY CONCERNING ISSUANCE OF TIMELY WARNINGS

Campus safety officials at all campuses shall issue a timely warning notification to all faculty, staff, and students on their respective campus for any Clery Act crime that occurs within their Clery geography that is:

1. Reported to designated campus security authorities or local police agencies; and
2. Is considered by the institution to represent a serious or continuing threat to students and employees.

Timely warnings are notifications focused on Clery Act crimes and triggered by crimes that have already occurred but represent an ongoing threat. Irrespective, nothing in this policy prohibits timely warnings for other crimes outside of the Clery Act if these crimes pose a serious or continuing threat to the campus community.

Timely warnings apply to crimes that occur anywhere on your Clery geography and are issued as soon as pertinent information is available. The intent of a timely warning is to provide information to students and employees at risk of becoming victims of a similar crime. Timely warnings can be issued for threats to persons or property.

Timely warnings are distributed to students and employees at all campuses using any or all of the following means:

1. Provided through the TMUS e-mail systems to current faculty, staff, and students.
2. Provided as text messages to all registered users of MUSTANG ALERT.
3. Provided by verbal or written notice in the buildings, classrooms, residence halls, and campus bulletin boards.

When providing a timely warning, the institution should be careful to not compromise active law enforcement efforts, but any serious or continuing threat must be communicated to employees and students.

The institution is not required to provide a timely warning for non-Clery Act crimes or for crimes reported to a pastoral or professional counselor, but there are no other exemptions.

POLICY CONCERNING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Campus Safety officials at all campuses shall issue an emergency notification to all faculty, staff, and students on their respective campus for any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students or employees.

Emergency notifications shall be provided immediately upon confirmation that an emergency or dangerous situation exists, and each campus must provide adequate follow-up to the community as needed.

In the event a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs at any campus, the following steps will be taken by the campus safety official, without delay:

Emergency Notifications shall be distributed to students and employees at all campuses using any or all the following means:

1. Provided through the TMUS e-mail systems to current faculty, staff, and students.
2. Provided as text messages to all registered users of MUSTANG ALERT.
3. Provided by verbal or written notice in the buildings, classrooms, residence halls, and campus bulletin boards.

POLICY CONCERNING TESTING OF NOTIFICATION SYSTEM AND EVACUATION PROCEDURES

The purpose of testing notification systems and conducting evacuation drills is to prepare building occupants for an organized evacuation or lockdown in case of an emergency. These drills are used to educate and train occupants on issues specific to their building.

During the annual TMU drill of all resident housing, building occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each residence hall about the evacuation procedures, the process also provides the institution an opportunity to test the operation of fire alarm system components. Evacuation drills are monitored to evaluate egress and behavioral patterns. Reports are prepared that identify deficient equipment so that repairs can be immediately made.

The TMU campus Resident Director and Resident Assistant manuals contain policy information on emergency procedures, such as residence hall evacuation and “shelter-in-place.” TMU Students receive information about evacuation and shelter-in-place procedures from CSD during Week of Welcome (W.O.W) orientation and participate in wing and dorm meetings hosted by Student Life. TMU Resident Directors act as an on-going resource for the students living in the residence halls.

TMU safety conducts one unannounced all residence housing fire drill, as described above, after the start of classes in the fall of each school year to test the emergency response and evacuation procedures and to assess and evaluate the emergency evacuation plans and capabilities. The mass notification system is annually tested at the start of the all-dorm fire drill. A debrief with all Resident Assistants and Resident Directors is scheduled after the drill to discuss the event and provide feedback on job responsibilities.

Additional training is provided annually each fall to all Resident Assistants and Resident Directors on practical implementation of the supplies in the emergency operation bin. This includes practical training in shelter management, food distribution, medical/triage, search and rescue, as well as care and comfort. TMU Campus Safety officers and Resident Directors may optionally attend the city of Santa Clarita Community Emergency Response Team (C.E.R.T.)

course, which is designed to help families, neighborhoods, schools, and businesses prepare for effective disaster/emergency response through training and preplanning.

TMU campus plant operations contracts for fire alarm system testing of all campus buildings on at least an annual basis to assess the fire alarm systems, recharge or replace campus fire extinguishers and is responsible for oversight of all fire sprinkler systems.

TMS campus faculty, staff, and students follow the direction of the Grace Community Security Department officials related to any emergency on the church property.

IBEX campus follows the evacuation, shelter-in-place, and residence hall building guidelines as established for the cooperative.

All campuses have emergency operation plans and life-sustaining supplies for faculty, staff, and students. Campus Safety officials on each campus are individually responsible for informing their campus community and administration of significant emergencies and timely warnings.

SHELTER-IN-PLACE PROCEDURES: What it means to “Shelter-in-Place”

If an incident occurs and the buildings around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside. In the event you need to lock doors, focus on locking all outer doors before moving into inner locked areas or offices.

TMU campus has self-locking mechanisms on the exterior doors of public buildings which permit occupants to lockdown should an alert be issued. TMUS faculty, staff and students may view a video presentation on surviving an active shooter situation on the campus safety web page, accessible via the campus links on the home page.

MUSTANG ALERT: Mass Notification System

TMU campus employees and students registered for Mustang Alert will receive text messages and phone calls related to life-threatening emergencies. To register for this free service please navigate to Master’s Self Service/My Profile/Phone Numbers and register your cell phone. MUSTANG ALERT is tested annually. For additional information on safety and incidents related to the Santa Clarita area, follow the CSD Twitter page [@TMUCampusSafety](#)

POLICY CONCERNING SECURITY AND ACCESS

During business hours, Master’s (with some exceptions) is open to students, parents, employees, contractors, and guests. During non-business hours, Master’s facilities may be accessed by key or key fob, if issued, or admittance via CSD. Between midnight and sunrise, TMU campus and residence halls are closed to visiting guests and CSOs enforce “closed campus” protocols. Faculty, staff, and students should review the restrictions listed under “closed campus” in the Campus Safety Codes. The Campus Safety codes are hosted on the campus safety home page, accessible via the campus links at www.masters.edu. In the case of periods of extended closing, such as winter break, TMU will admit only those students and/or invited guests with prior written approval communicated to CSD by the Dean’s office. TMU residence hall end doors may only be used in emergencies and are secured and alarmed 24 hours a day. The hall lounge doors are open between sunrise and late evening, but non-students are required to stop and register at the guard shack prior to entering the residence hall parking lots. Certain facilities at TMU have individual schedules, which vary at different times of the year, and may be found on the TMU website. Individual times may vary from the posted schedule. Department areas that are revealed as problematic or needing increased security protocols are regularly evaluated by CSD. CSD reports on these

areas are forwarded to appropriate officials in order to examine security issues such as landscaping, locks, lighting, alarms, and communications. Master's has a safety committee that meets monthly to discuss workplace safety matters and is comprised of several representatives from both Master's and TMS.

During business hours, TMS (with some exceptions) is open to students, parents, employees, contractors, and guests. During non-business hours, TMS facilities may be accessed by key or key code or via the Grace Community Security Department or Facilities. Between midnight and sunrise, the property of Grace Community Church and TMS are closed. Some facilities have individual schedules, which vary at different times of the year, such as the Library, Bookstore, and student lounge. Emergencies may necessitate changes or alterations to any schedules.

The IBEX campus is situated on the Yad Hashmona property in Israel. Students and parents interested in the IBEX program may contact the IBEX office at TMU for further information.

POLICY CONCERNING SECURITY AWARENESS PROGRAMS FOR STUDENTS AND EMPLOYEES

Each year during the fall and spring orientation at TMU, incoming students are informed of services offered by CSD. Each new employee of TMU is provided with online training opportunities in the Clery Act and Title IX as part of their onboarding. Written brochures are printed which outline campus safety contact information and give the run/hide/fight information. At the request of individual departments or the administration, CSD is willing to join department meetings to answer questions, concerns, and provide safety and security information. In general, at TMU, CSD will update students and employees using the email system unless there is a need for a mass notification using Mustang Alert, and Student Life updates students using email and/or chapel announcements and dorm or wing meetings.

TMS campus students and employees do not receive specific security awareness training during orientation but do receive important alerts as appropriate through emails or chapel announcements. TMS students and employees may consult with the GCC Security Department for more information.

The IBEX campus offers all incoming students an overview of the campus and regional tips related to safety in Israel during orientation for attendance.

POLICY CONCERNING CRIME PREVENTION PROGRAMS FOR STUDENTS AND EMPLOYEES

TMU campus does not offer crime prevention programs to the general student body or employees but does oversee written policies providing guidelines for safety and security within the "safety codes" on the campus safety web page, and through a video presentation offered on that page. Incoming students at TMU are provided with general crime prevention techniques by Campus Safety during the Week of Welcome (W.O.W.) and paid student leadership and staff overseeing students in the dorms are required to review the Clery Act and Title IX training presentations. All campuses have written emergency operation plans, which outline responses by various members of the campus and administration in the event of certain emergencies. The TMU executive administrative team participates in an annual table-top exercise hosted by CSD. Resident Directors/Assistants participate in annual lectures and a practical training exercises hosted by CSD on implementation of the plan. Training programs are annually scheduled at TMU to train CSOs, building safety officers, Resident Directors, and Resident Assistants in procedures for building evacuation, shelter-in-place, and assisting the campus community during a disaster.

TMS campus fall under the GCC emergency plans and follow the direction of GCC security staff members in the event of any campus emergency.

IBEX campus should consult with the designated campus safety official for more information regarding any crime prevention programs for students in Israel.

POLICY CONCERNING CRIMINAL ACTIVITY OFF-CAMPUS

TMU provides limited security patrol sweeps at the two apartment buildings owned by the institution in downtown Newhall (Oak Manor and Cornerstone). These apartment buildings are used for a mix of student housing as well as private rented residence. They are maintained and monitored by TMU plant operations and personnel. The priority of Campus Safety personnel at TMU is the main campus. Therefore, they cannot leave it uncovered to respond to these apartments, so please call 911 for life threatening emergency. Please contact the Director of Campus Safety at TMU with any questions.

Students and employees who live off campus around TMS or IBEX should contact their local law enforcement agency regarding any emergency or criminal activity.

ALCOHOLIC BEVERAGES AND ILLEGAL DRUG POSSESSION

TMUS is a dry campus and prohibits students, employees, and guests from possessing or consuming alcoholic beverages at any time on the campus property and additionally prohibits alcohol use in other places by students while under "contract." (Please refer to Student and Employee Handbooks for more information.) Laws regarding the possession, sale, consumption, or furnishing of alcohol are controlled by the California Department of Alcohol and Beverage Control (ABC). For example, it is unlawful 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 in a public place or a place open to the public is illegal. Such laws are strictly enforced by TMU and we fully cooperate in investigations with law enforcement.

TMUS is designated "drug free." Institutional policy prohibits students or employees from possessing or consuming illegal drugs. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by TMUS and we fully cooperate in investigations with local law enforcement. Violators are subject to TMUS fines, disciplinary action, and local law enforcement authorities may be consulted to bring criminal charges, fines, and imprisonment. The California Penal Code states that "Every person who possesses any controlled substance shall be punished by imprisonment in the state prison," and that "Every person who possesses for sale or purchases for sale any controlled substance shall be punished by imprisonment in the state prison."

ALCOHOLIC BEVERAGES AND ILLEGAL DRUG POSSESSION

TMUS seeks to foster an alcohol and drug-free environment in which to work, live, learn, and grow. An aspect of this commitment is the regular communication (campus seminars, community meetings and website information) and enforcement of the regulations on alcohol and other drugs and substances contained within our Drug and Alcohol Abuse Prevention Program. Master's DAAPP is in accordance with Drug and Alcohol Abuse Prevention regulations (section 22) of the Drug-Free Schools and Communities Act Amendments of 1989 (34 CFR Part 86 Drug and Alcohol Abuse Prevention Subpart B). Master's Drug and Alcohol Abuse Prevention Program and biennial report can be found at the health and safety link, accessible via: <http://www.masters.edu/heoa.html>. A paper copy may be provided by The Master's University Office of Student Life upon request studentlife@masters.edu. If you need help or know someone with an alcohol, drugs, or substance-related problem, please know that the Resident Directors, Deans, Student Life Administration, or Human

Resources Department will provide assistance to those who come forward seeking help. To connect with any of these representatives, please visit them on campus or call 1.800.568.6248. For more information on the risks, prevention, and clinical treatment of drug and alcohol abuse, you may visit the following websites: Center for Disease Control, and Recovery.org.

POLICY CONCERNING DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

TMUS will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, TMUS will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. The most up-to-date information on mandatory disclosures may be found within the TMUS employee and each individual campus student handbook.

POLICY CONCERNING MEGAN'S LAW AND SEX OFFENDER REGISTRATION INFORMATION

In accordance with the Jeanne Clery Act, TMUS provides a link herein to the State of California Megan's Law. This site provides the public with access to information on persons required to register in California as sex offenders. The Clery Act requires institutions of higher learning receiving Title IV funds to issue a statement advising the campus community where they may obtain state-provided law enforcement information concerning registered sex offenders. It also requires sex offenders already registered in a state to provide notice to each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

Disclaimer: Unlawful use of the information for purposes of intimidating or harassing another is prohibited and is punishable in a court of law. State of California Megan's Law link: <http://www.meganslaw.ca.gov/>.

POLICY CONCERNING POLICIES OR RULES ON PORTABLE ELECTRIC APPLIANCES, SMOKING AND PEN FLAMES IN A STUDENT HOUSING FACILITY

Fire Incidents: TMU and IBEX campuses have residence housing and will maintain records of all fire related incidents in campus housing, including the cause and any injuries as a result of each incident.

Fire Safety Systems: All campus housing facilities meet state regulations for audible/visual alarms and sprinkler systems. Fire detection systems meet regulations for mandatory smoke/heat detectors and pull stations and fire extinguishers are located on each residence hall floor. In addition, TMU residence halls and certain lower campus buildings (as regulated) are monitored 24/7 by a third-party company that is contracted to immediately notify Campus Safety staff and the Los Angeles County Fire Department of any fire alarm activation.

Description of Fire Safety for On-Campus Student Housing Facilities

The Master's University Campus Housing Facility	24-Hour Fire Alarm Monitoring (USA Alarms)	Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills each calendar year
Hotchkiss	Yes	No	Yes	Yes	Yes	1
Slight	Yes	No	Yes	Yes	Yes	1
Waldock	Yes	Yes	Yes	Yes	Yes	1
Smith	Yes	Yes	Yes	Yes	Yes	1
Dixon	Yes	Yes	Yes	Yes	Yes	1
Sweazy	Yes	Yes	Yes	Yes	Yes	1

Fire Safety Regulations: Fire safety regulations are located in the student handbook for each campus with on-campus housing. These regulations are in place to protect the TMU community and will be enforced at all times. Disciplinary action could result if regulations are not being followed. Student Life representatives perform periodic room inspections at various times throughout the year. In addition, fire and life safety patrols in common areas are performed by designated institution staff.

Description of Policy for Portable Electrical Appliances, Smoking, and Open Flames in Student Housing Facilities:

TMU campus student handbook policies outline what portable electrical appliances are allowed and not allowed from year to year. TMU students may use coffee pots. One small refrigerator is also allowed in each residence hall room. Hot plates, Foreman grills, toaster ovens, sandwich makers, and other appliances are not permitted. One microwave per wing is permitted.

Smoking: TMU prohibits students from possessing or consuming tobacco products and alcoholic beverages.

Open Flame: Absolutely no burning candles/incense or open flame are to be used in the residence halls.

IBEX campus students should consult with the fire safety information in their orientation on housing.

POLICY CONCERNING PROCEDURES FOR STUDENT HOUSING EVACUATION IN THE CASE OF A FIRE

In the event of a fire or fire alarm activation, TMUS expects all campus community members to immediately evacuate by the nearest exit, closing doors. If smoke or flame is visible, please activate the building fire alarm using the nearest pull station as you leave. Once safely outside a building, immediately call 911 and your campus security personnel.

TMU campus must evacuate to designated areas for accountability with Resident Assistants and Resident Director, and employees are encouraged to remain together a safe distance away. It is recommended that doors be closed as they leave, but at no time should the closing of doors or the activation of the alarm delay your exit from the building if not safe to do so. According to the NFPA, most fire deaths occur from smoke inhalation so please do not underestimate the danger and immediately get out and away from the building. Those students and employees attending classes in the TMU science building should be alert to additional dangers related to fire and/or speak with lab instructors about appropriate lab safety protocols.

All campuses with student housing must host an annual fire drill for all residence halls and are strongly encouraged to coordinate this with your campus notification protocols. Anyone campus needing assistance with establishing protocols should consult with the TMU Director of Campus Safety and Emergency Management.

POLICY CONCERNING FIRE SAFETY EDUCATION AND TRAINING PROGRAMS PROVIDED TO STUDENTS AND EMPLOYEES:

Fire Safety Education and Training is provided each school year for TMU staff and students associated with the housing facilities, administrative buildings, and classrooms, as follows: Campus Safety officers, Resident Directors (RD) and Resident Assistants (RA) and Building Safety officers. Additional Fire Safety Education and Training includes some or all the following: Community Emergency Response Team Program (C.E.R.T.), Fire Safety/Emergency Evacuation procedures, CPR/AED/Basic First Aid, and Suicide Prevention. Students and staff members in general are provided with fire safety policies and evacuation procedures in some or all of the following publications: Student Handbook, Employee Handbook, and Campus Safety's "see something, say something" Brochure. Training in firefighting or suppression activity is not provided for the general student body and employees, as this is inherently dangerous and each community member's only duties are to exit safely and quickly (shutting doors along the exit path as they go to contain the spread of flames and smoke) and to activate the alarm as they exit.

Policy concerning List of the Titles of Each Person or Organization to Whom Students and Employees Should Report a Fire:

TMU and IBEX campuses are required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. There is a table of these reported fires listed at the conclusion of this document after the campus crime statistics.

Listed below are the *non-emergency* numbers to call to report fires that have already been extinguished in on-campus student housing and of which TMU or IBEX Campus Safety officials may not be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

TMU Campus Safety Department: 661-362-2500 or 661-713-7561

IBEX Campus Safety: Call reception

In addition, students living in housing facilities may directly contact their Resident Director, but campus safety must be notified in order to file a written Incident Report in line with campus policies.

Policy Concerning Future Improvements in Fire Safety

TMU and IBEX campuses have adopted the National Incident Management System (NIMS) for all its emergency events. The adoption of NIMS will improve the institution's response to emergencies and hazards, especially fires. There are no future improvements being considered at this time.

Policy Concerning Missing Student Notification

TMUS and IBEX complies with the following Missing Person Policy as required by the Higher Education Opportunity Act of 2008.

TMUS considers a resident student to be a “missing person” if the person’s absence interrupts their usual pattern of behavior (i.e., not attending class, not eating meals in the cafeteria, not sleeping in their room) and there is concern that the missing person is a victim of unusual circumstances or foul play.

Students who are under the age of 18 and are not emancipated (minors): In the event that such persons are determined missing, the institution will notify a custodial parent or legal guardian in addition to the student’s designated contact. Students who are over the age of 18: In the event that such persons are determined missing, the institution will notify the person whom the student has named as their designated or emergency contact. All students will be given the opportunity each academic year to designate an individual or individuals to be contacted by the institution in the event that they have been determined to be missing. This designation will remain in effect unless changed by the student.

Missing Student Procedures

Any individual who has reason to believe a resident student is missing should notify the Dean of Students, the Director of Campus Safety, or a campus security official as soon as possible.

Upon notification from any entity that a student may be missing who meets the criteria, several resources will be used to assist in locating the student. These campus resources may be used in any order or combination, as follows:

1. A search of campus public locations to find the student (library, cafeteria, dorm lounges, etc.).
2. The issuance of an ID picture to assist in identifying the missing student as necessary.
3. Computer Services may be asked to look up email logs for last login, campus Wi-Fi use, and use of TMUS email system.

The student’s emergency contact will be officially notified by the Dean of Students or designee within 24 hours (or as soon as possible) after the student has been determined by institution officials to be missing.

The Dean of Students or designee will gather information from the individual reporting the student missing, as well as the resident’s roommate, family, faculty members, known friends, or acquaintances to determine who the student may have last been seen with, what they were wearing, and additional contact information, as well as other distinguishing information (i.e. class or work schedule, vehicle description, information about the student’s well-being as of late). Campus staff will be notified and included in the information gathering to determine what has happened to the student (i.e. Residence Life staff, professors, coaches, etc.).

Within 24 hours (or as soon as possible if foul play is suspected) after determining the student is missing, the institution will provide local law enforcement with a Missing Person’s Report. If there is any indication of foul play, the local police department will be contacted for assistance immediately.

Policy Concerning Policies and Programs Related to Dating Violence, Domestic Violence, Sexual Assault and Stalking

The TMUS Title IX Policy is provided herein for the benefit of all employees, students, and prospective students.

TMUS prohibits discrimination based on sex and is prepared to investigate, adjudicate, and discipline any student and/or employee who commits sexual harassment against another person in TMUS programs and activities within the United States. Anyone who believes he or she has been a victim of sexual harassment is strongly encouraged to notify the Title IX Coordinator.

The Title IX policy is written to provide students and employees with clear and transparent requirements for how TMUS is obligated to respond to sexual harassment so that every complainant receives appropriate support, respondents are treated as responsible only after receiving due process and fundamental fairness, and TMUS officials serve impartially without bias for or against any party.

Nothing precludes TMUS from vigorously addressing misconduct (sexual or otherwise) that violates TMUS code of conduct standards under other provisions of the student/employee handbooks, or offering supportive measures to individuals impacted by misconduct or trauma even when Title IX and its implementing regulations do not require such actions.

REGULATORY INFORMATION

TMUS is required to operate in compliance with federal and state non-discrimination laws and regulations in conducting its programs and activities and in its employment decisions. Such laws and regulations applicable to the Title IX policy, include but are not limited to:

- Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in programs and activities of TMUS in the United States. “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Title IX includes its implementing regulation at 34 C.F.R. Part 106, as the same may be amended from time-to-time. Title IX is enforced by the Office for Civil Rights.
- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) (“Clery Act”), which requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Clery Act is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Clery Act is enforced by the United States Department of Education.
- The Violence Against Women Reauthorization Act of 2013 as “VAWA” (34 U.S.C. 12291 *et seq*), which amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.
- California Education Code § 67386, which conditioned state funding on adoption of student safety policies regarding sexual assault, domestic and dating violence, and stalking. Applicable codes include “affirmative consent” and “preponderance of evidence” standards; victim-centered student policies and protocols; sexual assault response protocols; complainant and witness amnesty provisions; trauma informed training program for involved officials; procedures for confidential reporting; prevention and outreach programming for incoming students. TMUS is exempt from certain other provisions of Ed. codes [67380-67386] based on a full-time enrollment of less than 1,000 students.

NON-DISCRIMINATION POLICY AND EXEMPTIONS

TMUS operates in compliance with all applicable federal and state anti-discrimination laws in conducting its programs and activities and is committed to providing a learning and living environment that promotes student safety, transparency, personal integrity, civility and mutual respect.

As a Christian institution, TMUS has applied for and received approval of the regulatory exemption available under Title IX, 34 C.F.R. Section 106.12. The statutory exemption is self-executing as set forth in 20 U.S.C. Section 1681(a) (3). TMUS is also exempt from the non-discrimination restrictions in California Education Code Section 66270 (the "Act"), in accordance with Section 66271 of the Act. In essence, these laws provide that an educational institution controlled by a religious organization within the meaning of Title IX and the Act is exempt from the application of such laws to the extent they are not consistent with the institution's religious tenets.

The categories of activities from which TMUS is exempt include the following:

- Policies regarding student recruitment and admissions prohibitions on the basis of sex
- Policies regarding rules of behavior, sanctions, or other treatment
- Policies regarding limitation of rights, privileges, advantages, or opportunities
- Policies regarding all shared private spaces (i.e., residence halls, restrooms, locker rooms)
- Policies regarding athletics
- Policies regarding employment, including pre-employment inquiries, recruitment, and discrimination in employment for pregnancy leave, childbirth, termination of pregnancy, sexual orientation, and gender identity
- Policies regarding pregnancy and marital status

In addition to the foregoing items, as a non-profit religious organization, TMUS is exempt from anti-discrimination laws in making hiring or employment decisions for jobs that are "ministerial" in nature. Whether a position is ministerial involves evaluating the functions of the job, including whether the duties primarily consist of teaching, spreading the faith, church governance, supervision of a religious order, or supervision or participation in religious ritual and worship. TMUS is also permitted to make employment decisions based on an employee's conduct or religious beliefs and whether such conduct or belief aligns with TMUS's religious tenets.

TITLE IX COORDINATOR

TMUS has designated several employees to coordinate its efforts to comply with the responsibilities under this policy, identified respectively as Title IX Coordinator or Deputy Coordinator (interchangeably "Coordinator").

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Kimberly Wilson, Title IX Coordinator
TMUS Director of Human Resources
Address: 21726 Placerita Canyon Rd., Santa Clarita, CA 91321
Phone: (661) 362-2844 | Email: TitleIXCoordinator@masters.edu

Taylor Berghuis, Deputy Title IX Coordinator
TMS Staff Services Coordinator
Address: 13248 Roscoe Blvd., Sun Valley, CA 91352
Phone: (818) 909-5510 | Email: tberghuis@tms.edu

In the event that an incident involves alleged misconduct by the Title IX Coordinator, please contact the Deputy. Anonymous reports of sexual harassment may be given but can prompt a need for a coordinator to reach out to a complainant to inquire into whether he or she wishes to file a formal complaint.

Title IX Complaints may also be filed:
Office for Civil Rights
U.S. Department of Education
50 United Nations Plaza [SEP] San Francisco, CA 94102
Telephone: (415) 486-5555
Email: ocr.sanfrancisco@ed.gov

GENERAL RESPONSE TO SEXUAL HARASSMENT

Once TMUS has actual knowledge of sexual harassment in an education program or activity against a person in the United States, a response must promptly be made in a manner that is not deliberately indifferent. TMUS is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

TMUS grievance process requires:

- Equitable treatment of complainants and respondents by providing remedies to a complainant when a determination of responsibility for sexual harassment has been made against the respondent, and by following a grievance process that complies with this policy before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to TMUS's education program or activity, and may include the same individualized services (i.e., "supportive measures"), however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- An objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

- Any individual designated as a Coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- Any person who facilitates an informal resolution process receive training on the definition of sexual harassment, the scope of TMUS's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- Decision-makers will receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
- Investigators will receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
- Any materials used to train Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment, to the extent these materials are not contrary to the doctrinal statement and religious exemption of TMUS.
- Presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes, and a process that allows for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.
- A description of the range of possible disciplinary sanctions and remedies that may be implemented following any determination of responsibility.
- The use of a preponderance of the evidence standard to determine responsibility and will apply the same standard for all formal complaints of sexual harassment against students or employees (including faculty) under this Title IX policy.
- Procedures and permissible bases for the complainant and respondent to appeal.
- A description of the range of supportive measures available to complainants and respondents.
- No allowance, reliance, or otherwise use of questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived that privilege.

DEFINITIONS

“Sexual harassment” is conduct on the basis of sex that satisfies *one or more* of the following:

1. An employee of TMUS conditioning the provision of an aid, benefit, or service of TMUS on an individual’s participation in unwelcome sexual conduct (often called *“quid pro quo”* harassment); or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person’s equal access to TMUS’s education program or activity; or
3. **“Sexual assault”** as defined in 20 U.S.C. 1092(f)(6)(A)(v), **“dating violence”** as defined in 34 U.S.C. 12291(a)(10), **“domestic violence”** as defined in 34 U.S.C. 12291(a)(8), or **“stalking”** as defined in 34 U.S.C. 12291(a)(30). These sex offenses are further defined in the *“additional”* section at the conclusion of this policy.

“Coordinator” is an employee designated by TMUS to oversee compliance with the requirements of this Title IX policy (i.e., Title IX Coordinator and/or Deputy Coordinator).

“Complaint” is an allegation that a student or employee has been sexually harassed before a formal complaint is submitted.

“Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Consent” Title IX does not require TMUS to adopt a particular definition of consent with respect to sexual assault, but CA ED. Code does (see additional, at conclusion of this policy).

“Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

“Witness” is an individual who may have information or evidence relative to an investigation.

“Supportive measures” are individualized services reasonably available that are non-punitive, non-disciplinary and not unreasonably burdensome to the other party, while designed to ensure equal educational access, protect safety, or deter sexual harassment.

“Informal Grievance Process” is an option for addressing a formal complaint of sexual harassment but does not require adherence to the Title IX formal investigation/hearings/adjudication procedures.

“Formal Complaint” is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that TMUS investigate.

“Formal Grievance Process” is an option for addressing a formal complaint of sexual harassment that requires adherence to the Title IX formal investigation/hearings/adjudication procedures.

“Official with Authority” is an employee with authority to institute corrective measures who has a duty to report sexual harassment to the Title IX Coordinator and trigger a TMUS response.

“Notice” occurs when a *“Coordinator”* or *“official with authority”* witnesses sexual harassment; hears about sexual harassment or sexual harassment allegations from a complainant (i.e., a person alleged to be the victim) or a third party (e.g., the complainant’s parent, friend, or peer); receives a written or verbal complaint about sexual harassments or sexual harassment allegations; or is otherwise notified by other means.

“Preponderance of Evidence” is the standard of evidence that will be used in TMUS’s Title IX grievance processes to determine responsibility. It is understood to mean, concluding that a fact is *“more likely than not”* to be true.

EMPLOYEE DUTY TO REPORT

Employees of TMUS, depending on their role, “*must*” “*must only*” or “*may*” report sexual harassment to the Title IX Coordinator and trigger a TMUS response, as follows:

- Officials with Authority “*must*” report sexual harassment to a Coordinator, and include: President, Vice President/Provost, Chief Financial Officer, Human Resources Director, Vice President of Student Life, Dean(s) of Students, Resident Directors, Campus Safety Director, Campus Safety Officer.
- Confidential resources “*must only*” with a complainant’s written informed consent, report sexual harassment to a Coordinator.
- All others “*may*” report sexual harassment to a Coordinator but are not under obligation.

The mere ability, or a separate obligation to report sexual harassment, or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of TMUS. “*Notice*” requires a report of sexual harassment to a Coordinator or “*Official with Authority*” as defined in this Title IX policy. Irrespective, if anyone reports sexual harassment to a person to whom notice charges TMUS with actual knowledge (i.e, Coordinator or Official with Authority), then TMUS is obligated to respond.

CONFIDENTIAL RESOURCES

Employees working in specific roles as pastoral counselors or professional licensed counselors (i.e. “*confidential resources*”), when providing informed consent to a complainant of sexual harassment, are exempt from a duty of reporting to a Coordinator and must maintain confidentiality.

The following roles, on and off campus, are confidential resources:

- On-campus:
 - Members of the pastorate or chaplains working within the scope of their licensure or ordination
 - Professional counselors working within the scope of their licensure
- Off-campus:
 - Licensed professional counselors
 - Local rape crisis counselors
 - Domestic violence resources
 - Local or state assistance agencies
 - Clergy/Chaplains

All of the above offer confidentiality, but only when working within those roles and not in extreme cases of immediate threat or danger or abuse of a minor.

On-campus members of the pastorate/chaplains and other on-campus confidential resources working within the scope of their licensure or ordination are strongly encouraged by the Clery Act to submit timely, *anonymous*, aggregate statistical information unless they believe it would be harmful to a specific client, patient, or parishioner. Clery reports are submitted to the Director of Campus Safety.

PRE-COMPLAINT MEETING

After receiving notice of sexual harassment, the Coordinator will request a meeting with the complainant to ask questions about the allegations and offer available supportive measures. A complainant will not be forced to come to the meeting and may decline to answer any questions he or she chooses, and still receive supportive measures.

A complainant will be offered a copy of the Title IX Policy and informed of their rights outside of this policy, such as the right to contact law enforcement and pursue criminal charges.

If a complainant desires to file a formal complaint, the Coordinator will outline the options for each grievance process (informal vs formal). If a complainant does not desire to file a formal complaint, the Coordinator will facilitate supportive measures and document any notes on the meeting as a complainant retains the right to change their mind and file a complaint.

REQUESTS FOR CONFIDENTIALITY

The only persons at TMUS who can file a formal complaint to initiate a Title IX grievance process are: (1) the complainant themselves; or (2) the Title IX Coordinator (who is in a specially trained position to evaluate whether a grievance process is necessary under particular circumstances even without a complainant desiring to file the formal complaint or participate in the grievance process).

If a complainant wishes to file a formal complaint the Title IX Coordinator will provide them with the information needed to file a complaint. If a complainant does not wish to file a formal complaint and/or requests confidentiality (in the sense of a complainant's identity not being exposed to the respondent and not launching an investigation) the Title IX Coordinator will offer supportive measures without an investigation being conducted – unless the Title IX Coordinator believes it would be clearly unreasonable in light of known circumstances to *not* to investigate a complainant's allegations against the respondent.

SUPPORTIVE MEASURES

Supportive measures are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to TMUS's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or TMUS's educational environment, or deter sexual harassment.

Supportive measures may include:

- Counseling
- Extensions of deadlines or other course-related adjustments
- Modifications of work or class schedules,
- Campus escort services (as available)
- Mutual restrictions on contact between the parties
- Changes in work or housing locations (as available)
- Leaves of absence
- Increased security and monitoring of certain areas of the campus
- Other similar measures.

TMUS will maintain confidentiality related to the supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of TMUS to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

EMERGENCY REMOVAL

Nothing in this policy precludes TMUS from removing a respondent from TMUS's program or activity on an emergency basis, provided that TMUS undertakes an individualized safety and risk analysis, determine that an immediate threat to the physical health or safety to any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. TMUS will maintain confidentiality related to emergency removals, provided said confidentiality does not impair TMUS's ability to implement the emergency removals. Unless other exigent circumstances exist, once a decision is made on emergency removal, an appropriate safe exit plan will be developed in consultation with the Director of Campus Safety, Deans and/or the Director of Human Resources, as applicable.

Nothing in this policy precludes Human Resources from placing a non-student employee respondent on administrative leave during the pendency of a grievance process.

RETALIATION

TMUS expressly prohibits retaliation by any person, including TMUS officials, against any person exercising rights under Title IX, and complaints for retaliation may be filed at any time to the Title IX Coordinator.

No person may intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participate or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation as prohibited under this section.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding also does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

DISCIPLINARY SANCTIONS

Sanctions may be imposed, singly or in combination, upon a respondent only after a finding of responsibility. Factors considered in sanctioning are further defined in the Student/Employee handbook.

- Reprimand
- Fines
- Work details
- Required counseling
- Probation
- Suspension
- Expulsion from the residence halls or from the institution
- Withholding diploma
- Revocation of degree
- Transcript notation
- Other actions

Range of Employee Disciplinary Measures

- Suspension, termination, or other disciplinary action as appropriate.
- Removal from the premises or withdrawal of consent to enter or be present on the premises pending the outcome of an investigation and thereafter, if required.
- Notification of security and law enforcement agencies of any threats and violent acts, and initiation of criminal arrests and prosecutions.
- Reassignment/relocation of personnel or job duties, if required.
- Termination of any business relationship.
- Any other action TMUS deems to be necessary or required under the circumstances.

FILING FORMAL COMPLAINT

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of TMUS with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email, by using the contact information listed for the Title IX Coordinator in this policy.

Once a complainant signs a formal complaint the Title IX Coordinator will respond to the filed formal complaint by initiating the specific grievance process desired by the complainant (except where dismissal is required).

When a Title IX Coordinator signs a formal complaint, a coordinator is not in an adverse position in relation to a respondent. The Title IX Coordinator is initiating an investigation based on allegations of which he or she has become aware and does not become a party to the grievance process nor become a complainant.

PROCEDURES

- A formal complaint must be a *written* document or electronic submission (such as by email or through an online portal provided for this purpose by TMUS), that contains the complainant's physical or digital signature, to ensure that the complainant is the person filing the formal complaint.
- The complaint must include:
 - A request that TMUS investigate the allegation of sexual harassment,
 - The identity (i.e., name and address) of a complainant must be disclosed,
 - The identity (i.e., name or address, if known) of a person(s) alleged to be responsible for the sexual harassment, and
 - Sufficient details of the alleged harassment *must be included* (i.e., what, when, where, why, how).
- The formal complaint *must be signed* and dated by the complainant alleging sexual harassment against themselves, or by the Title IX Coordinator. Such date shall be the "date of the complaint" for purposes of this policy.

When a grievance process is initiated in situations where a complainant *did not wish* to file a formal complaint and the Title IX Coordinator signed the complaint, a complainant retains the *right to refuse to participate*.

If the case proceeds, the Title IX Coordinator is obligated to send all parties notices during the formal grievance process (e.g., the Title IX Coordinator must send *both parties* written notice of allegations, a copy of the evidence for inspection and review, written notice of interviews requested, a copy of the investigative report, written notice of any hearing, and a copy of the written determination regarding responsibility). The sending of required notices is meant to preserve the right of a complainant to change their mind and participate and is *not meant* to pressure a complainant to participate (and is a requirement of federal law). This practice is equally provided to respondents who choose not to participate in a formal grievance process. This means a complainant and respondents will receive notifications about the formal grievance process even where the complainant and/or respondent do not wish to participate in the process or receive any notifications.

CONSOLIDATION:

TMUS may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts and circumstances. Where a grievance process involving more than one complainant or more than one respondent, references in this policy to the singular “party,” “complainant,” or “respondent” include the plural, as applicable.

NOTICE OF ALLEGATIONS

Upon receipt of a formal complaint, TMUS must provide the following written notice to the parties who are known:

- Written notice of TMUS’s grievance process that complies with this section, including any informal resolution process.
- Written notice of the allegations of sexual harassment potentially constituting sexual harassment (as defined in the Title IX policy), including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involving in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, in known.
- Written notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- Written notice that informs the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.
- Written notice that informs the parties of any provision in TMUS’s code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- Written notice that informs the parties of other relevant information the Title IX Coordinator believes will assist the parties in preparation for the grievance process.

If in the course of an investigation, TMUS decides to investigate allegations about the complainant or respondent that are not included in the notice provided by this section, TMUS must provide notice of the additional allegations to the parties whose identities are known.

DISMISSAL OF A FORMAL COMPLAINT

TMUS “must” dismiss the formal complaint or any allegations therein for the purposes of sexual harassment under Title IX, if at any time during the investigation or hearing: (1) the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this Title IX policy even if proved, or (2) did not occur in TMUS’s education program or activity; or (3) did not occur against a person in the United States.

“Education program and activity” means locations, events, and circumstances in the United States where TMUS exercises substantial control over both the respondent and the context in which the sexual harassment occurred, and includes buildings owned or controlled by student organizations officially recognized by TMUS. The Title IX Coordinator is trained to think through the scope of TMUS’s program or activity for the purposes of Title IX.

TMUS “may” dismiss the formal complaint or any allegations therein, for the purposes of sexual harassment under Title IX, if at any time during the investigation or hearing: (1) a complainant notifies the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein; (2) the respondent is no longer enrolled or employed by the school; or (3) specific circumstances prevent TMUS from gathering sufficient evidence to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal required or permitted pursuant to this section, TMUS must promptly send written notice of the dismissal and reason(s), simultaneously to the parties.

Title IX policy dismissals do not preclude action under another provision of TMUS’s code of conduct.

INFORMAL GRIEVANCE PROCESS

After a formal complaint is filed, a complainant may choose to participate in a TMUS facilitated informal resolution process so long as both parties give voluntary, informed, written consent. TMUS will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, TMUS may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed.

However, at any time prior to reaching a determination regarding responsibility TMUS may facilitate an informal resolution process that does not involve a full investigation and adjudication, provided that TMUS:

- Provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- Obtains the parties' voluntary, written consent to the informal resolution process; and
- Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

FORMAL GRIEVANCE PROCESS

A formal complaint must be submitted, and written notice provided to both parties before initiating a formal grievance process under Title IX. The Title IX policy prescribes a consistent, transparent grievance process for resolving formal complaints of sexual harassment.

INVESTIGATION

When investigating a formal complaint and throughout the grievance process, TMUS must:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on TMUS and not on the parties.
 - TMUS cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless TMUS obtains the party's voluntary, written consent to do so for a grievance process. If a party is not an eligible student under this policy (i.e., under the age of consent), then TMUS must obtain the voluntary, written consent of a "parent" as defined in 34 CFR 99.3.
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding. However, TMUS may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which TMUS does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- Prior to completion of the investigative report, TMUS must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. TMUS must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
- Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing (if a hearing is required under this section or otherwise provided) or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

HEARINGS

At the live hearing, the decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including that challenge credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally, notwithstanding the discretion of TMUS under the Title IX policy to otherwise restrict the extent to which advisors may participate in the proceedings.

At the request of either party, TMUS must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to

simultaneously see and hear the party or the witness answering questions. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

If a party does not have an advisor present at the live hearing and requests TMUS to provide one, an advisor of TMUS' choice will be provided to either party without fee or charge. The advisor will conduct cross-examination on behalf of that party. TMUS assigned advisor(s) are not trained attorneys and will not be able to assist you with complex legal issues related to your case. TMUS advisors are trained to maintain a support and counseling role similar to the role of a Resident Director.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. Live hearings pursuant

to this paragraph may be conducted with all parties physically present in the same geographic location or, at TMUS's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other. TMUS must create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

DETERMINATION REGARDING RESPONSIBILITY

TMUS provides for a determination regarding responsibility following the hearing. Decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), must issue a written determination regarding responsibility following the hearings process. To reach this determination, the decision-maker(s) must apply the preponderance of evidence standard as described in this policy.

The written determination must include:

- Identification of the allegations potentially constituting sexual harassment as defined in this Title IX policy,
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held,
- Findings of fact supporting the determination,
- Conclusions regarding the application of TMUS's code of conduct to the facts,
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions TMUS imposes on the respondent, and whether remedies designed to restore or preserve equal access to TMUS's education program or activity will be provided by TMUS to the complainant, and
- TMUS's procedures and permissible bases for the complainant and respondent to appeal.

TMUS must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that TMUS provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. The Title IX Coordinator is responsible for effective implementation of any remedies.

APPEALS

TMUS must offer both parties an appeal from a determination regarding responsibility, and from a TMUS's dismissal of a formal complaint or any allegations therein, on the following bases:

1. Procedural irregularity that affected the outcome of the matter,
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter, and
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

There are no additional bases for appeal to a determination (or dismissal) under the Title IX policy.

As to all appeals, TMUS must:

- Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties,
- Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator,
- Ensure that the decision-maker(s) for the appeal comply with the same standards of impartiality (i.e., without prejudgment of the facts, and without bias or conflicts of interest for or against either party) and training set forth for decision-maker(s) in this Title IX policy,

- Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome,
- Issue a written decision describing the result of the appeal and the rationale for the result,
- Provide the written decision simultaneously to both parties.

ADDITIONAL

ACCESSIBLE FORMAT

Individuals with disabilities can obtain this policy and/or any associated forms in an accessible format by making a request to the Title IX Coordinator.

LIMITED AMNESTY

In accordance with CA ED. Code 67386, providing that an individual who participates as a complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of TMUS's student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

CONSENT

In accordance with CA ED. Code 67386, the following definition of consent will be used in determinations of sexual assault, dating violence, domestic violence, and staking.

Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. In evaluating the existence or non-existence of consent, the following additional considerations apply:

It shall not be a valid excuse to allege lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

- The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
- The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

- The complainant was asleep or unconscious, or under the age of 18.
- The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- The complainant was unable to communicate due to a mental or physical condition.

The written notice of determination and sanctions will be sent simultaneously by the Title IX Coordinator to the parties along with procedures for an appeal.

CSA REPORTS (CLERY ACT)

In accordance with the Clery Act, certain campus officials deemed Campus Security Authorities (CSAs), have a separate duty to report certain crimes that occur on campus and on public property surrounding the campus (*without personally identifying information*) to the Director of Campus Safety.

DELAYS

Temporary delays or extensions in the grievance procedures may occur for good cause (i.e., concurrent criminal investigation; absence of a party, a party's advisor, or a witness; or the need for language assistance or accommodation for disabilities). Delays will be accompanied with written notice to the complainant and respondent of the delay and extensions and the reasons for the action.

PARENTAL NOTIFICATION/EXERCISE OF RIGHTS

TMUS reserves the right to notify parents/guardians of dependent students in Title IX processes as required by law and/or act on behalf of a "complainant," "respondent," "party," or other individual, including but not limited to filing a formal complaint.

PAST SEXUAL BEHAVIOR

Title IX provides rape shield protections for complainants, deeming irrelevant questions and evidence about a complainant's prior sexual behavior unless: (1) offered to prove that someone other than the respondent committed the alleged misconduct; or, (2) offered to prove consent. All such information sought to be admitted in Title IX proceedings will be presumed irrelevant, and any request to overcome this presumption by either party will need to be made in writing prior to the convening of the outcome committee.

TMUS must record or transcribe hearings, making the recordings available to the parties for review in keeping with the Title IX policy guidelines. TMUS must maintain records of supportive measures provided (*if no supportive measures were provided, documentation records must include reasons why such a response was not clearly unreasonable in light of known circumstances*), investigations (*following filing of a formal complaint*), hearings (including recordings), appeals, informal resolutions and the result, and supportive measures, as well as all materials used to train Title IX officials (including those facilitating informal resolutions), for seven years.

SEXUAL OFFENSES

These offenses meet the Title IX definition of "sexual harassment" (i.e., "sexual assault," "dating violence," "domestic violence," and "stalking").

1. "Sexual Assault" means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. *Beginning with the 2018 data, all offense types previously published in those two categories are now published in one category as Sex Offenses.* Sex Offenses means any sexual act including Rape, Sodomy, Sexual Assault With An Object, or Fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also unlawful sexual intercourse.
 - a) Rape: (Except Statutory Rape) means the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - b) Sodomy: means Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- c) Sexual Assault With An Object: means to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
 - d) Fondling: means the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
 - e) Incest: means non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
 - f) Statutory Rape: means non-forcible sexual intercourse with a person who is under the statutory age of consent
2. *“Dating Violence”* means violence committed by a person:
- a) Who is or has been in a social relationship of a romantic or intimate nature with the victim, and
 - b) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. The length of the relationship,
 - ii. The type of relationship, and
 - iii. The frequency of interaction between the persons involved in the relationship.
3. *“Domestic Violence”* includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
4. *“Stalking”* 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

TRAINING OF TITLE IX OFFICIALS

Title IX Coordinator(s), investigators and decision-makers (and any person who facilitates an informal resolution process) must receive training on a number of topics, including not only policies and procedures, but also how to serve impartially. Any materials used to train these officials, must not rely on “sex stereotypes” and must promote impartial investigations and adjudications of formal complaints of sexual harassment. Materials used to train Title IX officials are publicly available at <https://www.masters.edu/title-ix>.

PREVENTION AND AWARENESS PROGRAMS AND CAMPAIGNS

TMUS offers a wide variety of faith-based curriculum and teachings in the context of employment meetings, academic classes, chapel services, athletics, student life events, and extracurricular activities, which encourage students to work, study and live together in an atmosphere free of discrimination based on sex.

It is the collective responsibility of TMUS community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual harassment from occurring, primary prevention and awareness programs are offered to every incoming student and employee to prevent sexual assault, dating violence, domestic violence, and stalking, and in addition provide ongoing prevention and awareness campaigns for students and faculty, as follows:

- All incoming TMUS students, continuing students, and employees are frequently taught the degradation of sexual immorality and the design of abstinence prior to marriage from a biblical worldview. These biblical principles are strategically communicated through student and faculty/staff chapel messages, class lectures and resident hall meetings.
- All employees have these training presentations available to them, but employees with a duty to report are required to watch video training presentations on reporting obligations as applicable under Title IX (Coordinator(s), official with authority) and/or the Clery Act (CSA).
- TMUS community is made aware of sexual assault prevention resources, including educational material on risk reduction and bystander intervention which is readily available within this policy.
- The Human Resources Department requires a two-hour sexual harassment prevention training for new employees and supervisors, who must participate in this training every two years (Title VII).

BYSTANDER INTERVENTION PROGRAM

A bystander is someone who sees a risk to an individual for sexual harassment and takes steps of positive intervention to prevent it. This training program offers safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking. It includes recognizing situations of potential harm, understanding cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystander Intervention Steps:

1. **Recognize when to intervene.** You are not being asked to place yourself in jeopardy to stop a crime in progress. There are many situations that occur prior to the incident of domestic violence, dating violence, sexual assault or stalking that are appropriate for intervention. Bystander intervention encourages people to watch for those behaviors and situations that appear to be inappropriate, coercive, and harassing.
2. **Consider whether the situation needs attention.** You are encouraged to embrace your biblical responsibility to pay attention to situations that put friends, family, and co-workers at risk for incidents of domestic violence, dating violence, sexual assault or stalking.
3. **Decide if there is a responsibility to act.** The following factors are commonly understood to influence a person's willingness to act. These include the presence of other witnesses, the uncertainty of the situation, the apparent level of danger or risk to the individual and the setting of the event. Personal characteristics of the bystander also contribute to a decision to act.
4. **Take Action.** There are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the perpetrator. Choosing a method of intervention that de-escalates the situation is safer than attempting a confrontation. There is no single rule that can account for every situation so use good judgment and always put safety first. Specific actions to take include:

- Make up an excuse to get him/her out of a potentially dangerous situation.
- Let your friend or co-worker know that his or her actions may lead to serious consequences.
- Never leave his/her side, despite the efforts of someone to get him/her alone or away from you.
- Use a group of friends to remind someone behaving inappropriately that his or her behavior should be respectful.
- Create a diversion, such as turning on lights or turning off music.
- Call the authorities when the situation warrants.

RISK REDUCTION PROGRAM

Risk Reduction refers to options designed to decrease perpetration and bystander inaction in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Risk Reduction Tips:

Risk reduction tips can often take a victim-blaming tone, even unintentionally. Only those who commit sexual violence are responsible for those actions. We offer the tips below with no intention to victim-blame, with recognition that these suggestions may nevertheless help you to reduce your risk of experiencing a nonconsensual sexual act. Suggestions to avoid committing a nonconsensual sexual act are also offered below:

- Establish biblical convictions on issues relating to sexual immorality and personal holiness.
- Hang out with others who share your biblical convictions.
- Make known your limits as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Give serious thought before sharing intimate content, pictures, images, and videos with others, even those you may trust.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.
- Hang out where there are other people and you feel safe.
- Abstain from alcohol and drugs. Your best defense is having a clear mind. If you do not abstain from alcohol and drugs, recognize that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Be aware of “date rape drugs” and how they are used. Do not leave your beverage unattended or accept a drink from an open container.
- Establish “buddy systems” with your friends and watch out for one another. Agree to tell each other when you are leaving.
- Always have extra money to get home.
- Have a plan for someone you can call if you need help.
- Do not allow yourself to be isolated with a person you do not know or trust. Travel with a friend or in a group. If you go on a date with someone you do not know very well, tell a close friend what your plans are. Do not be alone with him/her in his/her home, your home or a friend’s home. Be aware of your surroundings at all times.
- Do not do anything that you do not want to do just to avoid disagreement, unpleasantness, or embarrassment.
- Trust your conscience and act courageously. If you feel uncomfortable, scared, or pressured, act quickly to end the situation. Say, “Stop it” and leave or call for help. Use a confident voice and body posture. Look directly at him or her and say “No” in a firm, serious voice. Match your body language to your words; do not laugh and smile while saying “No.”
- Keep the doors to homes, dorm rooms and cars locked.
- Walk only in lighted areas after dark.
- Know where the phone is located.

These suggestions are not meant to endorse any form of biblical immorality but may help you reduce the risk of being accused of nonconsensual sexual harassment:

- Clearly communicate your intentions and give the other person a chance to clearly relate their intentions to you. Understand and respect personal boundaries.
- Do not make assumptions about consent, about someone's sexual availability, about whether they are attracted to you, about how far you can go, or about whether they are physically and/or mentally able to consent. Your partner's consent should be affirmative and continuous. If there are any questions or ambiguity, then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension, and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Do not take advantage of someone's drunkenness or altered state, even if they willingly consumed alcohol or substances.
- Do not share intimate content, pictures, images, and videos.
- Understand that consent to some form of behavior does not automatically imply consent to any other forms of behavior. Silence, passivity, or non-responsiveness cannot be interpreted as an indication of consent.

RED FLAG PROGRAM

It is important to identify the warning signs of abusive behavior for domestic violence, dating violence, sexual assault, and stalking. We will identify these behaviors as "red flags." Red flags are small signs in a person's behavior or communication that tell you things are NOT OK. Red flags are things said or done that make you feel the person you are with is not safe or cannot be trusted. A red flag is sometimes described as that feeling inside you that is warning you something is not right and to be careful. What constitutes a red flag may differ from person to person, so pay attention to what you think and feel. If something makes you uncomfortable or does not seem right, pay attention and be careful!

It is a "Red Flag" if the person you are with:

- Has a reputation for being sexually promiscuous.
- Makes suggestive remarks about your clothes or your appearance.
- Ignores, interrupts, or makes fun of you.
- Sits or stands too close to you or stares at you.
- Misuses alcohol or uses illegal drugs.
- Tries to get you to use drugs or alcohol.
- Tries to touch or kiss you or gets into your "personal space" when you barely know him/her.
- Wants to be alone with you before getting to know you.
- Gets angry or sulks if he/she does not get what he/she wants.
- Pressures you to be alone together.
- Tries to make you feel guilty for saying "no."
- Checks your cell phone or email without permission.
- Constantly puts you down.
- Has extreme jealousy or insecurities.
- Has an explosive temper.
- Tries isolating you from family or friends.
- Physically hurts you in any way.
- Acts possessive.

Ways to Say No:

- Say “No.”
- Give a reason.
- Give an excuse.
- Suggest an alternative.
- Avoid or leave the situation.

WHAT SHOULD I DO IF I AM SEXUALLY ASSAULTED?

If you are in immediate danger, call 911. Your priority should be to get to a place of safety. You should then tell a trusted friend. TMUS encourages prompt reporting of sexual harassment.

The following section outlines the procedures a victim should follow if sexually assaulted:

Filing a report with TMUS will not:

- Obligate the victim to prosecute, nor
- Subject the victim to scrutiny or judgmental opinions.

The adult complainant of a sexual assault has the choice of whether:

- The investigation should be pursued through the criminal justice system and/or campus civil rights proceedings
- TMUS will assist the victim in notifying authorities if s/he so chooses

Assault victims have the right to decline to notify such authorities. An assault victim, who legally obtains valid orders of protection, no-contact orders, restraining orders or similar lawful orders issued by a criminal or civil court, are encouraged to bring a copy to the Director of Campus Safety for evaluation and civil enforcement.

DO I NEED MEDICAL ATTENTION?

For your safety and well-being, immediate medical attention is encouraged to evaluate for physical injury, sexually transmitted diseases, and pregnancy, and to preserve evidence for potential prosecution against the offender.

To preserve evidence, it is best that you do not bathe, shower, or change clothes before a medical exam. Even if you have already bathed, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used as evidence. Time is a critical factor for evidence collection and preservation. Whether or not you decide to go forward with prosecution of the offender, it is critical for medical professionals to collect forensic evidence within 72 hours of the assault.

WHAT WILL HAPPEN AT THE MEDICAL FACILITY?

First, a sexual assault nurse examiner will interview you to get an account of what happened. The nurse will perform a forensic examination to evaluate injuries and collect physical evidence, which is similar to a gynecological examination. Once the exam is finished, the evidence will be packaged up by the nurse and turned over to the Sheriff's department for processing. Because hospital employees are mandated reporters, they will call law enforcement, but victims of sexual assaults are not required to cooperate or participate in the criminal justice system. You may simply decline to speak with law enforcement.

RESOURCES

TMUS seeks to give care and support to victims of sexual harassment. The following are some institutional, regional, and national resources available to every student and employee.

TMUS RESOURCES

University:

- Los Angeles County Sheriff's Department: 911
- Campus Safety Department: (661) 362-2500
- Human Resources Department: (661) 362-2844
- Dean of Women: (661) 362-2247
- Dean of Men: (661) 362-2334
- Campus Health Center: (661) 362-2655

Seminary:

- City of Los Angeles Police Department: 911
- Grace Community Security Officer: (818) 909-5777
- Human Resources Department: (661) 362-2844

COMMUNITY RESOURCES

- Santa Clarita Pregnancy Center: Patient Education: pregnancy options, sexually transmitted disease/infection, sexual self-control, sexual health education and post-abortion care and education. Women's Health Services: pregnancy testing, ultrasound confirmation of pregnancy, prenatal care referrals, adoption referrals, HIV screening, STD/STI testing and/or referral and STD/STI treatment and/or referral. Men's Health Services: HIV screening, STD/STI testing and/or referral and STD/STI treatment and/or referral. SCV Pregnancy Center Also Offers: life skills education, community resource referrals, post-abortion support groups and educational presentations.
Tel: (661) 255-0082
<http://www.scvpc.org>
- Strength United (formerly known as Valley Trauma Center): Rape crisis advocates are available on the 24-hr. hotline (818) 886-0453 or (661) 253-0258. Strength United serves the San Fernando and Santa Clarita Valleys with free or low-cost services, such as individual, family and group counseling. Address: 25115 Avenue Stanford, Suite 122, Valencia, CA 91355-4819.
Tel: (661) 253-1772 or (661) 253-0258; fax: (661) 253-2316
<http://www.csun.edu/eisner-education/strength-united>
- (CATS) Center for Assault Treatment Services: CATS is a program of Northridge Hospital Medical Center located in Van Nuys, California. CATS is a 24-hour, seven-day-a-week program for COMPLAINANTS of domestic and sexual assault and child COMPLAINANTS of sexual abuse of all ages in the San Fernando and Santa Clarita Valleys of Los Angeles County, California.
Tel: (818) 349.1546
<https://www.supportnorthridge.org/what-we-support/center-for-assault-treatment-services>
- Domestic Violence Program of the Child & Family Center:
Support groups, individual therapy, peer counseling, court advocacy, case management, 30-day emergency shelter, 24-hour hotline, 16-week court approved education course. Serving the city of Santa Clarita
Tel: (661) 259-HELP (4357)
<https://www.cpedv.org/member-service/domestic-violence-program-child-family-center>
- Child Protective Services Abuse Reporting Telephone Numbers:
Tel: (800) 540-4000
<https://www.cdss.ca.gov/reporting/report-abuse/child-protective-services/report-child-abuse>

NATIONAL RESOURCES

- National Sexual Assault Hotline:
Tel: (800) 656-HOPE (4673)
<https://rainn.org>
- National Teen Dating Abuse Helpline:
Tel: (800) 799-SAFE (7233)
<https://www.thehotline.org/news/new-national-teen-dating-abuse-helpline/>
- Suicide and Crisis Hotlines:
Tel: (800) 273-8255
- National Domestic Violence Hotline: Call 24 hours a day, seven days a week. They can help you in more than 100 languages. It is free and private. The National Domestic Violence Hotline links you to the following resources in your community: domestic violence shelters, emergency shelters, legal help, and social service programs.
Tel: (800) 799-7233; TTY: (800) 787-3224
<http://www.thehotline.org>

Campus Safety and Security Survey and Fire Safety Report

The following pages contain the Campus Safety and Security Survey and the Campus Fire Safety Statistics for 2019, 2020, and 2021 as required by the U.S. Department of Education.



2022 ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT

The Master's University Campus

The Master's University Annual Security and Fire Safety Report is published annually in accordance with the Jeanne Clery Disclosure of Campus Security and Police and Crime Statistics Act. This report contains the Annual Security and Fire Report as well as the Department of Education Campus Security and Fire Survey statistics for years 2019, 2020, and 2021.

The Master's University Campus

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DOMESTIC VIOLENCE (VAWA)	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DATING VIOLENCE (VAWA)	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
STALKING (VAWA)	2019	0	0	0	0
	2020	1	0	0	0
	2021	0	0	0	0
RAPE	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
FONDLING	2019	0	0	0	0
	2020	5	5	0	0
	2021	0	0	0	0
INCEST	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
STATUTORY RAPE	2019	0	0	0	0

	2020	0	0	0	0
	2021	0	0	0	0
ROBBERY	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
AGGRAVATED ASSAULT	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
BURGLARY	2019	2	2	0	0
	2020	6	6	0	0
	2021	0	0	0	0
MOTOR VEHICLE THEFT	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARSON	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSION, ETC.	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSION, ETC.	2019	0	0	0	0
	2020	1	1	0	0
	2021	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2019	0	0	0	0

	2020	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
HATE CRIMES	<i>There were no hate crimes reported in 2019, 2020, 2021</i>				
UNFOUNDED	<i>There were no unfounded crimes reported in 2019, 2020, 2021</i>				

Reporting Table for the Annual Fire Safety Report

Statistics and Related Information Regarding Fires in Residential Facilities ¹						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire: unintentional; intentional; underestimated	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire ²
Hotchkiss	0	0	N/A	0	0	0
Slight	0	0	N/A	0	0	0
Waldock	0	0	N/A	0	0	0
Smith	0	0	N/A	0	0	0
Dixon	0	0	N/A	0	0	0
Sweazy	0	0	N/A	0	0	0

¹ There was no reported fire for calendar year 2019, 2020, and 2021 in the campus housing facilities located at the TMU Santa Clarita campus located at 21726 Placerita Canyon Road, Santa Clarita, CA 91321, to include: Hotchkiss, Slight, Waldock, Smith, Dixon, and Sweazy Dorms.

² Values are in dollars



2022 ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT

The Master's Seminary Campus

The Master's University Annual Security and Fire Safety Report is published annually in accordance with the Jeanne Clery Disclosure of Campus Security and Police and Crime Statistics Act. This report contains the Annual Security and Fire Report as well as the Department of Education Campus Security and Fire Survey statistics for years 2019, 2020, and 2021.

THE MASTER'S SEMINARY CAMPUS

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES (N/A)	NON CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DOMESTIC VIOLENCE (VAWA)	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DATING VIOLENCE (VAWA)	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
STALKING (VAWA)	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
RAPE	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
FONDLING	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
STATUTORY RAPE	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
INCEST	2019	0	0	0	0

	2020	0	0	0	0
	2021	0	0	0	0
ROBBERY	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
AGGRAVATED ASSAULT	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
BURGLARY	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
MOTOR VEHICLE THEFT	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARSON	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSION, ETC.	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSION, ETC.	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2019	0	0	0	0

	2020	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
HATE CRIMES	<i>There were no hate crimes reported in 2019, 2020, 2021</i>				
UNFOUNDED	<i>There were no unfounded crimes reported in 2019, 2020, 2021</i>				



2022 ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT

IBEX Campus

The Master's University Annual Security and Fire Safety Report is published annually in accordance with the Jeanne Clery Disclosure of Campus Security and Police and Crime Statistics Act. This report contains the Annual Security and Fire Report as well as the Department of Education Campus Security and Fire Survey statistics for years 2019, 2020, and 2021.

IBEX CAMPUS

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES (N/A)	NON CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DOMESTIC VIOLENCE (VAWA)	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DATING VIOLENCE (VAWA)	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
STALKING (VAWA)	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
RAPE	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
FONDLING	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
STATUTORY RAPE	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
INCEST	2019	0	0	0	0

	2020	0	0	0	0
	2021	0	0	0	0
ROBBERY	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
AGGRAVATED ASSAULT	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
BURGLARY	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
MOTOR VEHICLE THEFT	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARSON	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSION, ETC.	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSION, ETC.	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2019	0	0	0	0

	2020	0	0	0	0
	2021	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
HATE CRIMES	<i>There were no hate crimes reported in 2019, 2020, 2021</i>				
UNFOUNDED	<i>There were no unfounded crimes reported in 2019, 2020, 2021</i>				

Reporting Table for the Annual Fire Safety Report

Statistics and Related Information Regarding Fires in Residential Facilities ¹						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire: unintentional; intentional; underestimated	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire ²
House 1	0	0	N/A	0	0	0
House 2	0	0	N/A	0	0	0
House 3	0	0	N/A	0	0	0
<p>¹ There were no reported fires for calendar year 2019, 2020, and 2021 for the campus housing facilities located at the TMU IBEX campus located at Yad Hashmona, D.N. Harei Yehuda 90895, ISRAEL, to include House 1, House 2, and House 3.</p> <p>² Values are in dollars</p>						