



2021 Annual Security and Fire Safety Report

For the calendar year 2020

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INTRODUCTION

Anabaptist Mennonite Biblical Seminary (AMBS) is committed to assisting all members of the AMBS community in providing for their own safety and security. Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, campus safety may also be a factor.

This combined *Annual Security and Fire Safety Report* covers the period of Jan. 1 through Dec. 31, 2020; it contains crime and fire statistics collected during this period to provide students and their families with information regarding campus safety and security. The Office of the U.S. Department of Education provides guidance regarding this reporting and compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, referred to as the *Clery Act*.

By law, AMBS is required to compile and publish this annual report by Oct 1. Data for this report is managed and maintained by the Admissions Office in consultation with members of the AMBS Administrative Cabinet.

Board Chair: Bruce Baergen
President: David Boshart
Vice President of Administration and Chief Financial Officer: Deanna Risser
Vice President and Academic Dean and Title IX Coordinator: Beverly Lapp
Vice President for Advancement and Enrollment: Daniel B. Grimes
Dean of Lifelong Learning: Jewel Gingerich Longenecker
Director of Marketing and Communications: Melissa Troyer

This report is made available via email notification to currently enrolled students, faculty and staff, and to the general public and prospective students via the AMBS Campus Safety and Security webpage found at www.amsb.edu/about/campus-security.

A copy of this annual report is maintained in the Admissions Office and made available upon request. Contact the AMBS Admissions Office at 3003 Benham Avenue, Elkhart, IN 46517; by calling 574-295-3726; or by inquiring in person at the Admissions Office. In addition, all campus safety and security policies and procedures are found in the AMBS shared internal drive: (reference) Policies and Procedures at AMBS > Personnel and Student Policies > Core Policies > Campus Safety. They are also on the AMBS Campus Safety and Security webpage (see URL in prior paragraph).

CAMPUS LAW ENFORCEMENT AND REPORTING A CRIME

At present, AMBS employs no campus security personnel. However, designated campus personnel can and will assist individuals in reporting a crime. These persons do not have the authority to arrest individuals, but they can and will assist in promptly reporting a crime to the proper authorities. They are also available to help individuals connect with counseling professionals, off-campus referral services through local hospitals, mental health agencies, and other support organizations.

Emergency Numbers

AMBS makes available the contact information for other agency and public offices that can be contacted in case of an emergency:

Agency	Phone Number
American Red Cross: Elkhart Chapter	574-293-6519
Poison Control Center	800-222-1222

Elkhart County Women's Shelter	574-294-1811
Elkhart Police (non-911)	574-295-7070
Elkhart Fire Department	574-293-8931
Elkhart General Hospital	574-294-2621
Elkhart Public Works and Utilities (Water and Sewer)	574-293-2572
Natural Gas Provider (NIPSCO: Northern Indiana Public Service Company) <i>Report a Gas Leak</i> <i>Report a Power Outage</i>	1-800-634-3524 1-800-464-7726

All criminal actions that happen on campus involving seminary personnel, seminary property, or property on campus belonging to seminary personnel should be reported as soon as possible to any of the following campus personnel. If any of these campus personnel receive information about a crime and believes it was provided in good faith, he or she should document it as a crime report.

Title	Name	Phone number(s)
President	David Boshart	574-296-6243
Executive Assistant for the President, Vice President and Academic Dean	Karen Sherer Stoltzfus	574-296-6244
Vice President for Administration and Chief Financial Officer	Deanna Risser	574-296-6212
Vice President and Academic Dean; Title IX Coordinator	Beverly Lapp	574-296-6238
Vice President for Advancement and Enrollment	Daniel B. Grimes	574-296-6266
Dean of Lifelong Learning	Jewel Gingerich Longenecker	574-296-6222
Director of Campus Ministries	Janeen Bertsche Johnson	574-296-6216
Director of Housing; Receptionist	Linsey Vandrick	574-295-3726 x"0"
Director of Maintenance and Campus Safety	Jeff Marshall	574-298-2575 (c) 574-296-6241
Assistant Director of Maintenance	Norm Cender	574-296-6259 574-238-5233 (c)

Reportable Crimes

The Clery Act requires AMBS to report offenses for the following crimes:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses (rape and fondling)
- Non-forcible sex offenses (incest and statutory rape)
- Domestic violence
- Dating violence
- Stalking
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes
- Referrals for disciplinary action

AMBS maintains records of and statistics related to crimes that occurred on campus for three years. These records are publicly accessible and may be requested from the Admissions Office by any current student or employee or any applicant for enrollment or employment.

If a victim of a crime does not want to pursue criminal charges within the criminal justice system, the victim is encouraged to consider making a confidential report to AMBS. With the permission of the victim, any of the designated personnel in the list above can file a

confidential report of the incident on behalf of the victim without revealing the identity of the victim. However, the first priority of the seminary is to ensure the safety of the victim and others. Therefore, this confidential report could aid in determining patterns or methods of crime and to alert the campus community of any potential dangers. Reporting in this manner is counted and disclosed by the institution annually.

If a criminal act is being committed, or a related or suspected emergency is in progress, the Elkhart City Police should be called at once. If a situation or incident is deemed severe or dangerous, seminary personnel and students are instructed to call 911 immediately.

At present, AMBS has no officially recognized student organizations with off-campus locations or off-campus housing facilities. Therefore, the recording and monitoring of off-campus facilities by local, state or federal law enforcement is not applicable.

CRIME PREVENTION

The prevention of crime and vandalism is important to seminary life. AMBS is committed to educating the community about various ways to help prevent crime. This may be accomplished through forums or other types of educational gatherings. Students who live in seminary-owned housing are encouraged to lock their outside apartment doors at all times, even while the apartments are occupied. Parents living in seminary-owned housing are encouraged to monitor their children playing outdoors. The Business Office will inform all occupants beforehand if any off-campus service personnel are engaged to provide services in seminary-owned housing. AMBS maintenance personnel are to give occupants of seminary-owned housing advance notice, as well, for entering apartments to do repairs and other maintenance tasks. The Director of Housing may access occupied AMBS housing, with the permission of occupants, to show housing options to prospective students. Occupants are discouraged from giving access to seminary-owned housing to any unauthorized persons. Cars on campus should be locked at all times, and personnel and students are encouraged not to keep valuables in the car in plain sight. At night time, persons are discouraged from walking alone.

Only authorized persons (faculty, administrators, staff members and the student[s] hired for lock-up purposes) are to have access to campus building security codes, keys to outside doors, or to campus buildings themselves during off-hours. Waltner Hall, Lambright Center, the maintenance building and the Chapel of the Sermon on the Mount are "secured" with an electronic system that is activated during off-hours (when the offices and/or Library are closed). Each room in Waltner Hall, Lambright Center and the Library has emergency exit and tornado shelter instructions posted near the entrance.

New Student Orientation — Safety Awareness and Crime Prevention

New students enrolled in the Leadership Education in Anabaptist Perspective (LEAP) orientation course will be briefed on general safety by course facilitators. These programs will include information on the following:

- general safety measures and crime prevention
- dating violence, domestic violence, sexual assault and stalking
- the definition of consent in reference to sexual activity
- safe and positive options for bystander intervention
- information on risk reduction
- information on AMBS policies and procedures after a sex offense occurs

AMBS will provide, on an ongoing basis, continuing education regarding crime prevention and awareness to all of its students and employees.

SEXUAL MISCONDUCT: PROCEDURES FOR REPORTING TO AUTHORITIES

Following a sexual assault, incidence of domestic violence, dating violence, rape or stalking, the first and most important action is for the person to get to a safe place and, if reporting the crime, to notify the police immediately. Once the person is in a place of safety, it is vitally important for the person(s) to receive medical attention, and it is strongly recommended that the person(s) be forensically examined.

The person(s) should make every effort to save anything that might contain the perpetrator's DNA, as this evidence can be key to identifying the perpetrator in a sexual assault case. To preserve evidence, the person(s) should not bathe/shower, change clothing, use the restroom, comb his/her hair, clean up where the offense occurred, or move anything the perpetrator may have touched. If rape drugs are suspected, and the person is not jeopardizing his/her safety, he/she should try to obtain a sample of the drink. It is also important for the person to write down as much as possible about the attack, including a description of the assailant.

SAFETY TRAINING AND AWARENESS

Training on awareness, prevention and reporting of sensitive crimes is provided for new degree-seeking students through new-student orientations at the beginning of each academic year, and for all employees in AMBS's annual all-employee meeting. The training is provided in a large-group format. Attendance at the training session is required and covers:

- The definitions of sexual assault, dating violence, domestic violence, stalking and consent
- Strategies for preventing and reporting sensitive crimes
- Strategies for bystander prevention, intervention and reporting of sensitive crimes

DISCLOSURE OF CRIME STATISTICS

The Clery Act requires AMBS to disclose statistics for reported crimes that occur within our Clery geography. The seminary's Clery geography is defined as on-campus property, public property within or immediately adjacent to the campus, and in or on non-campus buildings or property that the seminary owns or controls. Under Clery, a crime is "reported" when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third party or even an offender. The local law agency that has jurisdiction over the seminary is the Elkhart City Police Department (ECPD), located at 175 Waterfall Drive, Elkhart, IN 46516, 574-295-7070.

The following tables reflect the data collected on all reported Clery crimes during the calendar years 2018 through 2020. AMBS staff contacted the ECPD in September 2021 to inquire about any crimes that may have been reported to their agency, and the police department reported that there were no reportable crimes for 2020 based on the Campus Safety and Security survey questions.

ON-CAMPUS CRIMINAL OFFENSES 2018–20

<i>Criminal Offenses</i>	2018	2019	2020
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible	0	0	0
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
Robbery	1	0	0
Aggravated assault	0	0	0
Burglary	1	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
<i>Arrests</i>	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
<i>Disciplinary Actions</i>	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

PUBLIC PROPERTY CRIMINAL OFFENSES 2018–20

<i>Criminal Offenses</i>	2018	2019	2020
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible	0	0	0
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0
<i>Arrests</i>	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
<i>Disciplinary Actions</i>	2018	2019	2020
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

FIRE SAFETY REPORTING, POLICY AND PROCEDURES

As an institution that maintains on-campus student housing facilities, the seminary is required by law to collect and report fire statistics. Those statistics include the number of fires and the cause of each fire, the number of deaths related to the fire, the number of injuries related to the fire that resulted in treatment at a medical facility, the value of property damage related to the fire, the number of fire drills held during the previous calendar year, and the fire safety systems present in each housing unit. In the case of a fire, all are instructed to call 911 first and then contact the Director of Maintenance and Campus Safety, Jeff Marshall (jmarshall@ambs.edu, 574-298-2575), or the Assistant Director of Maintenance, Norm Cender (ncender@ambs.edu, 574-238-5233).

The seminary maintains a Campus Fire Log in the President's Office that is available for inspection during normal business hours. This fire log, along with AMBS's policies, forms the detail included in the Annual Fire Safety Report. Entries or entry updates to the log are required to be made within two business days of when they were reported. This log and report contain fire statistics for three years, including:

- The number of fires and their causes, including the nature, date, time and general location of each fire;
- The number of persons who were injured and required medical treatment as a result of the fires;
- The number of persons killed related to a fire (or who died within one year due to injuries sustained in a fire); and
- The value of property damage caused by each fire.

In case of fire, those present should exit the building as quickly as possible and gather at a predetermined location. If the building has a fire alarm system, those present should pull one of the pull-stations on their way out of the building. Families in apartments should agree ahead of time on a gathering point outside of the building. For more information concerning fire safety procedures for students, please consult the Housing Handbook provided by the Director of Housing. Emergency exit and tornado shelter instructions are posted near the entrance of each room in Waltner Hall, Lambright Center and the Library.

Policies regarding fire safety can be found in the Housing Handbook and in the Annual Fire Safety Report, and are applicable to all on-campus housing facilities:

- Prevent fires by recognizing and avoiding hazards.
- No explosives or flammable liquids should be kept in individual apartments or elsewhere in the building.
- Grills should be no less than 5 feet away from any structure while in use; there should be a minimum of 15 feet of vertical clearance from trees and other structures.
- Propane tanks for gas grills should remain with grills outside.
- Fire pits, chimneys or similar open-flame containers are not permitted.
- The use of candles, halogen lamps and open-element heating appliances is strongly discouraged. Any candles used should never be left unattended.
- Never store items in the water heater closet.
- Avoid accumulating trash.
- Know the location of fire extinguishers and how to use them. Fire extinguishers are installed in every apartment and are inspected annually.

The seminary has plans for fire safety improvements in the future as capital funds become available. Among the long-term projects contemplated are providing fire detection and suppression systems in new facilities.

Below are the fire statistics for each current student housing facility, along with the fire detection, warning or control systems present in each facility:

Facility	# of fires 2018	# of fires 2019	# of fires 2020	Detection	Warning	Control
30s	0	0	0	Yes – smoke alarms	Yes – smoke alarms	Yes – fire extinguishers
50s	0	0	0	Yes – smoke alarms	Yes – smoke alarms	Yes – fire extinguishers
60s	0	0	0	Yes – smoke alarms	Yes – smoke alarms	Yes – fire extinguishers
160s	0	0	0	Yes – smoke alarms	Yes – smoke alarms	Yes – fire extinguishers
170s	0	0	0	Yes – smoke alarms	Yes – smoke alarms	Yes – fire extinguishers

Title: Emergency Response Plan and Timely Warning Procedure

Functional Area: Core

Last Updated: August 2021

Approved by: CFO and Maintenance Director



AMBS is committed to providing a safe and secure campus work and learning environment for students, employees and the community at large. AMBS will respond to an emergency in a safe and timely manner; will provide support to emergency responders from off-campus agencies; will assist students, faculty, staff and visitors; and will effectively communicate the status of events. Priorities in AMBS's emergency response will be:

- Preserve life, safety and health of individuals
- Protect facilities, equipment and services from loss during an emergency
- Effectively communicate with all parties throughout the emergency
- Maintain the continuity of seminary operations

The CFO and Maintenance Director are responsible for keeping this plan up-to-date.

Emergencies or dangerous situations

If you encounter a situation or incident on campus that involves an emergency or dangerous situation (including an active shooter), first make sure you are in a safe place.

Call 911 if the emergency/danger is severe.

Contact the AMBS CFO or in his/her absence the Acting Campus Safety Officer. If direct contact with the CFO is not possible, contact any faculty or staff member. See phone list below.

The CFO will immediately consult with the President and others as appropriate to determine next steps in response and notification. Depending on the severity of the emergency, a Critical Incident Response Team may be assembled for continued response.

The CFO or designee will notify the campus community immediately upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors occurring on campus.

Email, office phone announcement and in-person announcements/warnings will be used as appropriate. Website and print may also be used for less urgent emergencies.

AMBS administrators will continue to monitor the situation, respond, and communicate as the situation merits until the emergency has passed.

Timely warnings

The campus community also will be notified of non-emergency situations that are deemed important to maintain safety to persons and property, but don't pose an immediate threat. The communication will include a description of the event and appropriate steps to be taken for safety and security. Examples include:

- A vehicle is vandalized overnight in a campus parking lot
- A violent crime occurs in the surrounding neighborhoods
- A planned power outage for repair purposes

Emergency contact information

Title	Name	Phone number
Elkhart city emergency personnel	Police/Ambulance	911
CFO	Deanna Risser	574.296.6212 574.370.9618 (cell)
President	David Boshart	574.296.6243
Receptionist	Linsey Vandrick	574.295.3726
Director of Maintenance	Jeff Marshall	574.298.2575 (cell) 574.296.6241
Assistant Director of Maintenance	Norm Cender	574.296.6259 574.238.5233 (cell)
Academic Dean	Beverly Lapp	574.296.6267
VP for Advancement and Enrollment	Daniel Grimes	574.296.6266
Dean of Lifelong Learning	Jewel Gingerich Longenecker	574.296.6222
Executive Assistant to the President & Academic Dean	Karen Stoltzfus	574.296.6244

Additional emergency phone numbers

American Red Cross, Elkhart Chapter	574.293.6519
Rape or Domestic Violence Elkhart County Women's Shelter YMCA Women's Resource Center	574.294.1811 574.293.8671
Poison Control Center	800.382.9097
Elkhart Police (non-911)	574.295.7070
Elkhart Fire Department	574.293.8931
Elkhart General Hospital	574.294.2621
Elkhart Public Works and Utilities (water and sewer)	574.293.2572

Natural Gas Provider (NIPSCO)	
Report a Gas Leak	800.634.3524
Report a Power Outage	800.464.7726
Director of Campus Ministries, Janeen Bertsche Johnson	574.296.6216
Director of Campus Care, Andy Brubacher Kaethler	574.296.6284

Emergency response and evacuation procedures summary

The seminary’s CFO is responsible to notify faculty, staff and students of emergency situations (e.g., inclement weather, building evacuations, campus closures). AMBS uses several tools to make sure everyone on campus is informed during an emergency event—including the seminary’s website, email communication, telephone, printed materials and in-person announcements. The seminary will use all appropriate means to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate communication procedures above, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency. The CFO (or the acting Campus Safety Officer in the absence of the CFO) will immediately consult with the President or Academic Dean about the situation, gather all of the facts available and determine that there is a significant emergency. The CFO will, in light of the specific facts and circumstances of the situation, determine whom to notify, determine the content of the notification, and initiate the notification process. Other members of the Administrative Cabinet and faculty or staff will be consulted as necessary. Based on the severity of the situation, a Critical Incident Response Team (CIRT) will be called together for further response to the emergency and aftermath.

In addition to the above, the seminary will communicate with local emergency management and law enforcement agencies as quickly as possible concerning any emergency, as appropriate to the particular situation. For more information concerning the seminary’s emergency preparedness procedures, visit the Campus Security page on the AMBS website.

The seminary will test procedures annually at a minimum. Tests may be announced or unannounced, and a report of the test will be documented. At least biennially, the President will review the crime and fire statistics and the campus emergency plan and revise as necessary.

--Last updated August 2021

Title: Drug and Alcohol Abuse Prevention Policy
and Procedures



Functional Area: Core

Last Updated: August 2021

Approved by: Ad Cabinet

Policy / Procedures

[The Controlled Substances Act of 1970](#) (modified by congressional action in 1984) and the Anti-Drug Abuse Act of 1986 provide penalties for the unlawful manufacture, distribution, and dispensing of controlled substances. The Drug-Free Schools and Communities Act Amendments of 1989 require institutions of higher education to have policies in place to prevent the unlawful possession, use, and distribution of illicit drugs and/or alcohol by employees and students.

AMBS prohibits the use of illegal drugs and the abuse of alcohol. Official AMBS-sponsored events are alcohol free and we do not use AMBS funds to purchase alcohol. Out of care and respect for members of the community who may struggle with alcohol-related dependency, alcohol will not be stored in any shared spaces such as cupboards and refrigerators in Waltner Hall, Lambright Center, the Chapel, the guesthouses, or shared spaces in campus apartment buildings. We do not allow smoking on campus.

This policy addresses six areas as outlined by the Drug-Free Schools and Communities Act Amendments:

1. Prohibition of unlawful possession, use, or distribution of drugs or alcohol;
2. Description of applicable legal sanctions for violation of the state and federal laws applicable to the possession or distribution of illicit drugs or alcohol;
3. Description of the health risks associated with the use of illicit drugs and with alcohol abuse;
4. Description of counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;
5. Statement of disciplinary sanctions for employees or students imposed by AMBS;
6. Biennial schedule to review this program and to ensure that disciplinary sanctions are consistently enforced.

The Administrative Cabinet of AMBS oversees the administration of this policy and its procedures, and is responsible for the annual distribution of this document to students and all employees.

1. Prohibition of unlawful possession, use, or distribution of drugs or alcohol

AMBS prohibits employees and students from the illegal possession, use, manufacture or distribution of any controlled substance or drug paraphernalia on its premises, or in conjunction with any of its activities, whether on campus or off. It also prohibits the

abuse of any drugs and/or alcohol that impair the ability of persons to function as an employee or student in a normal, safe and alert manner.

2. Description of applicable legal sanctions for violation of the state and federal laws applicable to the possession or distribution of illicit drugs or alcohol

State and federal laws related to the possession or distribution of marijuana, alcohol, drugs, or materials for manufacturing drugs vary, but may include arrest; fines (from tens to hundreds of thousands of dollars); time in jail or prison; confiscation of property; loss of driver's license; and criminal record that could bar employees or students from certain types of employment. No person under the age of 21 (a minor) is allowed to possess or consume alcoholic beverages in the State of Indiana. Any person who provides alcohol to a minor is subject to arrest and prosecution.

Employees are required to report any drug- or alcohol-related convictions under a criminal drug statute for violations occurring in the workplace or during the performance of work-related duties or activities within five days after the conviction, as required by the Drug-Free Workplace Act.

3. Description of the health risks associated with the use of illicit drugs and alcohol abuse

Well-known health risks related to alcohol abuse use include: hangover; weight gain; high blood pressure; depressed immune system; cancer; liver disease; alcohol poisoning; heart or respiratory failure; malnutrition; impotence; nerve damage; memory loss; birth defects; coma; death. Excessive alcohol use may be a sign of alcoholism, a condition that seriously compromises personal health, family and social relationships, financial stability, and capacities for work. Long-term health risks related to various classes of drug usage and abuse include: heart attack or highly elevated heart rate; respiratory or circulatory failure; coma; tremors, seizures; nausea; depression; psychosis; paranoia; memory impairment; cognitive problems; infertility; weakened immune system; lung damage; impotence; unpredictable and violent behavior; dizziness; headache; death.

(Bowles Center for Alcohol Studies, University of North Carolina at Chapel Hill).

See also:

- Center for Disease Control
<http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>;
<http://www.cdc.gov/nchs/fastats/druguse.htm>;
- Effects of Alcohol and Drug Abuse
<http://alcoholism.about.com/od/effect/u/Risks.htm#s1>;
- Center for Substance Abuse Research, University of Maryland
http://www.cesar.umd.edu/cesar/drug_info.asp;
- National Institute on Alcohol Abuse and Alcoholism
<http://www.niaaa.nih.gov>

4. Description of counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students

AMBS does not provide counseling, treatment, or rehabilitation services for employees or students. The Campus Ministries department is available to help students connect with counseling and treatment services in the Elkhart area. Employees may also contact the Director of Campus Care for a list of local programs addressing their particular need.

5. Statement of disciplinary sanctions for employees or students imposed by AMBS

Failure on the part of employees or students to comply with this drug-free policy will result in one or more of the following actions:

- **For employees:** A face-to-face meeting with the employee and his/her supervisor to identify the controlled substance “personal misconduct” violation, after which a report is filed in the employee’s permanent file.
- **For students:** A face-to-face meeting with the student, student adviser, academic dean, and director of campus ministries to identify the controlled substance “personal misconduct” violation, after which a report is filed in the dean’s office.

Possible disciplinary actions include:

- **For employees**
 - Short-term probation with clear criteria for required behavioral changes and/or counseling, with an evaluative review at the end of the probationary period.
 - Mandatory participation in substance abuse education or a rehabilitation program (likely at their own expense) as a condition of continued employment or studies at AMBS.
 - Work may be terminated temporarily for treatment or the pursuit of other interventions.
 - Permanent termination of employment.
- **For students**
 - Short-term probation with clear criteria for required behavioral changes and/or counseling, with an evaluative review at the end of the probationary period.
 - Mandatory participation in substance abuse education or a rehabilitation program (likely at their own expense) as a condition of continued employment or studies at AMBS.
 - Studies may be terminated temporarily for treatment or pursuit of other interventions.
 - Permanent termination of studies.
- **For employees or students:** Notification of local police if the violation is more serious than “personal misconduct,” which may include arrest.

Campus disciplinary actions and criminal charges may both be filed for the same violation. Employees and students may be subject to sanctions set by AMBS and by state or federal laws.

6. Biennial schedule to review this program and to ensure that disciplinary sanctions are consistently enforced

The effectiveness of the Drug and Alcohol Abuse Prevention Policy will be reviewed biennially by the Administrative Cabinet, using the following data:

- Training completion and other venues to educate the school community about the effects of alcohol and drug abuse;
- Direct communications about AMBS campus culture that discourages alcohol abuse and drug usage;
- The number of employee cases of alcohol or drug abuse reported to the president's office;
- The number of student cases of alcohol or drug abuse reported to the dean's office;
- The number of instances of on-campus drinking and/or drug abuse reported to campus security, the Director of Campus Ministries, and/or the dean's office; and
- The number of arrests related to drug- or alcohol-related use. This data will be collected by the president's office and analyzed by the Administrative Cabinet.

Any necessary changes in policy will be identified and implemented immediately.

This review will normally take place between May and July in the years 2023, 2025, and 2027.

Approved by Ad Cabinet, 04/2013

Revised by Ad Cabinet, 09/2013

Updated by Ad Cabinet, 11/2019

Updated by Ad Cabinet, 08/20/2021

Title: Missing Student Policy and Procedures

Functional Area: Core

Last Reviewed: November 2020

Approved by: Ad Cabinet



Policy

Students residing or staying in AMBS housing bear responsibility for communicating their planned absences from the AMBS campus to neighbors, friends or AMBS personnel. When a student is unaccountably missing for more than 24 hours, AMBS will seek to determine the student's whereabouts, contact the identified friend or family member, and report the missing student to the Elkhart City Police (574.295.7070) within 24 hours of the first report.

The AMBS Director of Maintenance and Campus Security should be the first contact if a student is deemed missing. The second point of contact is the Student Services Coordinator.

Definition of missing student

Students are presumed to be missing when their absence from people with whom they have established patterns cannot be readily explained or when they are not seen performing their regular duties, responsibilities or functions. A student is considered missing if it is not possible to establish some means of contact with him or her within a 24-hour period of the noted absence.

Procedure

Campus contact

Each student, whether living as a resident in AMBS campus housing or commuting student and staying overnight occasionally throughout the semester or for hybrid or intensive courses, is requested to complete a Missing Student Contact Registration Form, which lists an on-campus person (e.g., a roommate, spouse, family member, or friend) who is able to contact security should the student be unaccountably missing for 24 hours or more. The on-campus contact should be someone that would know of the student's whereabouts while they are on the AMBS campus. This form will be kept locked by the Director of Maintenance and Campus Security and the Student Services Coordinator.

Reporting to AMBS

If a student is missing for more than 24 hours, the student's identified on-campus contact will communicate with the Director of Security and Maintenance in person or via phone, text, or email. Should the Director of Maintenance and Campus Security or the Student Services Coordinator not be available, the on-campus contact will call the Elkhart City Police Department. The on-campus contact may also communicate with the Director of Maintenance and Campus Security if a student is unaccountably absent for less than 24 hours.

Off-campus contact

Each student, whether living as a resident in AMBS campus housing or commuting and staying overnight occasionally throughout a semester or for hybrid or intensive courses, is requested to complete a Missing Student Contact Registration Form, which lists someone off-campus that AMBS or the Elkhart City Police would call should they be unaccountably missing (e.g., parents). This information will be secured in the student's electronic information record. This person would only be contacted if a student were to be reported missing. This off-campus person may or may not be the same person contacted in case of emergency.

Determining whether a student is missing

At the time of the report to the Director of Maintenance and Campus Security, AMBS will seek to determine whether the student is missing within reason, which could include communication with the off-campus contact person. If AMBS is not able to determine the student's whereabouts, the Elkhart City Police (574.295.7070) will be notified.

Record keeping

A log documenting the chronology of the initial report, investigating, reporting and conclusion will be kept in the Student Services Coordinator's office.

Approved by Ad Cabinet, 04/2013

Revised by Ad Cabinet, 09/2013

*Revised by Ad Cabinet, **/2015*

Revised by Ad Cabinet, 11/2020



Policy Title: Sexual Misconduct Policy

Last Updated: August 2021

Functional Area: CORE

Approved by: Ad Cabinet

Sexual Misconduct Policy and Procedures

I. Policy statement

AMBS intends to maintain a work and academic environment that exemplifies and supports Christian sexual values, maintains the dignity and worth of all individuals, and fosters relational trust between all people. AMBS does not discriminate in its educational policies, program, activities, or environment on the basis of sex.

The development and maintenance of a healthy and safe community life is AMBS's primary commitment. Sexual misconduct threatens this commitment and undermines Christian values, personal dignity, and trusting relationships. Therefore, sexual discrimination, harassment, and violence are strictly forbidden among all AMBS employees, students, housing residents, campus visitors, board members, internship supervisors, and others who do business with AMBS.

Sexual misconduct fosters a hostile environment that can impair AMBS employees' sense of well-being and job performance. It can deny or limit students' opportunities and abilities to benefit from the programs offered by AMBS and participation in its community life. Hostile working or educational environments demean and intimidate employees and/or students.

Sexual harassment is prohibited by law under federal and state statutes: Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; and the Indiana Civil Rights Act. AMBS will utilize Title IX resources to address, remedy, and work to prevent incidents of gender and sexual harassment and violence from occurring. Institutional policy and governmental law alone cannot address the larger and more pressing issue—namely, the cultivation of a community of safety, trust, and mutual regard between faculty, administration, staff, students, and other members of the AMBS community.

AMBS is committed to a policy of nondiscrimination against persons who file complaints against a person accused of sexual misconduct. Please see the separate AMBS Grievance Policy for handling issues not of a sexual misconduct nature.

Sexual misconduct of any sort can become cause for temporary suspension from employment or student status at AMBS, or termination of employment or student status.

The procedures set out in this policy apply to all current members of the AMBS learning community, defined as employees, students, and third parties involved in current AMBS activities (e.g., volunteers, board members, internship supervisors, visitors, etc.). All AMBS students and employees will be apprised annually of this policy.

II. Prohibited conduct

- A. **Sex discrimination:** the limitation of opportunities for employment, promotions, benefits, education, entrance to programs, or other social or personal advancements on the basis of sex (gender). Sex discrimination is any situation where a person is denied access to the benefits of an education based on their sex.
- B. **Sexual misconduct:** A broad category that AMBS uses for verbal, nonverbal, or physical behaviors directed toward any person on the basis of their sex that demean, bully, threaten, or injure them. This includes sexual discrimination, sexual harassment, and sexual violence. Misconduct can occur among employees, between employees and students, between students, between employees and campus residents or guests, between students and campus residents or guests, or between internship supervisors and students. A consensual sexual relationship that may not include a differential of power, nor demeaning, bullying, threatening nor injury, but does represent a violation of a marriage covenant of any person involved in the relationship, is also understood by AMBS to be sexual misconduct.
- C. **Sexual harassment:** Sexual harassment is a broad term used in Title IX policy for any unwelcome sexual advance, request for sexual favors, or other unwanted verbal or physical conduct of a sexual nature. Sexual harassment also includes harassment based on gender, sexual orientation, gender identity or gender expression, which may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature.
1. Under Title IX, Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following:
 - **Quid Pro Quo.** Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature by a person having power or authority over another, constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development or performance.
 - **Unwelcome Conduct.** Conduct made on the basis of sex that is determined by a reasonable person to be so severe, pervasive AND objectively offensive that it effectively denies a person equal access to the seminary's education program, activity or employment.
 - **Sexual Assault** (as defined in the Clery Act), Dating Violence, Domestic Violence or Stalking as defined in the Violence Against Women Act (VAWA). See definitions in Further Definitions of Sexual Harassment.
 2. Under AMBS policy, sexual harassment may include conduct that creates a hostile environment or is retaliatory in nature. AMBS will assess objective and subjective factors in determining whether a hostile environment exists. A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe, such as rape or other forms of sexual assault. The more severe the conduct, the less need there is to show that the conduct was persistent or pervasive in nature.
 3. It is important to AMBS that individuals feel free to come forward, and not wait until issues of sexual harassment become severe or pervasive prior to reporting the conduct and seeking assistance. Reports of sexual harassment that may not

rise to the level of creating a hostile environment will still be investigated and addressed by AMBS so as to prevent further incidents from occurring.

4. Examples of sexual harassment include, but are not limited to:
 - An attempt to coerce an unwilling person into a sexual relationship
 - Repeatedly subjecting a person to egregious, unwelcome sexual attention
 - Punishment for a refusal to comply with a sexual-based request
 - Conditioning a benefit on submitting to sexual advances
 - Sexual violence
 - Intimate-partner violence
 - Stalking
 - Harassment based on gender, sexual orientation, gender identity or gender expression

III. Terminology

- A. See [Further Definitions of Sexual Harassment](#) for definitions of sexual assault, sexual contact, intimate partner violence, stalking, bullying and intimidation, sexual exploitation, indecent exposure, retaliation, consent, incapacitation, coercion and force.
- B. The following procedural terms are used in this policy. See [Sexual Misconduct Policy Roles and Terminology](#) for definitions of the following terms:

Advisor	Respondent
Complainant	Responsible Employee
Confidential Employee	Supportive measures
Formal Complaint	Support person
Preponderance of evidence	Supportive and remedial response
Report	

IV. Education of the AMBS community

In the interest of cultivating wholesome relationships, and in order to inform and remind people of AMBS's stance against sexual misconduct, AMBS employees and students are educated on the nature and consequences of sexual misconduct in several ways as outlined in the [Sexual Misconduct Education Procedures](#) document.

V. Roles and Responsibilities

- A. **Title IX Coordinator.** The AMBS Academic Dean currently serves as the *Title IX Coordinator*. In this capacity the coordinator oversees this policy and reports of misconduct from or involving AMBS students, including those in non-degree programs. The Title IX Coordinator may act through a designee.
 1. **Beverly Lapp**, Vice President and Academic Dean and Title IX Coordinator, bkclapp@ambs.edu, 574-296-6267 (office); 574-596-4025 (cell); 3003 Benham Ave., Elkhart, IN 46517.
- B. **HR Title IX Coordinator.** The Assistant Director of Human Resources or the VP and CFO serve as the *Title IX Coordinator Designee* if there is a report of misconduct from or involving an AMBS employee or volunteer, and will proceed as outlined for the Title IX Coordinator throughout the document.
 1. **Steve Norton**, Assistant Director of Human Resources, sbnorton@ambs.edu, 574-296-6255 (office); 574-312-8394 (cell); 3003 Benham Ave., Elkhart, IN 46517.
 2. **Deanna Risser**, Vice President and Chief Financial Officer, darisser@ambs.edu, 574-296-6212 (office); 574-370-9618 (cell); 3003 Benham Ave., Elkhart, IN 46517.

- C. **Responsible Employees.** At AMBS, most employees are designated as Responsible Employees, which means they must report information they receive about sexual misconduct, including sexual harassment, and/or allegations of this to the Title IX Coordinator. Responsible employees at AMBS are aligned with the Title IX designation of “Persons with Authority.”
- D. **Confidential Resources.** *At AMBS, some employees are Confidential Resources, who will not disclose information to others without the express permission of the individual who shared the information. They will be prepared to share options for reporting and how to access necessary support and care. The following employees are Confidential Resources.
1. **Andy Brubacher Kaethler**, Director of Campus Care, andybk@ambs.edu, 574-389-0810 (cell).
 2. **Janeen Bertsche Johnson**, Director of Campus Ministries, jbjohnson@ambs.edu, 574-533-3608 (cell).
 3. The AMBS teaching faculty.
- *There are exceptions when there is a threat to the individual or community, or if the incident involves a minor; in these cases Confidential Resources must report the information to the Title IX Coordinator.
- E. **Sexual Misconduct Response Team (SMRT).** A Level 2 Investigation relies on a team of AMBS employees prepared to form roles to carry out the Level 2 procedures. When a SMRT is formed for a Level 2 Investigation, they will be assigned and trained for roles as follows by the Title IX Coordinator.
1. Two members will serve as **SMRT Investigators** (no decision-making role) and complete the investigatory process including submitting a pre-hearing report to the rest of the team. At the discretion of the Title IX Coordinator and with the approval of the Administrative Cabinet, including in instances where a conflict of interest between AMBS and the complainant and/or respondent is identified, investigators from outside of the institution may be employed to complete the investigation.
 2. Two members will serve as the **SMRT Response Panel** that receives the SMRT Investigators’ report, conducts the review panel hearing, and makes a final determination to present to the Title IX Coordinator.

VI. Reporting Sexual Misconduct

- A. If the report involves an AMBS student, contact the Title IX Coordinator at bklapp@ambs.edu. If the report involves an AMBS employee or volunteer, contact one of the HR Title IX Coordinators (Deanna Risser at darisser@ambs.edu or Steve Norton at sbnorton@ambs.edu). The coordinator will outline options, including the procedure for making a formal complaint, and options for notifying law enforcement authorities if desired.
- B. Reports can also be made through an online reporting form at <https://ambsforms.wufoo.com/forms/q1y2sods0yxqlhb/>
- C. AMBS seeks to remove any barriers to reporting. If someone making a report of an instance of sexual misconduct was involved in violations related to AMBS’s alcohol or drugs policy that occurred alongside this instance, AMBS will offer amnesty for those violations. AMBS may choose, however, to require or recommend educational or therapeutic remedies in certain situations. This policy does not grant immunity for criminal, civil, or legal consequences for violations of federal, state, and/or local laws.

- D. If the Title IX Coordinator or one of the HR Title IX Coordinators (see above) are not immediately available to help, contact one of the following employees as noted below. They will outline options and procedures and inform the appropriate individual.
1. Reports involving students:
 - **Mary Ann Weber**, Student Services Coordinator, maweber@ambs.edu, 574-296-6207 (office); 574-202-8608 (cell);
 - **Jeff Marshall**, Director of Maintenance and Security, jmarshall@ambs.edu, 574-298-2575 (cell).
 2. Reports involving employees:
 - **Jeff Marshall**, Director of Maintenance and Security, jmarshall@ambs.edu, 574-298-2575 (cell).
- E. If a report involves the Title IX Coordinator, then President David Boshart should be contacted at president@ambs.edu or 574-295-3726.

VII. Supportive Measures

In response to a report, the Title IX Coordinator will promptly contact the reporter to discuss the availability of supportive measures (with or without the filing of a formal complaint), consider the reporter's wishes with respect to supportive measures, and explain the Sexual Misconduct grievance process steps. Fair and responsible supportive measures will be available to all parties.

Concerns regarding future security, academic issues or housing arrangements affecting the reporter or complainant should be addressed to the Title IX Coordinator. The reporter/complainant will be notified of the options for, and available assistance in, changing academic and living situations, if so requested and if such changes are reasonably available.

Interim actions may be taken throughout the process to ensure the safety and well-being of the reporter/complainant. These actions may include prohibiting the respondent from being on AMBS property or contacting the reporter/complainant, or requiring a change in the respondent's residency (if the respondent lives in AMBS housing), student status, or class schedule.

VIII. Failure to Participate

Victims of sexual misconduct may choose not to submit a formal complaint to the Title IX Coordinator. However, should evidence of sexual misconduct come to the attention of the Administrative Cabinet, this governing body is required to investigate the allegation.

Any employee or student accused of sexual misconduct who refuses to participate in the Level 1 or Level 2 procedures will be placed on unpaid leave or will be withdrawn from courses and placed on leave of absence.

IX. Sexual Misconduct Grievance Procedures Overview

The Title IX Coordinator will ensure that the outlined procedures are followed and that the process is trauma-informed, prompt, thorough, and fair.

- A. If the report does not involve a member of the current AMBS Learning Community (defined as employees, students, and third parties involved in current AMBS activities) it will be dismissed as a Title IX process and moved to the appropriate AMBS policy for addressing the report.

- B. The Title IX Coordinator works with the reporter to determine whether they prefer a supportive and remedial response, a Level 1 Informal Resolution process, or a Level 2 Investigation.
- C. If a supportive and remedial response is preferred, the Title IX Coordinator works with the reporter to identify their wishes, assesses the request, and implements accordingly. No formal Sexual Misconduct Grievance Process (Level 1 or 2) is initiated, though the individual making the report can elect to initiate one later, if desired.
- D. If the initial assessment by the Title IX Coordinator determines the report falls within this policy, and if a formal complaint is filed by the reporter or coordinator, the process will move forward with Level 1 Information Resolution or Level 2 Investigation.
- E. The Title IX Coordinator or designee leads Level 1 Information Resolution procedures.
- F. The appointed SMRT manages the Level 2 Investigation procedures, filling the roles of SMRT Investigators (two members) and SMRT Response Panel (two members). Outside investigators may be contracted with to fill the role of investigators.
- G. The SMRT Response Panel serves as decision-maker for a Level 2 Investigation and submits a report with the final determination to the Title IX Coordinator.
- H. Respondents in a formal complaint are presumed not responsible for the alleged conduct until a final determination is made by the SMRT Review Panel.
- I. If the complaint is of a criminal nature, a law enforcement investigation will be carried out independently of investigations at AMBS.
- J. Specific procedures for the Initial Assessment, Level 1 Information Resolution and Level 2 Investigation are outlined in the [Sexual Misconduct Grievance Procedures](#) document.
- K. To the extent possible, AMBS seeks to protect the privacy of all parties involved in alleged acts of sexual discrimination, harassment, or violence. However, upon receipt of a complaint of sexual misconduct, AMBS is required by law to take action that ensures that the harassment and/or violence stops immediately, prevents its recurrence, and addresses its effects. These requirements will mean sharing limited and pertinent information with the complainant, respondent, witnesses, response panel, and members of the Administrative Cabinet related to the specific complaint.
- L. The coordinator will determine a clear and prompt timeline for the major stages of the complaint process:
 1. Timeline for conducting the Level 1 or Level 2 procedures after submission of a formal complaint;
 2. Timeline for the complainant and respondent to receive communication about the Level 1 or Level 2 process and outcomes.
 3. Timeline in which both parties may appeal the outcome of the Level 2 process.

X. Disciplinary Actions and Sanctions

- A. Following the grievance procedures, if the SMRT Response Panel determines that the respondent did engage in sexual misconduct (discrimination, harassment, or violence), the following examples of possible disciplinary actions or sanctions may be imposed:
 1. Verbal reprimand with possible warnings
 2. Probationary period
 3. Written reprimand with warnings in personnel or student file
 4. Monitored, restricted, or denial of access to AMBS campus, programs, online resources, continuing education, employee or all-campus social gatherings, salary increases, research funds

5. No social or verbal interactions with respondent (including change of residence, work schedule or course schedule if necessary)
 6. Mandatory counseling/therapy or training at respondent's expense
 7. Suspension from work (unpaid) or courses for a period of time
 8. Dismissal from employment or academic program
- B. In addition, when it has been ascertained that an employee who is licensed or ordained for ministry has engaged in sexual misconduct, the appropriate official from the credentialing body, including MC Canada or MC USA, will be notified.

XI. Prompt and Equitable Response

- A. The Level 1 or Level 2 procedures will seek to determine whether sexual discrimination, harassment or violence has occurred using the preponderance of evidence standard.
- B. AMBS will maintain documentation of all proceedings related to the complaint, independent of other criminal investigations.
- C. The Title IX Coordinator will ensure that both parties are concurrently given written notification of the outcome of the grievance procedures. FERPA laws permit AMBS to disclose information to the complainant related to the sanction imposed upon a student, employee, or third party who was found to have engaged in discrimination or harassment, if the sanction directly relates to the complainant.

XII. Appeal of the Final Determination

In a Level 2 Investigation process, the complainant or the respondent may appeal the final determination to the AMBS president within ten working days (Monday through Friday) of its receipt. The president will have 30 days to review the work of the SMRT and the Title IX Coordinator, conduct other deliberative work, and determine whether to honor the appeal. The decision of the president will be final. If the president is the respondent, the appeal will go to the chair of the AMBS board of trustees, for review and final decision.

XIII. Remedies and Enforcement

- A. If the process determined that sexual discrimination, harassment, or violence has occurred, AMBS will take steps promptly to protect the complainant.
- B. AMBS personnel will follow-up with the complainant and the respondent to offer support and assistance, which could include referrals to local agencies or ministries for ongoing counseling.
- C. The Title IX Coordinator will have resources available for educating employees and students on the definition, nature, evidence, and consequences of sexual discrimination, sexual harassment, and sexual violence.

XIV. Sexual Assault Resources

Emergency	911
Elkhart General Hospital Emergency Room	600 East Blvd., Elkhart, IN, 574-523-3315
Elkhart City Police	175 E. Waterfall, Dr., Elkhart, IN, 574-295-7070
Elkhart County YWCA 24-hour Crisis Line	574-294-1811, www.ywcain.org

Elkhart County Prosecuting Attorney's Office <i>Victim Assistance Services</i>	574-523-2237 to reach a trained advocate to help you access resources and consider legal options; 574- 296-1888 to file a criminal report. More details at elkhartcountyprosecutor.com
Fort Wayne Sexual Assault Treatment Center	90 minutes southwest of Elkhart; their web pages include helpful links to resources
The Latino Coalition against Domestic and Sexual Violence in Indiana	1-866-442-4627 to speak to a bilingual trained sexual assault advocate 24/7
National YWCA Domestic Violence 24-hour Crisis Line	1-866-937-9922
National Domestic Violence Hotline	1-800-332-7385 to speak to an advocate online
Oaklawn Community Mental Health Center	2600 Oakland Ave., Elkhart, IN, 574-533-1234
Samaritan Center (therapy resources)	221 E. Crawford St., Elkhart, IN, 574-262-3597 https://www.elkhartsamaritan.org/
Saint Joseph Forensic Department and Emergency Room, located in Mishawaka	Available for medical assistance, as well as sexual assault medical exams by trained sexual assault nurse examiners (also referred to as SANE nurses) (https://www.sjmed.com/forensic-department)
S-O-S of the Family Justice Center South Bend, IN (help center for victims)	Hotline: 574-289-435; Business: 574-234-6900 https://www.fjcsjc.org/

XV. Retaliatory Behavior

AMBS will not tolerate retaliatory behavior toward the complainant, witnesses, support persons, advisors, or others involved in processing the complaint by any person, group, or organization. It will also not tolerate retaliatory behavior toward the respondent, witnesses, support persons, or advocates by any person, group, or organization. Retaliation by an AMBS employee may result in suspension or possibly termination of employment; retaliation by student(s) may result in suspension from courses and/or termination of student status.

XVI. Intentionally Dishonest Complaints of Sexual Misconduct

This Sexual Misconduct policy assumes “good faith” on the part of the person lodging the complaint and/or activating the grievance procedures. Anyone who has submitted a sexual misconduct complaint that is intentionally deceiving, dishonest, or malicious or has given false or misleading testimony in the pursuit of a complaint, will be subject to disciplinary action. Persons who feel they have been falsely accused of sexual misconduct may utilize the AMBS grievance policy.

Revised and approved by Administrative Cabinet, September 21, 2020