

2019 ANNUAL SECURITY/ FIRE REPORT



CHRISTIAN BROTHERS UNIVERSITY



John Lotrionte
DIRECTOR OF CAMPUS POLICE & SAFETY



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INTRODUCTION

Christian Brothers University's Department of Campus Police & Safety is dedicated to ensuring a campus environment that is safe and secure. We are also committed to continually strengthening the professional development of our department and to building strategic working relationships with students, staff, and faculty. It is important that you familiarize yourself with the University's security measures and procedures. Please review the policies, procedures, and services that help enhance campus safety. This report covers these important items in detail and is provided to you in compliance with state and federal laws. If you have any questions about this report or campus safety operations at Christian Brothers University, please call us at (901) 321-3550 or email the Department at

safety@cbu.edu.

The Department of Campus Police & Safety, in cooperation with many other departments at Christian Brothers University, prepares and distributes this annual Campus Security Report by October 1st of each year. This report will provide you with information concerning security related services offered by the University in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Tennessee College and University Security Information Act.

Campus crime, arrest, and referral statistics include those reported to the Department of Campus Police & Safety, designated campus officials (including but not limited to residence life staff, Dean of Students, Director of Student Activities, judicial affairs officers, advisors to student organizations, and athletic coaches), and local law enforcement. The Director of Student Counseling informs students of the procedures to report crimes to the Department of Campus Police & Safety on a voluntary basis if it is in the best interest of the client. A procedure is in place to anonymously record pertinent information confidentially during such a session.

Each year, an email notification will be made to all faculty, staff, and students directing them to the Web site where this report is available. Within this email, a copy of the ASR/ASFR will be attached in its entirety. Copies of the report can be obtained at the Department of Campus Police & Safety located in St. Joseph Hall and/or at the campus Post Office. At Christian Brothers University, we take safety and security seriously. We are committed to provide and maintain a safe and secure environment for our staff, students, faculty, and visitors.

Your personal safety is a priority at CBU. To maintain a safe campus requires a partnership between the members of the campus community and Department of Campus Police & Safety. Security is everyone's responsibility and we need your help to ensure that our campus is a safe place to learn, live, and work.

The purpose of this publication is to:

- Provide the Christian Brothers University Community with an overview of the University Police Department's services.
- Share crime statistics as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
- Share information with prospective students, their families and other interested community members.

Sincerely,
John Lotrionte, *Director, Department of Campus Police & Safety*
Christian Brothers University

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HOW TO REPORT CRIMINAL ACTIONS AND OTHER EMERGENCIES

For emergencies on campus, contact the Department of Campus Police & Safety by dialing 3550 from a campus phone or 321-3550 from a cell phone or off campus.

On campus, you may also dial 9, then 911 for emergencies.

Members of the CBU community, as well as our visitors, are encouraged to actively participate in reporting suspicious behavior, hazardous conditions, criminal activities, or an emergency situation. Any time an immediate response is needed or a person is unsure of whom to call, the Department of Campus Safety may be contacted by phone or in person at St. Joseph Hall. The Department of Campus Safety has officers on duty 24 hours a day, 7 days a week including holidays. The main office is open from 8:00 a.m. until 4:30 p.m. Monday–Friday. After 4:30 p.m. an officer may be contacted by phone or by use of a call box located next to the main entrance of the Department of Campus Safety.

Also, crimes may be reported to the following:

Dean of Students	(901) 321-3536
Director of Residence Life	(901) 321-4102
Director of Health Resources	(901) 321-3260
Director of Campus Police & Safety	(901) 321-3550
Director of Counseling	(901) 321-3527
Director of Human Resources	(901) 321-3474
Directors of Campus Ministry	(901) 321-3477
Director of Student Activities	(901) 321-3529

EMERGENCY PHONES

Three Emergency Call Boxes, which have blue lights illuminated at the top for visibility, are located on campus:

- One in the Central Parking Lot
- One between Maurelian and Rozier residence halls
- One in the Buckman Quadrangle between Nolan Engineering Center and Assisi Hall

These emergency phones are direct lines to the Department of Campus Safety. When activated, officers have voice contact with each caller.

CONTACTING RESIDENCE LIFE, HEALTH SERVICES, & COUNSELING SERVICES AFTER HOURS

Residence Life staff are on duty 24 hours a day during regular school sessions. Each residence hall has an assigned Resident Director, as well as Resident Assistants, to help students. A full-time counselor is employed by the University as well as a part-time registered nurse and nurse practitioner. For counseling or health service needs in an emergency which occurs after normal business hours, please call Campus Safety at 3550.

Campus Police & Safety officers handling an incident involving a member of our university community will

contact a counselor, Residence Life staff member, or other emergency services if needed or when requested by a victim. Campus Safety Officers also contact emergency services outside of the University if needed. Staff members associated with Residence Life, Counseling Center, Health Services, Campus Ministry, and other departments may advise persons of procedures involving reporting of pertinent matters to the Department of Campus Safety and local police. Victims of crime, harassment, or any other incident may have someone accompany them when reporting an incident to the Department of Campus Safety or local police.

The Department of Campus Safety will cooperate with and request local police whenever such involvement is appropriate. Local hospitals and other medical facilities may be required to contact campus or local police in some cases where evidence of a crime becomes apparent during treatment of a patient.

Crisis Telephone Numbers (24-hour free assessment/assistance)

AI- Anon	(901) 323-0321
Alcohol Abuse 24-Hour Assistance	(1-800) 234-1253
Alcoholics Anonymous Helpline	(901) 726-6750
Cocaine Anonymous Hotline	(901) 725-5012
Memphis Crisis Center (database of 3,000 referrals)	(901) 274-7477
Lakeside Needs Assessment and Referral Center	(901) 377-4733
Narcotics Anonymous	(901) 276-5483
Parkwood Hospital	(901) 521-1400
Rape Crisis (Shelby County Rape Crisis Center)	(901) 222-4350
St. Francis Behavioral Health Services	(901) 765-1400
Suicide and Crisis Intervention	(901) 274-7477 or 1-800-SUICIDE

SECURITY INFORMATION

Students and employees are informed about safety and security issues at orientation sessions and throughout the academic year. The Student Handbook and Staff Handbook also provide safety, security, and emergency information and advice. The Department of Campus Safety maintains a Web site accessible through the University web address at (www.cbu.edu/safety) which contains information concerning safety and security issues. Also, in compliance with the Clery Act, the Department of Campus Safety maintains a written log of incidents which occur on campus and on public property contiguous to the university. This log contains the date, time, general location, classification, and disposition of incidents and is available to the public upon request.

CLERY TIMELY WARNING NOTICE

In the event of a substantiated serious security or safety concern, either on University property or in the near vicinity of the campus, numerous and diligent efforts are made to advise members of the campus community. The University takes its duty seriously to inform students and campus community members of threatening situations and how they can best protect themselves from harm. Information related to crime-related and other potentially threatening situations is provided in an accurate and timely fashion for use by students and

other University community members to reduce their chances of becoming victims. These notices will be issued as a means of a "Clery Timely Warning Notice" (CTWN) or a "Security Alert" (SA).

WHAT CONSTITUTES ISSUANCE OF A CLERY TIMELY WARNING NOTICE?

Clery Timely Warning Notices are specifically related to compliance with the federal Clery Act, which requires colleges and universities to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated--so that campus community members can protect themselves from harm. The Clery Act identifies specific crimes that require a timely warning notice to be issued, when crimes are reported to officials with significant responsibility for student and campus activities, campus safety, or the local police and the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus.

All Clery Act Crimes which represent a serious or continuing threat to the person and well-being of students and employees. Examples include but are not limited to: criminal homicide; sex offenses; robbery; aggravated assault; burglaries - occupied rooms, offices, structures; hate crimes; persons with weapons with intent to use; threat of violent crime; situations where suspect is not known; or assault- physical or sexual.

In addition to these events the CBU Mass Notification System can be activated for the following situations:

- Weather-related threats to the campus and surrounding area; emergency school closing; a fire emergency on campus.

TIMING, CONTENT, AND DECISION CRITERIA FOR A CLERY TIMELY WARNING NOTICE:

The Clery Act does not define what is timely. However, the warning should be issued as soon as pertinent information is available, because the intent of a Clery timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.

Clery Act regulations do not specify what information should be included in a timely warning. However, the warning should include all information that would promote safety, because the intent of the warning is to enable members of the campus community to protect themselves.

The issuing of a timely warning notice should be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim.

HOW CLERY TIMELY WARNING NOTICES ARE ISSUED:

Clery Timely Warning notices will be issued to students and employees upon confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area. This information may be disseminated to campus community members via a variety of mechanisms or mediums. Christian Brothers University will use one or more of the following means: electronic mail messages; text messaging to cell phones via the CBU mass notification system; automated voicemail via the CBU mass notification system; the CBU website (www.cbu.edu); other methods deemed necessary that may be used in the information dissemination process.

DECISION TO ISSUE CLERY TIMELY WARNING NOTICE - RESPONSIBILITY:

The decision to issue a Clery Timely Warning Notice or a Security Alert is made by the Director of Campus Police & Safety or his/her designee.

CHRISTIAN BROTHERS UNIVERSITY MISSING STUDENT POLICY

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to the Department of Campus Safety which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the University in case a student is determined to be missing. If a missing student is under 18 years of age the Department of Campus Safety is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by Campus Safety that the student is missing. The Department of Campus Safety will also notify the Memphis Police Department not later than 24 hours after it determines that the student is missing. The Dean of Students shall have the responsibility of making the provisions of this policy and the procedures set forth below available to students. Procedure: Any report of a missing student, from whatever source, should immediately be directed to the Department of Campus Safety. When a student is reported missing, the Department of Campus Safety shall:

1. Initiate an investigation to determine the validity of the missing person report.
2. Contact the Dean of Students.
3. Make a determination as to the status of the missing student.
4. If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
5. Notify Memphis Police Department within 24 hours after determining that the student is missing.

NOTIFICATION:

1. The Director of Campus Safety notifies the Vice President of Student Life.
2. The V.P. for Student Life will brief the President of the University as well as the Executive Director of Communications and Marketing.
3. The V.P. for Student Life shall initiate whatever action she/ he deems appropriate under the circumstances in the best interest of the missing student. Student Contact Information: Students shall ensure that there is up- to- date emergency contact information on file at the Registrar's Office and with the Director of Residence Life (if living in campus housing).

DISTRIBUTION OF THIS POLICY SHALL INCLUDE:

1. Notification of this policy to the community sent by email.
2. Posting of this policy on the CBU Campus Safety's and Resident Life's web pages.
3. The inclusion of this policy will be implemented into the student handbook. Any incidents of missing persons shall be documented in the annual Campus Security Reports as well as the annual Clery Act and Tennessee Bureau of Investigation statistics.

ACCESS TO CAMPUS FACILITIES

RESIDENCE LIFE

Christian Brothers University maintains both residence halls and student apartments. The Office of Residence Life stresses safety prevention and takes measures to assist residents including: Residence Life staff members (Resident Directors and Resident Assistants) live throughout the residence halls to assist with many different matters. A Resident Life staff member is always available or on call if needed.

- The three Capstone Apartment buildings have built-in security systems in each unit which can be activated by the resident.
- Student rooms are equipped with security locks and keys that are stamped "Do Not Duplicate". If a key is lost, the lock is promptly changed after being reported to the Office of Residence Life or a student staff member.
- Students living in the residence halls are often reminded to lock their doors and secure any valuables.

- The Student Handbook provides additional information and details on residence hall policies and procedures.

NON-RESIDENTIAL BUILDING ACCESS

Academic buildings are locked following the last classes each day and are reopened by Campus Safety Officers prior to the beginning of classes the next day.

A 24 hour computer lab is provided to members of the university community and uses a card access system for entry after normal business hours.

Students entering academic buildings after normal business hours must have permission from the appropriate dean or have made prior arrangements with an academic department. Student workers monitor other academic labs during normal hours of operation.

Other security considerations concerning campus facility maintenance

- Safety and security maintenance requests receive priority over non-safety and non-emergency work orders in the university's maintenance department.
- Campus Safety Officers and maintenance personnel are expected to promptly report any safety and security maintenance issues when discovered.
- The University utilizes strategically placed closed circuit surveillance cameras to supplement patrols provided by Campus Safety Officers.

INFORMATION CONCERNING CAMPUS POLICE & SAFETY

ENFORCEMENT AUTHORITY

The Department of Campus Police & Safety is comprised of 16 full-time officers who provide security services around the clock every day of the year. The primary objective of officers is the protection of life and property at the university. Some members are campus police officers. Campus police officers are commissioned by the Memphis Police Department as special police officers and meet at the requirements of the Tennessee Peace Officer Standards and Training Commission. Campus police officers are armed while non-sworn security officers are not. Each officer represents the University as an enforcer of regulations and policies as well as state and local laws. Campus Police & Safety maintains a close working relationship with local law enforcement agencies. Officers use vehicle, foot, and motorized cart patrols throughout the university.

SAFETY ESCORTS

Campus Police & Safety provides safety escorts on campus at any time for faculty, staff, students, and visitors. These escorts may be by vehicle or on foot.

EDUCATIONAL PROGRAMMING CONCERNING SAFETY & CRIME PREVENTION

The Department of Campus Safety maintains a web page as part of the Christian Brothers University World Wide Web site. This web page contains crime prevention tips and information concerning crime alerts. The Department of Campus Safety can also be contacted via email at safety@cbu.edu.

Throughout the year various safety programs are presented by the offices of Campus Safety, Residence Life, Student Activities, Dean of Students, and Student Counseling. Additional training and presentations is given to Resident Directors (RD) and Resident Assistants (RA) on how report on campus incidents in compliance with Clery. Guest speakers are also periodically invited to speak on safety issues.

Additional information regarding crime prevention and programming designed to prevent dating violence, domestic violence, sexual assault, and stalking can be found in the Sexual Assault Policy in this report.

ALCOHOL POLICY

University Policy

The Christian Brothers University Alcohol Policy, developed from the spirit of the University's mission

statement, is, insofar as possible, educational in nature. The goals of this policy are to create a non-coercive social environment respectful of those who choose not to drink; to promote moderation, safety and individual accountability for those who choose to drink legally; and to establish and maintain an informed community where the effects of alcohol abuse and the behavioral problems associated with it are minimal. Christian Brothers University permits the moderate use of alcohol within the limits of applicable state, city, and county liquor laws and the policies of the University. The use of alcoholic beverages is viewed as a privilege, not a right. All persons within the CBU community are expected to observe the following alcohol policy that **prohibits**:

- i. Public intoxication
- ii. Providing an alcoholic beverage to an obviously intoxicated person
- iii. Drunk or disorderly conduct
- iv. Persons under the age of 21 serving, possessing or consuming alcohol
- v. A person over the age of 21 supplying (i.e., selling, giving, getting, etc.) alcoholic beverages to anyone under 21 years of age
- vi. A person under the age of 21 falsifying or possessing any form of identification to attempt to secure any alcoholic beverage
- vii. Possession of open container(s) (e.g., any bottle, can, mug, etc.) of alcoholic beverages, and/or their consumption except in designated locations which have been specified in accordance with state law and the University policy
- viii. Alcohol consumption in any room of the residence halls where all occupants are under 21 years of age.
- ix. If an event with alcohol occurs off campus that would lead a reasonable person to believe the event was preplanned by an organization and not registered with the Alcohol Review and Programming Board, the event will be considered an unapproved party.
- x. Kegs and/or other multi-liter containers (empty or filled) in the residence halls.
- xi. Students purchasing alcoholic beverages with University-approved student fees or with any student funds which are collected and administered by University office or agency unless approved to do so by the Associate Vice President for Student Life or a designated representative of that office.
- xii. Consumption of alcoholic beverages in the hallways of the residence halls, the lounges of the residence halls or any part of campus, except as permitted herein.
- xiii. Failure to be responsible for the conduct of campus guests or to acquaint them with the University policies and procedures regarding the use of alcoholic beverages.
- xiv. Participation in drinking games or other forms of binge drinking behavior.
- xv. Failure to comply with rules and criteria set forth by the Alcohol Review and Planning Board, and procedures specified in *The Compass* for the use of alcoholic beverages at University functions will result in one or more of the following sanctions:

- **Parental/Guardian Notification**

- Federal legislation allows universities to notify the parent or guardian of students under the age of 21 who violate any federal or state law, or any rule of the institution, governing the use of alcohol or drugs. Christian Brothers University, therefore, may notify parents or legal guardians in writing of any such violation.

- **Criminal Sanctions**

- Federal Government guidelines state that anyone under 21 years of age receiving Federal Financial Aid (Pell Grants) who is convicted of violating established Federal or State Alcohol Laws may lose his or her financial aid.

- Court-imposed sanctions for a first offense of the above offenses are listed as follows:

- Fines of \$50 to over \$100
- Jail terms of 30 days to 3 years or more
- Community service hours

These sanctions can be combined or issued separately depending upon the interpretation of the judge.

▪ **University Sanctions**

Christian Brothers University sanctions may be issued by appropriate disciplinary authorities. Depending upon the severity of the incident and the student's prior record, any of the sanctions specified in the Code of Student Conduct may be levied, ranging from warning to suspension or expulsion.

2. Use of Alcoholic Beverages at University Functions

a. Campus-Wide Socials Events

Any campus-wide social events, off-campus or on-campus parties open to the campus or closed to the organization, sponsored by a University club or organization must follow these guidelines if alcohol is being served. Several details of the event will be subject to approval by the Alcohol Review and Planning Board.

b. Alcohol Review and Planning Board

- i. The purpose of the Alcohol Review and Planning Board (ARPB) is to promote the responsible use of alcohol at Christian Brothers University. Its membership is to include the following representation:
 - The Dean of Students (Chairperson)
 - The Director of Student Activities
 - The Director of Campus Police & Safety
- ii. The following represents the overall function of the ARPB:
 - To review the guidelines and procedures when an individual, club or organization requests alcohol be made available at campus-wide socials or parties for the Christian Brothers University campus community. (See Campus- Wide Socials/Parties above).
 - To review requests to host an event with alcohol which is an exception to the stated conditions for alcohol use on campus or the alcohol policies stated within *The Compass*. The ARPB will make a final decision on each request. Procedures to follow for the review of your event by the ARPB: You must submit a *CBU Activities Request Form* to the Coordinator of Student Activities and Organizations at least one week prior to the event. This form must be signed by the president of the club/organization (if applicable), and advisor of the sponsoring club or organization, ensuring that the criteria listed below for the use of alcohol at University functions are met.
- iii. **Bus Policy**

Any campus-wide party or closed party sponsored by a University club or organization must comply with the bus policy. A bus must be provided for any event off campus where alcohol is being served and/or sold. Please see the ARPB for further information regarding the bus policy.

3. Criteria for Sponsored Events with Alcohol

Those individuals or organizations sponsoring events where alcoholic beverages will be served must adhere to the guidelines listed below. The use of any alcoholic beverages must be in accordance with applicable state, city and county laws and the following requirements:

- a. Any student or guest requesting alcoholic beverages will be required to verify his or her age with a driver's license. A law enforcement official, licensed alcohol server or privately hired security, assisted by a designated club member and/or advisor, will verify identification. Only those students who meet the age requirements of Tennessee state law will be served or permitted to consume alcoholic beverages. Additional picture identification may be required if the legal age of the presenter is questioned.
- b. Students are responsible for the conduct of their guests, and as such, should take care to acquaint their guests with University policies regarding the use of alcoholic beverages. It is the responsibility of individuals or organizations sponsoring events where alcoholic beverages will be served and of their advisor to ensure that alcoholic beverages served to

those meeting Tennessee age requirements (whether students or guests) are not in turn consumed by underage individuals.

- c. Organizations sponsoring events where alcoholic beverages are served must hire additional security guards and/or law enforcement officials. The number of additional guards shall be determined by the ARPB.
 - d. Alcoholic beverages shall not be served or consumed by individuals who demonstrate a lack of sobriety. Enforcement of sobriety standards is the responsibility of the individuals or organizations sponsoring the event and their advisor.
 - e. The third party vendor hired by the organization must assume the responsibility for providing adequate controls for proper dispensation of alcoholic beverages, and for the good order of the participants at the event. However, the advisor must be present during the entire event when alcohol is served off campus to intervene if a situation was to occur. The organization shall review its plans with its advisor and the Alcohol Review and Planning Board. They will be responsible for approving plans prior to the event. The organization has the responsibility for cleaning any University facilities utilized for its sponsored event.
 - f. The organization's officers and advisor must assume the responsibility for providing adequate controls for proper dispensation of alcoholic beverages, and for the good order of the participants at the event. Therefore, the advisor must be present during the entire event when alcohol is served on campus. The organization shall review its plans with its advisor and the Alcohol Review and Planning Board. They will be responsible for approving plans prior to the event. The organization has the responsibility for cleaning any University facilities utilized for its sponsored event.
 - g. Organizations that sponsor campus-wide events where alcohol is consumed are encouraged to have the appropriate liability insurance to protect themselves and the University.
 - h. Nonalcoholic beverages and food shall be provided in adequate amounts determined by the Alcohol Review and Planning Board when alcoholic beverages are served.
 - i. Organizations must abide by the alcohol responsibility guidelines specified in the University Alcohol Policy.
4. Violations by students
- Any violation of the Alcohol Policy will subject the student to the following minimum disciplinary sanctions. Other more serious measures may also be taken at the discretion of the Dean of Students where warranted.

First Violation of the Academic Year

The student will:

1. Receive a minimum fine of \$50. The fine will be charged to the student and read as an "Alcohol Policy Violation" on his or her bill from the University;
2. Dispose of all alcoholic beverages in his or her possession or they will be confiscated and disposed of by a University staff member;
3. Complete an alcohol/drug education class and, if determined necessary by the Dean of Students, complete an alcohol evaluation;
4. Receive a written or oral warning that current or future alcohol policy violation(s) may result in more severe sanctions and/or administrative action at the discretion of the Dean of Students (e.g., removal from housing, probation, suspension) when:
 - i. The violation occurs in conjunction with other University policy or standards violations.
 - ii. The violation involves offensive or potentially harmful behavior to the student or others, such as fighting, threats or acts of verbal or physical aggression, driving under the influence, unauthorized access and vandalism; and/or
 - iii. There have been previous violations of University policy or standards and/or incident reports within the current or previous academic year.
5. Depending of the nature of the violation and the student's response, parental

notification will be at the discretion of the Dean of Students.

Second Violation of the Academic Year

The student will:

1. Receive a minimum fine of \$75. The fine will be charged to the student and read as an “Alcohol Policy Violation” on his or her bill from the University.
2. Dispose of all alcoholic beverages in his or her possession or they will be confiscated and disposed of by a University staff member;
3. Complete an alcohol evaluation and any follow-up treatment or assistance programs recommended in the evaluation;
4. Receive written notification of any further sanctions or administrative action at the discretion of the Dean of Students, (e.g., removal from housing, probation, suspension) especially when other violations are present as listed above
5. Parental notification may be undertaken by the Student Life staff.

Third Violation of the Academic Year

The student will:

1. Receive a minimum fine of \$100. The fine will be charged to the student and read as an “Alcohol Policy Violation” on his or her bill from the University.
2. Dispose of all alcoholic beverages in his or her possession or they will be confiscated and disposed of by a University staff member;
3. Complete an alcohol assessment in addition to any recommended follow-up participation in treatment or assistance programs;
4. Receive written notification of subsequent sanctions that may include removal from housing, probation, suspension at the discretion of the Dean of Students. Failure to complete a required alcohol/drug class or an alcohol/drug evaluation within six (6) weeks will result in:
 - The carry-over of violation for the following year and the inability to register at enrollment for the following semester until requirements are met.
 - The penalty for any subsequent violations of this policy is at the discretion of the University.

The University reserves the right to remove from the residence halls, suspend or expel at any time any student found in violation of this policy.

DRUG POLICY

Christian Brothers University has a prime concern for the well-being of its students, including their psychological and medical welfare, and recognizes the problems created by the misuse of controlled substances. In full support of local, state and federal law, University prohibits the possession, distribution, sale or use of controlled substances (i.e., marijuana, narcotics, barbiturates, hallucinogens or amphetamines and all other drugs prohibited by state and federal law). The University also prohibits the possession of drug paraphernalia (i.e., bongs, one hitters, pipes, clips, etc.). Students who violate this policy are liable for disciplinary action by the University and/or criminal prosecution by civil authorities.

a. Sale

When, in the opinion of the Dean of Students, there is a reasonable basis for believing that a student is or has been trafficking in controlled drugs, or is or has been in possession of such amounts as to make this a reasonable suspicion, s/he will recommend to the Associate Vice President for Student Life that the student be subject to interim suspension pending a judicial hearing.

b. Use

When, in the opinion of the Dean of Students, there is a reasonable basis for believing that a

student has been in possession of prohibited drugs, the student will be subject to judicial action.

c. The Law

Possession, manufacture, sale and/or distribution of controlled substances are illegal under both state and federal law. Giving marijuana or other drugs free of charge to friends will be interpreted by the University to be the same as sale or distribution.

d. Student-Athlete

- i. In observance with N.C.A.A. regulations, each academic year, student-athletes shall sign a form consenting to be tested for the use of drugs prohibited by the Athletic Association. Failure to complete and sign the consent form prior to practice or competition shall result in the student-athlete becoming ineligible for participation (i.e., practice and competition) in all intercollegiate athletics.
- ii. All student-athletes will adhere to the Christian Brothers Athletic Alcohol & Drug Policy and shall sign a Christian Brothers University Drug Education Program Statement of Understanding and Consent Form. Failure to do so will result in dismissal from the athletic team and loss of any athletic aid.
- iii. Use of tobacco products for student-athletes is prohibited during practice and competition. A student-athlete who uses tobacco products during practice or competition shall be disqualified for the remainder of that practice or competition.

e. Sanctions

- i. A drug offense under Tennessee or Federal law can be a misdemeanor or a felony depending on the charge and the amount of drugs. In either case, a criminal record will very likely hamper a person's chances of gaining admission to another school or future employment opportunities.
- ii. Court-imposed sanctions for a first offense for possession, distribution or use of drugs are as follows:
 - Fines of \$1000 to \$200,000 or more.
 - Jail terms of 30 days to 20 years or more.
 - Community service hours. These sanctions can be combined or issued separately depending upon the interpretation of the judge.
- iii. Christian Brothers University sanctions will be issued by the Dean of Students or the Judicial Board. These sanctions are listed in the Code of Student Conduct. A first drug violation will result, minimally, in a fine for \$150.00. It will be paired with an additional sanction, ranging from reprimand, community service, educational program, parental notification, suspension or expulsion.
- iv. Federal government guidelines state that anyone receiving Federal Financial Aid (Pell Grants) who is convicted of violating established federal or state controlled substance laws may lose his or her financial aid.
- v. Drug Counseling
If students of Christian Brothers University feel they may be experiencing a drug problem, they are encouraged to contact the University Counseling Center, located in the Thomas Center. The Director of Counseling is available for confidential consultation on a walk-in basis or by appointment.

Confidentiality will not be violated unless authorized by the student or a threat to life occurs. The Director will be able to provide information and testing, or assist in making a referral to a local agency or treatment facility. The Director may be reached at 321-3527. Additional information on Alcohol and Drug Help Resources is available on the Counseling Center's section of this website.

SEXUAL ASSAULT POLICY

It is the policy of Christian Brothers University to ensure, to the fullest extent possible, that any student, faculty or staff member who is a victim of sexual assault committed on the campus or at a university-sponsored event, shall receive treatment, support and information. Victims of sexual assault will be encouraged to make full use of these provisions. Referrals for treatment will be provided, and

ongoing support will be offered to victims. To protect the privacy of the victim, confidentiality regarding the name of the victim, except on a need to know basis, will be maintained.

Sexual assault involves any sexual act directed against another person, forcibly and/or against that person's will; or where the victim is incapable of giving consent. Threats of death or use of a weapon increase the severity of the legal charges. Sexual assault can be prosecuted even if the victim knows the attacker, did not fight back, had sex with the attacker prior to the assault, or was under the influence of drugs or alcohol or otherwise incapacitated. Victims are encouraged to seek medical attention immediately. If medical attention is sought, *do not shower, change clothes or disturb the scene of the attack. Go to the emergency room or call the Shelby County Rape Crisis Center* (901-222-4350), which is also online at <http://www.shelbycountyttn.gov/index.aspx?NID=737>. *Ask a friend to go with you, if possible.* Medical personnel will treat the physical consequences of assault, such as injury, infection, disease and pregnancy. They can collect evidence that will be needed if you report the crime. They are required to contact local law enforcement agencies; however, you may choose whether to speak with police personnel. You may choose to report the crime through several means. Individuals at the Shelby County Rape Crisis Center (901-222-4350), the Office of Dean of Students (901-321-3536), Campus Police & Safety (901-321-3550), Campus Ministry (901-321-3509) or the Campus Counseling Center (901-321-3527) can talk with you about your decision to report the crime, help you find the resources you need, and respond to requests to change your academic, transportation or living arrangement because of the assault. Several community counseling services are available to victims of sexual assault in the Memphis and West Tennessee area. Remember, there is no shame in being raped.

Rape Crisis (Shelby County Rape Crisis Center)	(901) 222-4350
St. Francis Behavioral Health Services	(901) 765-1400

Whether or not legal charges are filed, students accused of sexual abuse or assault are subject to disciplinary actions from the University, including suspension or other sanctions deemed appropriate. Both the accuser and the accused are entitled to have an advisor present during the disciplinary proceedings, and both will be informed of the outcome of the proceedings. The Shelby County Rape Crisis Center (901-222-4350), the Office of Student Life (901-321-3531), Campus Police & Safety (901-321-3550), or the Counseling Department (901-321-3527) have information or referrals for rape awareness and prevention. In addition, Student Health Services, and Campus Police offer workshops, speakers, and programs on sexual assault education; provide counseling for students; and distribute brochures on dating violence, acquaintance rape, and rape crisis services.

PROGRAMS DESIGNED TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, & STALKING

- “Expectations for Appropriate Sexual/Gendered Conduct/Personal Behavior,” Presented to new international students by Dr. Timothy Doyle, Title IX Coordinator, 1/5/16.
- “Think About It” from Campus Clarity. Accessed online by all incoming CBU day students at www.campusclarity.com. Required for Spring 2016 and Fall 2016 incoming cohorts to pass CBU 101, January 12, 2016 to May 11, 2016.
- “What Nursing Students Need to Know about Title IX,” Presented to incoming BSN student cohort by Dr. Timothy Doyle, CBU Title IX Coordinator, 1/12/16.
- “The Requirements and Beyond: Transforming Campus Culture Through Comprehensive Prevention and Education,” webinar by Holly Rider-Milkovich and Everfi, open to staff, 2/24/16.
- “Title IX and the Role of the RA,” Presented to campus RA staff by Dr. Timothy Doyle, CBU Title IX Coordinator, 8/18/16.
- Title IX and the CBU Athlete,” Presented to all CBU student-athletes and athletic staff by Dr. Timothy Doyle, CBU Title IX Coordinator, 8/30/16.
- “Title IX Training and Behavioral Intervention,” Presented to all new CBU day undergraduate students by Dr. Timothy Doyle, CBU Title IX Coordinator, 9/6/16.
- “Neurobiology of Sexual Assault 2,” webinar led by Dr. James Hopper, presented to staff and funded by the Office on Violence Against Women, U.S. Department of Justice, 9/15/16.
- “What does ‘Sexual Assault, Stalking, Dating and Domestic Violence’ mean?,” Judicial Board Training presented by Dr. Timothy Doyle, CBU Title IX Coordinator, 12/5/16.

DEFINITIONS OF PROHIBITED BEHAVIORS AND CONSENT

- **Sexual Assault** is defined as engaging in sexual intercourse with any person without that person's consent. Sexual intercourse is the penetration, however slight, of the vagina, or anus with any object or body part and of the mouth with a sexual body part or sexual object. Students found responsible for violating the sexual assault section of this policy will be referred to the Special Review Board for adjudication, with resulting sanctions up to and including expulsion.
- **Sexual Misconduct** is defined as the act of making sexual contact with the intimate body part of another person without that person's consent. Intimate body parts include the sexual organs, the anus, the groin or buttocks of any person, or the breasts of a female. Students found responsible for violating the sexual misconduct section of this policy will be referred to the Special Review Board for adjudication, with resulting sanctions up to and including expulsion.
- **Consent**
Definition: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
 - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
 - Previous relationships or prior consent cannot imply consent to future sexual acts.

(p. 58, *The Compass*)

Consent is not freely given if:

It is obtained through the use of force, through the fear of or the threat of force, or by kidnap; or
A reasonable person in the position of the alleged perpetrator at the time the alleged conduct occurred should have known that the other person was unable to give consent for any of the following reasons:

- The individual is unable to make an informed decision as a result of alcohol or other drugs (including but not limited to predatory drugs or prescribed medications); or
- The individual is unconscious, asleep, or suffering from shock; or
- The individual is under the age of eighteen and therefore legally unable to give consent; or
- The individual has a known mental disorder or developmental or physical disability, and therefore legally unable to give consent.
- The individual has acted or spoken in a manner which expresses he or she refuses to give consent.
- **Domestic violence** occurs when the parties involved are current or former spouses, live together or have lived together, are related by blood or adoption, are or were related by marriage, or the child of a person in a relationship described.
- **Dating violence** occurs when the parties involved are dating, have dated, or who have or had a sexual relationship. **In Tennessee, dating violence is incorporated in the Domestic Violence Law (TCA 39-13-111). As of result, Dating Violence will be included in the Domestic Violence category for TENNESSEE INCIDENT BASED REPORTING SYSTEM (TIBRS)**
- **Stalking** is a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, intimidated, frightened, threatened, harassed or molested, and the person whom the conduct is directed at actually feels that way.

SAFE AND POSITIVE OPTIONS FOR BYSTANDER INTERVENTION

How can I intervene if I am a Bystander to Potential Sexual Misconduct?

Below are examples on how someone witnessing potential sexual misconduct as it is beginning or occurring may take safe and positive actions to stop or lessen it:

- **Say something to a friend.** If your friend is a possible target, suggest behavior like “let’s get out of this place and go somewhere else,” or if the friend is with you while you witness a third party at risk, say “let’s introduce ourselves to her. She looks like she might need help.”
- **Interrupt the situation.** Tell a pointed joke; insert oneself into a possibly coercive conversation; call a bartender over; bring a group of others into an encounter can end the behavior.
- **Comment on a Facebook status, Tweet or other social media.** Cyber stalking, bullying, or other inappropriate sexual behavior online can be deflated or deflected by pointed jokes, defense of a target, or direct confrontation, with additional reporting to the platform as a follow-up.
- **Distract from the situation:** Spilling a drink on either the possible perpetrator or victim; turning off/on or changing music; provide food; asking one of the parties to help you by leaving the immediate location are low-risk actions.
- **Redirect to alternate activity.** Pointing either the potential perpetrator or victim to playing a game (pool, cards, etc.); inviting either to dance; suggesting a trip to eat or a movie may offer the target a way out of a coercive or uncomfortable situation.
- **Tell an RA, RD or Student Life.** If a potential perpetrator seems aggressive, dangerous or unrelenting or if the potential victim seems unable to make clear decisions or is unresponsive or incoherent, getting help from outside authorities can address the situation without risking harm to the bystander.
- **Call the police.** Contact with police may be anonymous or identifiable, but if someone is in danger and more direct action may put the bystander at risk at all, 911 calls are a safe and often effective method for a bystander to help individuals who cannot help themselves or are unaware that they may be in danger.

(p. 66 of *The Compass*)

Risk Reduction for Sexual Misconduct

While CBU does not believe that recipients of sexual harassment or assault are responsible for their victimizers’ actions, our Campus Police & Safety Department offers some basic advice on risk reduction to assist people remaining safe:

- Inform others of any travel, particularly when you depart and plan to arrive at destinations
- Remain in close contact with family and friends so they are generally aware of your location
- Monitor what and how much you drink
- Decline food and beverages from strangers, particularly if you did not see its source
- Travel in groups
- Register with CBU’s alert system so you are able to receive timely warnings
- Note the location of emergency call stations on campus
- Only consent to intimate activity you desire and withhold or withdraw it for unwanted behavior
- Leave any situation you find physically or emotionally uncomfortable

The Compass, p. 73.

CBU'S ONGOING PREVENTION AND AWARENESS CAMPAIGNS FOR STUDENTS (AND EMPLOYEES) (VAWA/sexual assault)

CBU requires all freshmen to be fully informed in the extended orientation process regarding Sexual Harassment and Assault. Specifically, they must attend a presentation by the Title IX Coordinator reviewing the University's relevant policy and procedures, including discussions of sexual assault, dating violence, domestic violence, bullying and stalking. They are instructed in definitions of consent, force, coercion, and assault as well as receive instruction on appropriate bystander intervention.

Additionally, all athletes and members of Greek organizations receive annual training on sexual assault and other forms of sexual misconduct, as do incoming cohorts of evening students and the RN to BSN students.

Individual speakers, panels and workshops occur annually, including in 2015 "Know Your Worth College Tour: Domestic Violence Forum," a panel presentation on Domestic and Dating Violence, Stalking and Healthy Relationships. Panelists were: Aaron Jordan Jr., author of *The Power Within, A Woman's Worth: From Both Sexes*; Dr. Timothy Doyle, Associate Vice President for Student Life; Dr. Kelli James, Assistant Professor of Sociology; and Karen Barnett, Dean of Students.

REPORTING SEXUAL ASSAULT

It is the policy of Christian Brothers University to ensure, to the fullest extent possible, that any student, faculty or staff member who is a victim of sexual assault committed on the campus or at a university-sponsored event, shall receive treatment, support and information. Victims of sexual assault will be encouraged to make full use of these provisions. Referrals for treatment will be provided, and ongoing support will be offered to victims. To protect the privacy of the victim, confidentiality regarding the name of the victim, except on a need to know basis, will be maintained.

Reports of sexual assault may also be viewed as sexual harassment. If an incident does not meet the definition of a sexual assault under CBU definitions, the events may still be considered under the sexual harassment policy above.

Reporting to the University

All reports of alleged violations of this policy will be investigated and appropriate disciplinary actions will be taken regardless of whether a police report has been filed. CBU will evaluate allegations of sexual assault and sexual misconduct and, when appropriate, take disciplinary action in accordance with Section 8 of the student handbook, the Compass. All complaints must be made within:

- one year of the date of the incident, and
- prior to the actual physical receipt by the respondent of the terminal degree from the university.

Reports can also be made directly to the Office of Campus Police & Security or the Dean of Students. If the alleged perpetrator is an employee, reports may be made directly to the Director of Human Resources.

Reporting to the Police

On-Campus Incident:

Call Campus Police & Safety immediately at (901) 321-3550, available 24/7. If needed, there are three (3) Emergency Phones on campus at these locations:

- Between Rozier and Maurelian residence halls;
- In Buckman Quad, between Nolan Engineering Center and Assisi Hall;
- In the Central Lot, at the entrance to the lot

In response, Campus Police & Safety will assist you by:

- Ensuring your immediate safety;
- Securing medical assistance as needed;
- Contacting the necessary law enforcement agencies;
- Preserving any evidence;
- Calling the support team you request, e.g. friends, family, the Counseling Center (321-3527) or the Memphis Sexual Assault Resource Center (272-2020, available 24/7), and appropriate university officials;
- Assisting you in making a written statement about the incident.

Follow-up procedures:

After the immediate safety steps have been followed, the student should decide whether or not to bring criminal charges against the perpetrator and/or file sexual assault/harassment charges within the university.

If the perpetrator is believed to be on campus, or is a CBU student, Campus Police & Safety will conduct an immediate internal investigation and determine if the accused needs to be removed from campus pending an inquiry.

Off-Campus Incident:

The student is advised to call 911 immediately. When returning to campus, CBU recommends that the student advise Campus Police & Safety and other appropriate University personnel (e.g. Director of Residence Life, Director of Counseling, Associate Vice President for Student Life) of the incident to assist the student in any of the procedures stated above.

Campus personnel who have been trained to help students through the proper steps including reporting, counseling, and further referrals include the following:

Dr. Timothy Doyle	Associate Vice President for Student Life	(901) 321-3548
Dr. Paul Haught	Vice President for Academics & Student Life	(901) 321-3286
Karen Conway	Dean of Students	(901) 321-3536
Alton Wade	Director of Residence Life	(901) 321-4102
John Lotrionte	Director of Campus Police & Safety	(901) 321-3550
Beverly Word	Director of Counseling	(901) 321-3527
Theresa Jacques	Director of Human Resources	(901) 321-3474
Heather Harrington	Director of Health Resources	(901) 321-3260

Below you can find information related to reporting instances of sexual assault and the appropriate representatives to contact in the event that such situations do occur:

To Report Confidentially

If you desire that details of the incident be kept confidential, speak with the on-campus licensed professional counselor or off-campus rape crisis resources who can maintain confidentiality. Our LPC is available to help you free of charge, and can be seen on an emergency basis. In addition, you may speak off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential. Contact information for on and off-campus resources include:

On Campus:

Ms. Beverly Word, LPC, Thomas Center Lower Level: (901) 321-3527

Off Campus:

- Shelby County Rape Crisis Center, 1750 Madison, #102: (901) 222-4350
- Crisis Center, 24-hour telephone service (901) 274-7477
- Christ Community Health Centers at the following locations:

- Broad Avenue Health Center at 2861 Broad (901) 260-8450
- Frayser Health Center at 3124 North Thomas Street (901) 260-8400
- Third Street Health Center at 3362 South Third Street (901) 271-6300
- Orange Mountain Health Center at 6569 Douglas (901) 271-6200
- Union Avenue Health Center at 1211 Union (901) 271-0330

Non-confidential reporting options

You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources). The university considers these people to be “responsible employees.” Notice to them is official notice to the institution. These staff members include:

- Dr. Timothy M. Doyle, Associate Vice President for Student Life, (901)321-3548
- Mrs. Karen Barnett, Dean of Students, (901)321-3536
- Ms. Theresa Jacques, Director of Human Resources, (901)321-3474
- Ms. Donna Crone, Associate Athletic Director, (901) 321-3478
- Dr. Paul Haught, Vice President for Academic and Student Life, (901) 321-3230
- Mr. Alton Wade, Director of Residence Life, (901) 321-4102
- Mr. John Lotrionte, Director of Campus Police & Safety, (901)321-3550

You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual. Please note that virtually all other faculty and staff (including teaching faculty, coaches and R.A.s, among others), are “mandatory reporters” who, if informed by you or other students, must report what they’ve heard to one of the people listed above.

STEP-BY-STEP DISCIPLINARY ACTION FOR ALLEGED COMPLAINT IPV, SEXUAL ASSAULT, STALKING. INCLUDE TIMELINES, STEPS, DECISION-MAKING PROCESS (PREPONDERANCE STANDARD)

General Disciplinary & Student Judicial Processes

Students may anticipate the following processes from the University disciplinary system:

- The responding student and the complainant shall receive separate written notices of the time, date and place of an administrative conference with a judicial officer. If the respondent is unable to meet at the time and date scheduled, that student shall have two (2) working days of the date to reschedule the appointment.
- The investigator shall notify the respondent in writing within five (5) working days of receipt of complaint.
- In the event that a charge is brought against a student, both the complainant and the respondent student will receive a written statement of said charge(s) in sufficient detail as to enable the students to prepare.
- The respondent shall respond in writing to charges within two (2) working days after the date of the written notification.
- Both the responding student and the complainant will receive a copy of the General Student Judicial Processes in the written notification.
- The complainant and respondent both have the right to ask for clarification of the disciplinary process during the administrative hearing, or in the case of the respondent, possible sanctions that may be imposed as a result of a finding of responsibility for a violation of the Code of Conduct.
- Most investigations will last fewer than thirty (30) days. In rare situations where more than thirty (30) working days are needed to complete the investigation, (such as difficulty in locating a necessary witness or complexity of the complaint) additional time may be taken, and the parties will be notified accordingly.
- At a disciplinary hearing, the complainant and respondent, if a student, shall have the right to be accompanied by any individual advisor of the student’s choice. The advisor’s participation shall be

limited to advising the student. In the event that an advisor disrupts the proceedings, he/she shall be removed from the hearing.

- Both students are responsible for the attendance of any other relevant witnesses appearing on his/her behalf. Such witnesses shall testify one at a time. All witnesses must address the specific situation under consideration; no general character witnesses will be heard.
- Both complainant and respondent have two (2) working days to file an appeal, if warranted, to the appropriate judicial authority. (See *Disciplinary Appeals Procedures*).
- Except for major violations, formal disciplinary hearings will not be held during exam week.
- Most cases, from the time initially reported until the filing of appeals, will be resolved within sixty (60) days. . In rare situations where more than thirty (60) working days are needed to complete the entire case, (such as difficulty in locating a necessary witness or complexity of the complaint) additional time may be taken, and the parties will be notified accordingly. (*The Compass*, p. 46)

AND:

Complaint Reporting:

The University seeks to encourage the prompt reporting of all discrimination and harassment and its prompt resolution through University procedures. Where the charge of discrimination or harassment is against a student, the Dean of Students, in collaboration with Campus Police & Safety when appropriate, will conduct the initial investigation, after which the complaint will be referred to the Special Review Board for further investigation, if needed, and adjudication, as outlined in *Section 8*, in the *Student Code of Conduct*, in the *Compass*. If the charge of harassment or discrimination is against University personnel or a third party, the Director of Human Resources should be contacted immediately. The Director of Human Resources will investigate all charges and make recommendations regarding their resolution.

Alleged Discrimination/Harassment (by the Director of Human Resources or the Dean of Students):

When the allegation of harassment is against the Director of Human Resources, the Vice-President for Administration and Finance will investigate and resolve the complaint. If the complaint is against the Dean of Students, the Associate Vice President for Student Life will investigate the complaint and carry out the responsibilities assigned pursuant to this policy.

Alleged Discrimination/Harassment by Students

When the accused is a student, the Dean of Students and the Special Review Board will follow the procedures for complaint reporting and investigation as stated in the *Student Handbook, Section 8, Code of Conduct*, (D) *Disciplinary Procedures* and (F) *Disciplinary Appeals Procedures*. All student documentation shall be subject to the provisions and protection of the Family Educational Records and Privacy Act (FERPA).

Protection of Rights

The following procedures are intended to protect the rights of the aggrieved party (hereinafter, 'the accuser') as well as the party against whom the harassment complaint is lodged (hereinafter, 'the accused'), as required by the state and federal laws. Each complaint must be properly and promptly investigated and, when warranted, appropriate disciplinary action taken against the accused.

In situations that require immediate action because of safety or other concerns, the University may take interim action which is appropriate, e.g., temporary removal from the University in the case of a student, separation of the students, or suspension with pay in the case of an employee.

Initiating a Complaint:

Any current or former student, applicant for employment or current or former employee who believes he or she has been subjected to discrimination/harassment at the University, or any University-sponsored activity or who believes that he/she has observed discrimination/harassment

taking place may present the complaint to the Associate Vice President for Student Life or Director of Human Resources, as appropriate.

Every attempt will be made to obtain a written complaint from the accuser. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. The complaint shall be signed by the accuser. However, when the accuser refuses to provide or sign a written complaint, the matter will still be investigated to the extent possible, and appropriate action taken. Complaints made anonymously or by a third party must also be investigated to the extent possible

Time Period for Filing a Complaint:

Federal regulations prohibit any deadline for filing reports of sexual assault or harassment; CBU supports this and will accept and investigate reports from any date to the best of its ability. The University does urge those who believe they may have been the recipient of unwanted sexual or gender-based behavior to report it as soon as possible so the most comprehensive investigation can occur and any necessary accommodations can be implemented swiftly. Once an incident has been reported, CBU must investigate it fully, regardless of whether potential witnesses, complainants or respondents are cooperative.

Investigation Process: Initiation of Investigation: Conducting an Investigation

At the request of the Associate Vice President for Student Life, Director of Human Resources or the Special Review Board, the Office of Campus Police & Safety may participate in the investigation of the complaint. Activities in any investigation will include: interviewing the complainant, the respondent and other persons believed to have factual knowledge related to the investigation.

Confidentiality:

To the extent possible, the investigation will be conducted in such a manner to protect the confidentiality of both parties. However, the complainant should be informed that the University has an obligation to address harassment and that, in order to conduct an effective investigation, complete confidentiality cannot be guaranteed. Information may need to be revealed to the respondent and to potential witnesses. However, information about the complaint should be shared only with those who have a need to know about it. The complainant may be informed that if he or she wants to speak privately and in confidence about harassment, he or she may wish to consult with a social worker, counselor, therapist or member of the clergy who is permitted, by law, to assure greater confidentiality. Additionally, measures will be taken against the respondent, or a third party, should there be retaliation. Retaliation is prohibited and should be reported to the investigator immediately.

Notification of Complaint:

The Investigator shall notify the alleged harasser (hereinafter referred to as respondent) in writing within five (5) working days of receipt of the complaint. The respondent shall respond in writing to the complaint within two (2) working days of notification.

Informal Resolution:

Informal resolutions are voluntary, and are not available for in cases involving violence. (Please refer to the section on *Grievance Procedures* later in this section).

Investigation Report:

If an informal resolution is unsuccessful, the Investigator shall draft a report summarizing the investigation. The report shall be submitted to the Associate Vice President for Student Life, the complainant and the respondent within thirty (30) working days following receipt of the complaint. In rare situations where more than thirty (30) working days are needed to complete the investigation, such as difficulty in locating a necessary witness or complexity of the complaint, additional time may be taken, and the parties will be notified accordingly.

Hearing: Procedure for a Hearing

The University will decide the case based on a preponderance of the information standard (whether or not it is “more likely than not” that the conduct occurred) Student hearing procedures are outlined in the *Student Handbook*. (See *Section E*, for *Formal Disciplinary Hearings*). In the case of faculty or staff, information concerning procedures can be located on the Human Resources website.

Findings:

At the conclusion of all the above steps, if an investigator finds the charges have merit, both the complainant and respondent will be informed in writing within two (2) working days of the conclusion of the investigation. The respondent will be informed of the appropriate disciplinary action that will be taken, if applicable. Both the respondent and the complainant will be informed of the appeals process. These actions are outlined in the *Compass* in the case of a student, or the *Faculty and Staff Personnel Handbook* for faculty or staff.

(*The Compass*, p. 60-62)

Preponderance standard used in all cases

“Hearing: Procedure for a Hearing

The University will decide the case based on a preponderance of the information standard (whether or not it is “more likely than not” that the conduct occurred).” (*The Compass*, p. 61

All possible sanctions for disciplinary proceeding for an allegation of IPV, sexual assault, stalking

Sanctioning for Sexual Misconduct

Any person found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.*

Any person found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).*

Any person found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.*

The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

(p. 61-2 of *The Compass*)

Range of protective measures for above cases.

“WHAT ABOUT CHANGING DORMS/OFFICES/WORK SPACE/CLASSROOMS?”

If you want to relocate, you may request a work space or housing change. Changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency space changes, the student is moved to the first available suitable location. If you want the accused individual to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal university complaint. No contact orders can be imposed and workspace or housing changes for the accused

individual can usually be arranged quickly. Other accommodations available to you might include:

- Assistance from university staff in completing the relocation;
- Arranging to arrange suitable parking;
- Assistance with or rescheduling shifts, if relevant;
- Assistance with transferring class sections;
- Suspension of meal plan or housing requirements;
- Temporary reassigning duties if possible;
- Assistance with alternative room instruction;
- Other accommodations for safety as necessary”

(*The Compass*, p. 64-65)

Provide assurance that “prompt, fair and impartial process” from “initial investigation to the final result” be conducted by official who receives annual training on issues of IPV/SA/Stalking annually and is trained to conduct an investigation and hearing process to ensure the protection of the safety of victims while promoting accountability:

Associate Vice President for Student Life

The Associate Vice President for Student Life (AVPSL) serves as the Chief Student Affairs Officer (CSAO) and CBU’s Title IX Coordinator. As the Title IX Coordinator, the AVPSL ensures that all cases undergo a prompt, fair and impartial process from their initial investigations to their final results. Annually certified by the Association of Title IX Administrators (ATIXA), this officer provides all Title IX Investigators (primarily but not exclusively the Dean of Students for cases with student respondents) with annual training on issues including dating violence, domestic violence, bullying and stalking. Also, the AVPSL annually trains investigators how to conduct investigations and hearing processes that ensure the protection of the safety of victims while promoting accountability.” (*The Compass*, p. 44)

1. **Provide “accuser and accused with the same opportunities to have others present during any institutional disciplinary proceeding including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.”**

“g. At a disciplinary hearing, the complainant and respondent, if a student, shall have the right to be accompanied by any individual advisor of the student’s choice. The advisor’s participation shall be limited to advising the student. In the event that an advisor disrupts the proceedings, he/she shall be removed from the hearing.” (*The Compass*, p. 44)

2. Provide simultaneous notification, in writing results to both complainant and respondent.

“The investigating officer will inform in writing both the complainant and respondent of the findings within two (2) working days of the hearing and verbally sooner if requested by either party.” (*The Compass*, p. 46)

3. Provide simultaneous appeals process for both.

“Both [complainant and respondent] will also be informed by the investigating officer of the appeals process at these times... The complainant and respondent may appeal a decision of the Special Review Board to the Special Appeals Committee or a decision of the Judicial Board to the Associate Vice President for Student Life if either party believes the principle of fundamental fairness was not upheld, or the University’s policies and procedures were not followed. The complainant and respondent may further appeal the decision of the Special Appeals Committee to the Associate Vice President for Student Life (please refer to Section 8.C., Judicial Authority for conditions for appeals and the appropriate appeals judicial authority). The Associate Vice President is the final review for all appeals.” (*The Compass*, p. 46)

TITLE IX INFORMATION

Primary Title IX Coordinator

The University official listed below has been designated as the Primary Title IX Coordinator and is responsible for overseeing the Title IX compliance of the Deputy Title IX Coordinators in matters involving sexual harassment, sexual discrimination and sexual assault against employees, visitors and students, including training, education, communications and investigation of complaints.

Dr. Timothy M. Doyle
Associate Vice President for Student Life
Rozier Center
Campus Box T-4
Email: tdoyle1@cbu.edu
Phone: (901) 321-3548
Fax: (901) 321-3524

Deputy Title IX Coordinator - Students

The University official listed below has been designated as a Deputy Title IX coordinator and is responsible for Title IX compliance in matters involving students, including training, education, communications and investigation of complaints. To file a complaint against a CBU student for sexual harassment, sex discrimination or sexual assault, you should contact:

Karen Conway Barnett
Dean of Student Students
Rozier Center
Campus Box T-4
Email: kconway@cbu.edu
Phone: (901) 321-3536
Fax: (901) 321-3524

Deputy Title IX Coordinator - Faculty, Staff and Visitors

The University official listed below has been designated as a Deputy Title IX coordinator and is responsible for Title IX compliance in matters involving employees and visitors, including training, education, communications and investigation of complaints. To file a complaint against a CBU employee for sexual harassment, sex discrimination or sexual assault, you should contact:

Theresa Jacques
Director of Human Resources
Thomas Center
Campus Box 92
Email: tjacque2@cbu.edu
Phone: (901) 321-3307
Fax: (901) 321-4430

Deputy Title IX Coordinator - Athletics

The University official listed below has been designated as a Deputy Title IX coordinator and is responsible for Title IX compliance in matters involving student athletes, coaches and athletic administrators and staff, including training, education, communications and investigation of complaints. If you have a complaint against a CBU student athlete, coach or athletics administrator for sexual harassment, sex discrimination, or sexual assault, you may contact one of the officials listed above, and/or you may contact the official listed below, who will facilitate the handling of the complaint with the appropriate office.

Donna Crone
Associate Athletic Director
De La Salle Hall 124
Campus Box T-1
Email: dcrone@cbu.edu
Phone: (901) 321-3478
Fax: (901) 321-3570

RESOURCES AVAILABLE

Christian Brothers University is committed to on-going programs of education to its students about sexual assault, including prevention, safety tips and counseling services for victims. Detailed information can be found on the University's website under Counseling Services and through the Department of Campus Police & Safety and the Office of Student Life.

RESOURCES AVAILABLE & ASSISTANCE:

Christian Brothers University is committed to on-going programs of education to its students about sexual assault, including prevention, safety tips and counseling services for victims. Detailed information can be found on the Campus Safety and Counseling Center websites.

CAMPUS SEX CRIMES PREVENTION ACT NOTIFICATION

The Campus Sex Crimes Prevention Act amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and requires that institutions of higher education provide the campus community a statement about where information provided by a State concerning registered sex offenders may be obtained. For the State of Tennessee, this information can be obtained from the following web address: http://www.tbi.state.tn.us/sex_ofender_reg/sex_ofender_reg.shtml

2018 ANNUAL CAMPUS SECURITY/FIRE SAFETY DATA

The statistics that are required for the Department of Education as part of the Campus Crimes Statistics Act (Clery Act) include crimes that occur in non-campus buildings (fraternities, student religious organizations, et al), as well as public property (streets that border campus, the railroad property that bisects campus, etc). Crimes that occur in residence hall facilities are reported specifically in addition to the campus total. Drug offenses, liquor law violations, and weapons offenses also include referrals, which could have been made directly to the Dean of the Dean of Students by any student, employee or department without Police Services' knowledge. A three-year comparison is required for this report. The Department of Education requires submission yearly to a secure website by mid-October which can be viewed by the public at <http://ope.ed.gov/security/> and conducts audits randomly for regulatory compliance and quality assurance of the data submitted. The annual report is required to be published by October 1st.

Crime Statistical Disclosure Crime Definitions

- **Murder /Non-negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. **Negligent Manslaughter:** the killing of another person through gross negligence.
- **Sex Offense:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent (includes rape, fondling, incest and statutory rape).
- **Robbery:** the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another, etc.
- **Hate Crimes:** A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin. Categories of bias included in the annual statistical disclosure are:
 - **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
 - **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
 - **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
 - **Sexual orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
 - **Ethnicity:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
 - **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
 - **Gender Identity:** A preformed negative opinion or attitude toward group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. For purposes of the annual statistical disclosure, hate crimes include any Clery-reportable offense (listed above) and the following additional offenses:
 - **National Origin:** A preformed negative opinion or attitude toward a person or group of persons because of the person's, or the person's ancestor's, place of origin, or because an individual has the physical, cultural or linguistic characteristics of a national origin group. For purposes of the annual statistical disclosure, hate crimes include any Clery-reportable offense (listed above) and the following additional offenses:
 - **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
 - **Simple Assault:** The unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
 - **Intimidation:** Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
 - **Destruction/Damage/Vandalism of Property:** Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control over it.

Arrests and Disciplinary Referrals for Violation of Weapons, Drug Abuse and Liquor Laws

Arrests and referrals

Another category of crime statistics that is disclose is the number of arrests and the number of persons referred for disciplinary action for the following law violations:

- Weapons: Carrying, Possessing, Etc.;
- Drug Abuse Violations; and
- Liquor Law Violations.

We must report statistics for violations of the law that occur on your Clery Act geography and result in arrests or persons being referred for disciplinary action. This does not include violations of CBU's policies that resulted in persons being referred for disciplinary action if there was no violation of the law.

For example, if a student of legal drinking age in this state violates your institution's "dry campus" policy and is referred for disciplinary action don't include that incident in your Clery Act statistics because the referral was not the result of a law violation.

Referred for disciplinary action is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*

- *The official receiving the referral must initiate a disciplinary action,*
- *A record of the action must be established, and*
- *The action may, but does not have to, result in a sanction.*

WEAPONS: CARRYING, POSSESSING, ETC., is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.*

Classified as a Weapons: Carrying, Possessing, Etc., Violation:

- Manufacture, sale, or possession of deadly weapons.
- Carrying deadly weapons, concealed or openly.
- Using, manufacturing, etc., of silencers.
- Furnishing deadly weapons to minors.
- Aliens possessing deadly weapons.
- Attempts to commit any of the above.

This type of violation is not limited to “deadly” weapons; it also applies to weapons used in a deadly manner.

DRUG ABUSE VIOLATIONS are defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.*

Classified as a Drug Abuse Violation:

- All drugs, without exception, that are illegal under local or state law where your institution is located.
- Thus, if you have campuses in different states, the laws may differ for each of them.
- All illegally obtained prescription drugs.

Not Classified as a Drug Abuse Violation:

Possession of a small amount of marijuana in states that have decriminalized this conduct, meaning that the conduct is no longer a criminal offense. Referrals that occur for this decriminalized conduct should not be counted for *Clery Act* reporting purposes. *In Tennessee it is still illegal to use or possess any form of marijuana.*

Use of legally obtained, personal prescription drugs used by the owner in a manner not consistent with the instructions provided by the physician.

LIQUOR LAW VIOLATIONS are defined as *the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.*

Classified as a Liquor Law Violation:

The manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor.

- Maintaining unlawful drinking places.
- Bootlegging.
- Operating a still.
- Furnishing liquor to a minor or intemperate person.
- Underage possession.
- Using a vehicle for illegal transportation of liquor.
- Drinking on a train or public conveyance.

Not Classified as a Liquor Law Violation:

- Drunkenness (unless state law classifies drunkenness as internal possession and a violation of possession laws).
- Driving under the influence.

CRIME STATISTICS: JANUARY 1, 2018 – DECEMBER 31, 2018

	Campus: All	On Campus Residential Facilities	Non Campus Building Property	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	1	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Burglary	1	0	0	0
Sex Offenses – Forcible (Forcible Fondling; Forcible Rape; Forcible Sodomy; or Sexual Assault with an Object)	2	0	0	0
Sex Offenses – Non-Forcible (Incest or Statutory Rape)	0	0	0	0
Liquor Law Arrests	1	0	0	0
Liquor Law Violations Referred for Disciplinary Referral	7	5	0	0
Drug Law Arrests	0	0	0	0
Drug Law Violations Referred for Disciplinary Referral	1	1	0	0
Illegal Weapons Possession Arrests	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary	0	0	0	0
Dating Violence	0	0	0	0
Domestic Violence	2	0	0	0
Stalking	2	0	0	0

Campus: (1) Any building or property owned or controlled by any institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

On Campus- Residential Facilities: Dormitories or other residential facilities for students on campus.

Public Property: All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Non-Campus Building or Property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution, or (2) any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographical area of the institution.

PLEASE NOTE: Crimes reported in the residential facilities column are included in the on-campus category.

HATE CRIME: JANUARY 1, 2018 – DECEMBER 31, 2018

	RACE				GENDER				RELIGION				GENDER IDENTITY				SEXUAL ORIENTATION				ETHNICITY				DISABILITY				NATIONAL ORIGIN*			
	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P
Murder an Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Vandalism/ Destruction of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

OC=On Campus Property

PP=Public Property

NC=Non-Campus Property

RF=On-Campus Residential Facility**

**Statistics for On-Campus Residential Facilities are also counted under the On-Campus Property (OC) category.

CRIME STATISTICS: JANUARY 1, 2017 – DECEMBER 31, 2017

	Campus: All	On Campus Residential Facilities	Non Campus Building Property	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Motor Vehicle Theft	3	0	0	0
Arson	0	0	0	0
Burglary	3	2	1	0
Forcible Rape	0	0	0	0
Forcible Sodomy	0	0	0	0
Sexual Assault with an Object	0	0	0	0
Forcible Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Liquor Law Arrests	0	0	0	0
Liquor Law Violations Referred for Disciplinary Referral	1	0	0	0
Drug Law Arrests	0	0	0	0
Drug Violations Referred for Disciplinary Referral	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Referral	0	0	0	0
Dating Violence	0	0	0	0
Domestic Violence	0	0	0	0
Stalking	0	0	0	0

Campus: (1) Any building or property owned or controlled by any institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

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PLEASE NOTE: Crimes reported in the residential facilities column are included in the on-campus categories.

HATE CRIMES: JANUARY 1, 2017 – DECEMBER 31, 2017

	RACE				GENDER				RELIGION				GENDER IDENTITY				SEXUAL ORIENTATION				ETHNICITY				DISABILITY				NATIONAL ORIGIN*			
	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P
Murder an Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Vandalism/ Destruction of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

OC=On Campus Property
 PP=Public Property
 NC=Non-Campus Property
 RF=On-Campus Residential Facility**

**Statistics for On-Campus Residential Facilities are also counted under the On-Campus Property (OC) cat

CRIME STATISTICS: JANUARY 1, 2016 – DECEMBER 31, 2016

	Campus: All	On Campus Residential Facilities	Non Campus Building Property	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	1	1	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Burglary	2	2	0	0
Forcible Rape	1	1	0	0
Forcible Sodomy	0	0	0	0
Sexual Assault with an Object	0	0	0	0
Forcible Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Liquor Law Arrests	0	0	0	0
Liquor Law Violations Referred for Disciplinary Referral	1	1	0	0
Drug Law Arrests	0	0	0	0
Drug Violations Referred for Disciplinary Referral	2	1	0	0
Illegal Weapons Possession Arrests	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Referral	0	0	0	0
Dating Violence	0	0	0	0
Domestic Violence	0	0	0	0
Stalking	0	0	0	0

Campus: (1) Any building or property owned or controlled by any institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

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HATE CRIMES: JANUARY 1, 2016 – DECEMBER 31, 2016

	RACE				GENDER				RELIGION				GENDER IDENTITY				SEXUAL ORIENTATION				ETHNICITY				DISABILITY				NATIONAL ORIGIN*			
	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P	O C	N C	R F	P P
Murder an Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Vandalism/ Destruction of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

OC=On Campus Property
 PP=Public Property
 NC=Non-Campus Property
 RF=On-Campus Residential Facility**

**Statistics for On-Campus Residential Facilities are also counted under the On-Campus Property (OC) cat

TENNESSEE INCIDENT BASED REPORTING SYSTEM (TIBRS)

TIBRS is an incident based reporting system designed to collect data on every single crime occurrence and on each incident and arrest within the occurrence.

The goals of TIBRS are to enhance the quantity, quality and timeliness of crime data collection by law enforcement and to improve the methodology used for compiling, analyzing, auditing and publishing crime data. A major advantage of TIBRS is the capability to break down and combine crime offense data into specific information.

What is Incident Based Reporting?

Incident based reporting views a crime and all of its components as an “incident.” In order to obtain important data, facts about the incident are organized into specific categories or segments. The vehicle used for recording these facts is a “data element.” Data elements provide information about crime and its involvement with victims, offenders, property, arrestees, etc.

Who reports?

All law enforcement agencies as well as colleges and universities report their monthly crime statistics to the TBI. The TBI then reports those law enforcement statistics to the FBI.

In compliance with the Tennessee College and University Security Act), the TIBRS Tennessee Incident Based Reporting System (TIBRS) 2018 Report is found on the next page

Christian Brothers University - Campus Police and Safety - NIBRS Agency Crime Overview - 2018

2017 Population Estimate		2,032		Offenses (*)		Arrests (**)	
Offense Overview		Crimes Against Persons		Reported	Cleared	Adult	Juvenile
Offense Total	48	Murder		0	0	0	0
Number Cleared	4	Negligent Manslaughter		0	0	0	0
Percent Cleared	8.33 %	Negligent Vehicular Manslaughter		0	0	0	0
Group A Crimes per 100,000 population	2,362.2	Kidnapping/Abduction		0	0	0	0
		Forcible Rape		0	0	0	0
		Forcible Sodomy		0	0	0	0
		Sexual Assault W/Object		0	0	0	0
		Forcible Fondling		0	0	0	0
		Incest		0	0	0	0
		Statutory Rape		0	0	0	0
		Aggravated Assault		0	0	0	0
		Simple Assault		4	0	0	0
		Intimidation		1	1	0	0
		Stalking		0	0	0	0
		Commercial Sex Acts		0	0	0	0
		Involuntary Servitude		0	0	0	0
		Crimes Against Property					
		Arson		0	0	0	0
		Bribery		0	0	0	0
		Burglary		2	0	0	0
		Counterfeiting/Forgery		0	0	0	0
		Destruction/Damage/Vandalism		8	0	0	0
		Embezzlement		0	0	0	0
		Extortion/Blackmail		0	0	0	0
		Fraud - False Pretenses		0	0	0	0
		Fraud - Credit Card/ATM		0	0	0	0
		Fraud - Impersonation		0	0	0	0
		Fraud - Welfare		0	0	0	0
		Fraud - Wire		0	0	0	0
		Fraud - Identity Theft		0	0	0	0
		Fraud - Computer Hacking/Invasion		0	0	0	0
		Robbery		0	0	0	0
		Theft - Pocket-picking		0	0	0	0
		Theft - Purse Snatching		0	0	0	0
		Theft - Shoplifting		1	1	0	0
		Theft From Building		15	2	0	0
		Theft From Coin Machine		0	0	0	0
		Theft From Motor Vehicle		3	0	0	0
		Theft of Motor Vehicle Parts		0	0	0	0
		Theft - All Other Larceny		9	0	0	0
		Motor Vehicle Theft		4	0	0	0
		Stolen Property Offenses		0	0	0	0
		Crimes Against Society					
		Animal Cruelty		0	0	0	0
		Drug/Narcotic Violations		1	0	0	0
		Drug/Narcotic Equipment Violations		0	0	0	0
		Gambling - Betting/Wagering		0	0	0	0
		Gambling - Operating/Promoting		0	0	0	0
		Gambling - Equipment Violations		0	0	0	0
		Gambling - Sports Tampering		0	0	0	0
		Pornography/Obscene Material		0	0	0	0
		Prostitution		0	0	0	0
		Prostitution Assisting/Promoting		0	0	0	0
		Purchasing Prostitution		0	0	0	0
		Weapon Law Violations		0	0	0	0
		Total Group A Offenses		48	4	0	0

Domestic Violence Victims		Reported	Cleared
Murder		0	0
Aggravated Assault		0	0
Simple Assault		1	0
Intimidation		0	0
Stalking		0	0
Forcible Rape		0	0
Forcible Sodomy		0	0
Sexual Assault W/Object		0	0
Forcible Fondling		0	0
Incest		0	0
Statutory Rape		0	0
Kidnapping/Abduction		0	0
Commercial Sex Acts		0	0
Involuntary Servitude		0	0
Total		1	0

Group B Arrests		Adult	Juvenile
Bad Checks		0	0
Curfew/Vagrancy		0	0
Disorderly Conduct		0	0
DUI		0	0
Drunkenness		0	0
Family-Non Violent		0	0
Liquor Law Violations		0	0
Peeping Tom		0	0
Runaway		0	0
Trespass		0	0
All Other Offenses		0	0
Total Group B		0	0

(*) Offenses are counted using the FBI Units of Count for Crime

(**) The 'Arrests' column shows arrests made for incidents during the selected period, regardless of arrest date. Arrest counts for the same period may change over time.

FIRE SAFETY REPORTING 2018 INTRODUCTION

On August 14, 2008 the Higher Education Opportunity Act (HEOA) was signed into law. The HEOA requires institutions maintaining on-campus student housing facilities to publish annual fire safety reports containing information about campus fire safety practices and standards. Christian Brothers University is committed to ensuring that all policies and fire regulations are in compliance. The University is dedicated to fire safety for students, faculty, staff, and visitors. CBU works closely with the local municipal fire department (Memphis Fire Department) to meet or exceed applicable local and state code requirements in the University's buildings. All on-campus residence halls are equipped with alarm systems that notify occupants and initiate a fire department response, and portable fire extinguishers for use by trained persons. All fire protection systems are inspected regularly by CBU staff and qualified contractors.

RESIDENTIAL FACILITY	FIRE ALARM MONITORED	SMOKE DETECTION	SPRINKER SYSTEM	FIRE EXTINGUISHER DEVICES	EVACUATION PLACARDS
AVERY APARTMENTS	X	X		X	X
ROZIER HALL	X	X		X	X
CAPSTONE 600	X	X	X	X	X
CAPSTONE 604	X	X	X	X	X
CAPSTONE 170	X	X	X	X	X
MAURELIAN HALL	X	X		X	X
STRITCH HALL	X	X		X	X
LIVING LEARNING CENTER	X	X	X	X	X
2 FIRE DRILLS ARE PREFORMED AT ALL RESIDENTIAL FACILITIES ANNUALLY					

PROCEDURES IN THE EVENT OF A FIRE

If a fire occurs, individuals are instructed to sound the building fire alarm by pulling the red alarm pull box and, if possible, call Campus Police & Safety at (901) 321-3550 or 911. Once a fire alarm has been sounded, individuals should evacuate immediately using the nearest fire exit door or stairwell. Individuals should not use elevators because they may become inoperative due to the fire. If possible, abled persons should assist disabled persons in exiting the building. Disabled persons who cannot use stairs should wait in the stairwell until the Campus Police & Safety or firefighters arrive. Individuals should notify Campus Police & Safety officers or fire authorities of the location of any disabled persons remaining in the building. Individuals should also notify Campus Police & Safety officers or firefighters if they suspect that someone may be trapped inside.

The fire alarm may not sound continuously. Even if the alarm stops, individuals should continue the evacuation. Warn others who may enter the building after the alarm stops.

Individuals should evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel.

Individuals should not return to the building until instructed to do so by the Campus Police officers or other authorized personnel. When a fire alarm has been sounded or a fire otherwise reported to Campus Police & Safety, Campus Police & Safety will initiate the notification procedures for contacting appropriate personnel.

The following are the evacuation staging areas for each building:

In the event of an evacuation of a building on the entire campus, you will be alerted by a fire alarm, the Emergency Mass Notification System, LiveSafe App, the Bell tower, a University Administrator or Campus Safety Officer with a bullhorn.

Evacuations would be because of fire, bomb threats, or other emergencies. The procedure will be to go to:

- the building's designated "staging area" where authorities will account for building occupants
- or, to the University Theater, if the threat continues or the buildings or area continues to be deemed unsafe.

The following are the staging areas for each building:

Academic & Administrative Buildings	Staging Area
Assisi Hall	Student parking lot, Central lot
Barry Hall	Grassy area beside statue of St. John De LaSalle
Battersby Hall	Faculty/staff parking lot behind Canale Arena
Buckman Hall	Boshwit Courtyard
Canale Arena/Theater Offices	Theater or lawn outside of Deal Plaza
Cooper-Wilson Center for Life Sciences	Student parking lot, Central lot
Rosa Deal School of Arts	Grassy area between Maurelian and Deal
Maintenance Building	Student/Visitor lot next to Central guard shack
Nolan Engineering Center	Buckman Quad
Plough Library	Buckman Quad
Saint Benilde Hall	Faculty/staff parking lot behind Canale Arena
Saint Joseph Hall	Boshwit Courtyard
Thomas Center	Buckman Quad

Residence Halls	Staging Area
Avery Apartments	Baseball Field
170 Oakdale (Baseball Apartments)	Baseball Field
Lambert/Stritch Hall	Grassy Area by southeast side of Stritch Chapel
Living Learning Center	Outdoor Basketball Court
Maurelian Hall	Grassy Area near Bell Tower
O'Hara Hall (600 Apartments)	Outdoor Basketball Court
Pender Hall (604 Apartments)	Outdoor Basketball Court
Rozier Hall	Outdoor Basketball Court

PROHIBITED ITEMS IN RESIDENT HALLS

1. Water furniture (i.e. waterbeds), weight-lifting equipment, large games or furniture (pool tables, video games, etc.), or any vehicles having internal combustion engines are not permitted in the residence halls.
2. Residents are not permitted to possess or use personal grills (this includes but is not limited to hibachis, outdoor grills with propane tanks, charcoal grills, and turkey fryers). Per the fire Marshall, no resident may possess or use personal grills on CBU property. The Memphis Fire Department will issue a fine of \$6000 per grill found on the residence hall premises.
3. **Holiday Decorations Policy**
Because of the potential for accidents or fires, the following regulations must be observed by anyone wishing to exhibit decorations:
 - Only artificial trees shall be permitted in student rooms.
 - No Christmas lights or decorative string lights of any type shall be permitted in student rooms at any time.
 - Trees or decorations are not to be placed in any corridor or area which might obstruct an exit.
 - All decorations used on the inside of a University building must be flameproof, or be made of a material that is flame retardant.
 - No open flames (candles, stereo, liquid fuel, etc.) may be used.
 - At no time may hallway lights, exit lights, etc. be painted or covered over.
4. **Smoking**
Smoking is prohibited in all residence halls/apartments.
Effective August 1, 2011, all tobacco products will only be allowed in clearly visibly marked tobacco use areas. No one may smoke along any path way or walk way leading to or from the designated smoking area, nor may individuals smoke at the picnic tables nor outdoors in any of the grassy areas or the parking lots. While Christian Brothers University makes these areas available to smokers, it in no way has any legal responsibility to do so. Any individual who chooses to use these smoking areas do so at their own risk. Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. See the back of this document for a list of the Designated Smoking Areas.

Fire Safety Improvements

The University assesses and upgrades fire safety equipment to ensure that all equipment meets National Fire Safety standards. The University continues to evaluate and improve smoke/heat detection systems, as necessary, to meet life safety requirements and protect University assets. It periodically assesses the need for other improvements in fire safety, making recommended improvements as soon as possible.

Fire Statistical Disclosure

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or "Clery Act" requires disclosure of information regarding crime on or near the campus. This report is compiled by CBU Campus Police & Safety.

DEFINITIONS:

- **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- **Unintentional Fire:** A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.
- **Intentional Fire:** A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.
- **Undetermined Fire:** A fire in which the cause cannot be determined.
- **Fire-related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire.
- **Fire-related Death:** Any instance in which a person (i) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire or (ii) dies within one year of injuries sustained as a result of the fire.
- **Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity.
- **Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.

2016					2017					2018				
Fires	Injuries	Cost of Damage	Cause of Fires	Deaths	Fires	Injuries	Cost of Damage	Cause of Fires	Deaths	Fires	Injuries	Cost of Damage	Cause of Fires	Deaths
0	0	\$ -		0	0	0	\$ -		0	0	0	\$ -		0
0	0	\$ -		0	0	0	\$ -		0	0	0	\$ -		0
0	0	\$ -		0	0	0	\$ -		0	0	0	\$ -		0
0	0	\$ -		0	0	0	\$ -		0	0	0	\$ -		0
0	0	\$ -		0	0	0	\$ -		0	0	0	\$ -		0
0	0	\$ -		0	0	0	\$		0	0	0	\$		0
0	0	\$ -		0	0	0	\$		0	0	0	\$		0
1	0	\$0	playing w/matches	0	0	0	\$		0	0	0	\$0		0
1	0	\$0		0	0	0	\$		0	0	0	\$0.00		0

A "\$0" placed in the cost of damage column designates that there was no monetary damage.

SEVERE WEATHER TORNADO

SUSPICIOUS PERSON OR OBJECT

EVACUATION

POWER OUTAGE

EARTHQUAKE

FIRE

HAZARDOUS MATERIALS SPILL

IF INDOORS:

- Move quickly to a safe interior area without windows (e.g., hallways, basements, restrooms).
- Move to the lowest levels using stairways, NOT elevators.
- If possible, close all doors as you leave an area.
- Stay away from windows, doors, and exterior walls.
- Do NOT go outdoors.

IF OUTDOORS:

- Get inside if possible.
- Stay away from trees, power lines, utility poles, and other hazards.
- Curl up in a ditch or low-lying area; stay low to the ground; use your arms to protect your head and neck.

PERSON:

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- Call 911 or 3550 from a campus phone or from a cell phone; or if available in the lobby, use the red emergency phone.
- Provide as much information as possible about the person and their direction of travel.

OBJECT:

- Do not touch or disturb the object.
- Do NOT use a cell phone!
- Call 911 or 3550 from a campus phone; or use the red emergency phone.
- Notify your instructor or supervisor.
- Be prepared to evacuate.

- Remain calm.
- Evacuate using the nearest safe stairs and safe exit.
- Do NOT use elevators!
- Gather personal belongings (medication, keys, purses, wallets, etc.), but only if safe to do so.
- Follow directions given by emergency personnel.
- Go to identified assembly points at least 500 feet from the affected building.
- Assist persons with disabilities or injuries without jeopardizing your safety.
- If you are unable to evacuate due to a physical disability, go to a safe location (e.g., stairwell) and wait for assistance. Ask others to inform emergency personnel of your location.

IF THERE IS TIME:

- Turn off all electronics including computers (except in cases of leaking gas or other flammable substances).
- Secure any hazardous materials or equipment before leaving.

- Remain calm; provide assistance to others if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off and unplug computers and other voltage sensitive equipment.
- For information about a prolonged outage, call Physical Plant at **901-321-3395**

- "Drop, Cover, and Hold" under a table or desk or against an inside wall, not in a doorway, until the shaking stops.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit.
- Evacuate the building.
- Do not leave the area/ campus without reporting your status to your instructor or supervisor.

- Remain Calm.
- Activate the nearest fire alarm pull station and call **911 or 3550** from a campus phone; call **911** from a cell phone.
- Evacuate the building.
- Do NOT use elevators!
- Do NOT enter the building until authorized by emergency personnel.

- If an emergency exists or if anyone is in danger, move away from the site of the hazard to a safe location.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

On Campus Phone Directory

President	3251	Health Resources (Nurse)	3260
Academic Affairs	3230	Human Resources (Personnel)	3307
Administration and Finance	3256	ITS HELP Desk	4438
Institutional Advancement	3272	Language Lab	3355
Chief Operating Officer	3259	Library	3432
Dean, Information Technology Services	4050	MBA Program	3317
Dean of Students	3536	Mail Room	3551
Director of Residence Life	4102	Maintenance	3395
Admissions Office	3205	Math Center	3399
Advancement Office	3270	Media Center, Library	3431
Alumni Office	3275	Music Department	3390
Archives	3243	Personnel	3307
Athletics	3370	Printing Services	3394
Bookstore	3545	Psychology Lab	3245
Brothers' Residence	3515	Public Relations	3273
Brothers' Residence Kitchen	3516	Registrar & Records	3889
Business Office	3380	School of Arts	3335
Cafeteria	3560/61	School of Business	3315
Campus Ministry	3509/3528	School of Engineering	3405
Campus Safety	3550	School of Science	3445
Career Center	3330	Snack Bar	3561
Communications and Marketing	3273	Student Activities	3529
Computer Center	3475	Student Life	3531
Counseling	3527	Student Government	3535
Development	3271	Swimming Pool	3376
Engineering Management Program	3283	Telecommunications Center	3280/3480
Evening and Summer Sessions	3291	Theatre	3369
Financial Aid	3305	Writing Assistance Program	3360
Grants	3462		
Gymnasium	3370		

Appendix H: Memphis Area Emergency Phone Numbers

<u>Department Name</u>	<u>Phone Number</u>
Emergency, Fire, Police, Medical Emergency, Sheriff.....	911
Emergency Management Agency.....	458-1515
Memphis Police Department (non-emergency)	545-2677
Memphis Police – Airways Station	636-4800
Memphis Police – Appling Farms Station.....	636-4400
Memphis Police – Crump Station.....	636-4600
Memphis Police – Mt. Moriah Station	636-4199
Memphis Police – N. Main Station.....	636-4099
Memphis Police – Old Allen Station	636-4399
Memphis Police – Raines Station.....	636-4599
Memphis Police – Ridgeway Station.....	636-4500
Memphis Police – Tillman Station.....	636-3000
Memphis Fire Department.....	458-8281
Shelby County Health Department.....	544-7600/545-5500
Shelby County Sheriff’s Department.....	222-5800
Civil Defense.....	528-2780
Federal Bureau of Investigation (FBI).....	747-4300
Memphis Light, Gas & Water	528-4465
Methodist Central Hospital.....	516-7000
Baptist Hospital Medical Center East	226-5000
Tennessee Highway Patrol.....	543-6256
Toxic Chemical Spill.....	1-800-262-3300
Southaven MS Police,.....	662-393-5283
Sheriff, DeSoto County MS-(Hernando).....	662-429-1475
Sheriff, Crittenden County AR	870-702-2010
Germantown Police Department.....	754-7222
Collierville Police Department	853-3207
Millington Police Department	872-3333
Bartlett Police Department	385-5555
Bell South Security (Monday – Friday 7:30am to 5pm).....	557-6222
Bell South Security (Nights & Weekends).....	557-6111